

**THE ACADEMY OF PSYCHOANALYSIS**

*A Member Academy of*

THE AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY

**BYLAWS**

**(approved, as revised 04-22-06)**

## ARTICLE I

### ORGANIZATIONAL NAME and PURPOSE of the ACADEMY

The name of the organization shall be the **Academy of Psychoanalysis** (hereafter referred to as the **Academy**). The Academy shall be a member academy of the Academies of the American Board of Professional Psychology (ABPP). The purpose of the Academy shall be to advance Psychoanalysis as a science and a practice and to promote and enhance the discipline in academic and applied settings and through its activity in professional organizations. Specific purposes shall include:

- A. To recognize, recommend and support competency-based credentialing in Psychoanalysis including accreditation, licensing and certification in the specialty.
  - 1. Support the American Board of Psychoanalysis in Psychology (ABPsaP) of the American Board of Professional Psychology (ABPP).
  - 2. Nominate Academy Fellows to serve as Directors on ABPsaP.
  - 3. Nominate Academy Fellows for examiner training in order to serve as members on the ABPsaP Examination Committees.
  - 4. Recruit and encourage specialty candidates to pursue board certification.
  - 5. Create and maintain a mentorship program to support candidate certification.
  
- B. To advance psychoanalysis in psychology as a science and a professional practice.
  - 1. Develop and approve competencies, education and training standards, and practice guidelines for the specialty of Psychoanalysis.
  - 2. Provide advanced continuing education in the specialty of Psychoanalysis.
  - 3. Sponsor public education events to promote the specialty of Psychoanalysis.
  - 4. Coordinate collaborative activities with other psychoanalytic organizations.

## **ARTICLE II**

### **MEMBERSHIP of the ACADEMY**

- A. Members are Fellows, Board Certified in Psychoanalysis by the American Board of Psychoanalysis in Psychology (ABPsaP) of the American Board of Professional Psychology (ABPP), and currently in good standing with both the Academy and ABPP.
- B. Rights of Fellows include voting on bylaw changes and all matters submitted to the Academy membership, nominating Fellows to serve on the ABPsaP, and running for and holding an elected office with the Academy.

## **ARTICLE III**

### **FUNCTIONS of the ACADEMY BOARD**

- A. **POWERS.** The powers of the organization shall be vested in an elected Academy Board of Directors consisting of no less than six Fellows who shall supervise, control, direct and manage the property, affairs and activities of the Academy. Consistent with the By-Laws of the Academy, the Academy Board shall have full legal control of the Academy's assets, shall have the power to make contracts on behalf of the organization, oversee the conduct of all the business affairs of the Academy, and shall also have the authority and duty to establish, direct and promulgate Policies and Procedures for the Academy. All Academy Board decisions shall be decided by a majority vote unless otherwise specified.
- B. **ACADEMY BOARD COMPOSITION.** The Academy Board shall be comprised of the Officers: President, President-Elect, Past President, Secretary, and Treasurer, and the Members-At-Large Fellows.

- C. NUMBERS. The number of Academy Board Members may be changed at any regular meeting of the Academy by a majority vote.
- D. REGULAR MEETINGS. The Academy Board shall hold at least one annual meeting for the purposes of choosing Board Members, electing officers and transacting such other business as necessary.
- E. SPECIAL MEETINGS. A special meeting of the Academy Board may be convened by the President, or any four Academy Board Members, by filing a written request for such a meeting with the Secretary.
- F. MEETING LOCATION AND BUSINESS YEAR. All meetings of the Academy Board, regular or special, shall be held at a place and time determined by a majority vote of the Academy Board. The President, assisted by the Secretary, shall be responsible for all arrangements for Academy Board Meetings. The business year of the Academy shall begin the first day of January and end on the final day of December. All Academy Board members shall begin their terms of office on the first day of the business year.
- G. NOTICE. Notice of all regular and special meetings of the Academy and an agenda of all items to be discussed at such meetings shall be delivered personally, or be sent to each Board Member at their business or home address by mail, facsimile, or e-mail, no less than thirty (30) days prior to the meeting date. If mailed, such notice, shall be deemed to have been delivered when deposited in the United States mail in a sealed envelope appropriately addressed, with postage thereon prepaid. If notice is given by facsimile or e-mail, such notice shall be deemed to have been given, when the facsimile or e-mail transmission is sent. The Secretary shall circulate any proposed changes in By-laws to each Director at least sixty (60) days prior to the meeting at which the Academy will vote on the proposed changes. Upon approval of an action by the Academy Board, advance notice will be given prior to implementation.

