

Local Chapters Handbook

**Section IV,
Division 39—
Society for Psychoanalysis
and Psychoanalytic
Psychology**

Revised March 2020

Introduction

The Society for Psychoanalysis and Psychoanalytic Psychology (Division 39) of the American Psychological Association is unique in that it has local chapters that serve their communities as organizations of professionals interested in the study and practice of psychoanalytic psychology. Local chapters are professional interest groups that seek to support the professional identity of psychologists and other professionals interested in psychoanalysis, to provide educational opportunities in psychoanalytic theory, technique, and related subjects as well as to educate the community about the value of the psychoanalytic orientation. Local chapters are open to all Division 39 members and may be open to other professionals with an interest in psychoanalysis and psychoanalytic psychology, thus serving to promote interdisciplinary cooperation and serving as a local resource for collegial interchange and professional development. These local chapters are organized through Section IV of Division 39, which serves to promote the interests of local chapters and of their individual members, many of whom are not members of the Division. Information on Section IV, including a list of current Section IV officers, is available on the Section IV website (<https://www.apadivisions.org/division-39/sections/local/index>).

This handbook is designed to guide interested communities in the formation of new local chapters as well as to serve as an ongoing resource for existing local chapters. All local chapters should have an updated copy of the handbook. In addition, any Division member who is interested in forming a local chapter can request a copy to the Section IV President or download a copy from the Section IV website (<https://www.apadivisions.org/division-39/sections/local/index>). The rules and procedures to be followed in forming a new local chapter are outlined herein. The Section IV President is also available for advice at any stage of the group's planning and initial organization. The officers of Section IV are interested in working with members who wish to form a local chapter in their area. There are resources currently available that should assist this process.

The Society of Psychoanalysis and Psychoanalytic Psychology (Division 39)

Division 39 of the American Psychological Association was founded in 1979 and, as of 2020, has in excess of 4000 members. There are seven sections of the Division, representing the varied interests of Division members as well as numerous task forces and committees. The Division sponsors an Annual Meeting during the spring as well as a rich program at the APA Annual Convention. The Division publishes a directory biannually which lists members alphabetically and geographically and includes a language fluency roster.

The Division has contracted with National Association Management in Phoenix, Arizona, which now serves as the Division 39 Central Office. Our Division 39 Administrator is Ms. Ruth Helein (Email: Div39@namgmt.com). This office keeps central files and should have up-to-date lists of local chapters and the officers and committees of the Division Board, of the sections of the Division as well as of the local chapters. The formal address is:

Society for Psychoanalysis and Psychoanalytic Psychology (Div. 39)
P.O. Box 41668

Phoenix, AZ 85080

For FedEx/Packages and large mail pieces:
Society for Psychoanalysis and Psychoanalytic Psychology (Div. 39)
1902 W. Union Hills, Unit 41668
Phoenix, AZ 85027

Section IV, Local Chapters

Section IV is the Divisional home of the local chapters. The Bylaws of the Section, which explain its objectives, are in a separate document that can be found on the Section IV website. The local chapters are autonomous in terms of governance, programming, and finances