- H. **QUORUM.** A majority of all members of the Academy (one more than half) shall constitute a quorum for the transaction of business at a regular or special meeting of the Academy. If a quorum is not physically present, enough Directors must vote via mail, facsimile, e-mail or telephone conference call to obtain the necessary quorum. When not meeting, should a matter requiring a vote of the Academy arise; a ballot by mail, e-mail, facsimile or telephone conference call, authorized by the President, may be taken. A majority vote of the Academy will be necessary to carry such a motion.
- I. **REMOVAL.** The Academy Board may remove any Academy Board member for cause by two-thirds (2/3) vote of the entire Academy Board during any regular meeting of the Academy Board, provided that a statement of the reason(s) for removal shall have been mailed with confirmation of receipt, to the Academy Board member proposed for removal and to the other Academy Board members, at least thirty (30) days before any final action is taken by the Academy Board. A notice of the time and the place where the Academy Board is to take action on the removal shall be accompanied by this statement. The Academy Board member proposed for removal shall be given an opportunity to appear and be heard by the Academy at the time and place stated in the notice. The only grounds for removal of a Academy Board member shall be:
1. prejudicial loss of qualifying credentials leading to revocation of the Academy Certification (Diploma),
  2. nonfeasance of office, or duties as a member of the Academy,
  3. malfeasance of office as a member of the Academy,
  4. failure to attend two consecutive Academy meetings.

- J. POLICY MANUAL. The Academy may maintain a policy manual, the intent of which is to set forth the specific implementation of the By-laws and other actions taken by the Academy.
- K. RELATIONS WITH THE AMERICAN BOARD OF PSYCHOANALYSIS IN PSYCHOLOGY (ABPsaP).
1. The Academy, as the membership organization of the Specialty of Psychoanalysis in Psychology of ABPP, shall work cooperatively with, but independently of both ABPsaP and ABPP.
  2. The ABPsaP President and President-Elect shall be invited to serve as liaisons at all regular Academy Board meetings.
  3. The Academy Board shall nominate candidates to fill open Directors' positions on the ABPsaP.
  4. The Academy shall collaborate with the ABPsaP to train Academy members to serve as examiners for board certification in the specialty.

#### **ARTICLE IV**

##### THE ACADEMY BOARD

- A. TITLES. The Academy Board shall be comprised of the officers, and the Member-At-Large Fellows. The officers of the organization shall be President, President-Elect, Past President, Secretary, and Treasurer.
- B. TERMS OF OFFICE. The Presidential cycle extends for six years, a President-Elect is elected every two years, then moves into the office of President for two years and then into the office of Past President for two years. Two years shall elapse after completing the presidential cycle before a Past President may be nominated as President-Elect. All Member-At-Large Fellows are elected for four-

year terms. Academy Board Officers, with the exception of the Presidential cycle, shall not serve more than two consecutive terms in the same office. Academy Board members shall not hold more than one position on the Academy Board at the same time. The term of office for the Secretary and Treasurer shall be two years.

C. FUNCTIONS. All Academy members shall have the following specific functions in addition to the general responsibilities of Directors.

1. PRESIDENT. The President shall be the chief executive officer of the Academy. The President shall arrange for and preside at all meetings of the Academy Board and the Executive Committee, shall have the power to transact all of the usual, necessary and regular business of the organization as may be required and, with such prior authorization of the Academy as may be required by these By-Laws, to execute such contracts, deeds, bonds and other documents as shall be required by the organization; and, in general, the President shall perform all such other duties incident to the office of President and chief executive officer, and such other duties as may from time to time be prescribed by the Academy. The President shall also recommend formation of committees to the Academy for its approval and shall appoint committee chairs and committee members. The President shall appoint a parliamentarian as needed.

2. PRESIDENT ELECT. The President-Elect shall act as chief executive officer in the absence of the President and, when so acting, shall have all the power and authority of the President. Further, the President-Elect shall have such other duties as may be assigned by the President.

3. PAST PRESIDENT. The Past President shall be responsible for requesting the slates of candidates to fill vacancies on the Academy Board. The Past President shall contribute advice and counsel drawn from his/her experience to the Academy, and have such other duties as may from time to time be assigned by the President.
4. SECRETARY. The Secretary shall be responsible for the preservation of all official documents of the Academy, keep a roster of Academy Board members including dates of office, record the minutes of the meetings of the Academy Board, send notices and agendas of all meetings of the Academy Board, and perform all other duties incident to the office of Secretary or as from time to time directed by the Academy Board or the President.
5. TREASURER. The Treasurer shall have charge and custody of and be responsible for all funds of the organization, deposit such funds in such bank or banks as the Academy Board may from time to time determine, and make reports to the Academy Board as requested by the Academy Board. The Treasurer shall ensure that all expenditures are made to the best possible advantage, and that all accounts payable are presented promptly for payment.
6. THE EXECUTIVE COMMITTEE. The Academy Board Executive Committee shall consist of the elected Officers of the Academy. The Executive Committee shall function between regular meetings of the Academy Board and shall be convened by the President. The Executive Committee shall plan meetings, take care of routine details, and act as consultant to the President. The Executive Committee may not make or change policies or transact any business which requires a majority vote of the Academy Board except in an emergency.



7. REMOVAL AND RESIGNATION. Any officer may be removed with or without cause, by two-thirds (2/3) vote of the Academy Board at any regular meeting of the Academy. Any officer may resign at any time by giving written notice to the Academy Board President. Any such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of resignation shall not be necessary to make it effective.
  
8. SALARY. Academy Board members may not receive financial compensation for their service on the Academy. Academy Board members may be reimbursed for expenses incurred in the performance of their duties as Academy Board members.

## **ARTICLE V**

### **NOMINATIONS, ELECTIONS AND APPOINTMENTS**

- A. TERMS OF OFFICE. Each fellow of the Academy Board shall be elected to hold office for a term of four years. Should a Board member be elected to the office of President-Elect, Secretary or Treasurer, the Board member's term of office shall change to be in accordance with his/her newly elected position.
  
- B. QUALIFICATIONS. To serve as a Board member or Officer of the Board of the Academy, a Fellow must be Board Certified in Psychoanalysis by the ABPsaP and be in good standing status with both the ABPP and the Academy.
  
- C. VACANCIES. In the case of a vacancy, resignation, or removal of a Academy Board member, the President shall appoint a replacement to fill the unexpired portion of the term, in consultation with the Academy Board.

- D. RESIGNATION. An Academy Board member may resign at any time by filing a written resignation with the President of the Academy Board.
  
- E. NOMINATIONS. The Academy Board is responsible for nominating candidates to fill open positions on the Academy Board. The Academy Board's President shall inform the Academy Board members of the number of Board member's positions to be filled. The Academy Board shall also nominate a slate of two or more Academy fellows in good standing for each open position as a Director on the ABPsaP. The Academy Board shall submit the nominees to the ABPsaP Past President.
  
- F. ELECTION PROCEDURES. The Academy Board shall elect Officers for positions about to be vacated, at the Academy Board's last meeting of the year from the current roster of Academy Board members and Academy Fellows in good standing with the Academy and ABPP. The Academy Board shall nominate Academy Fellows in good standing with the Academy and ABPP for Member-At-Large positions on the Academy Board, who will be elected by the Academy.

## **ARTICLE VI**

### **GENERAL PROVISIONS**

CONTRACTS, LOANS, DEPOSITS, CHECKS, ETC. Except as otherwise provided in these By-laws, the Academy Board may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of or on behalf of the organization. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have power or authority to bind the organization by any contract or engagement or to pledge its credit or to render liable pecuniary for any purpose or in any amount unless in the ordinary course of business. Under no circumstances will a loan be made by the organization to Board Members or Officers.

**ARTICLE VII**  
**AMENDMENTS**

These By-Laws may be amended in whole or in part at any regular or special meeting of the Academy Board upon the receipt of the written proposed Amendment by all the Board members at least thirty (30) days prior to the meeting at which the proposed Amendment is to be voted on. Approval of at least two-thirds of the entire Academy Board is required to adopt an Amendment.

**ARTICLE VIII**  
**PARLIAMENTARY AUTHORITY**

The Academy shall be governed by its own Bylaws, however, Academy Board meetings shall be conducted according to Keesey's Modern Parliamentary Procedures (1994, Washington, DC, American Psychological Association).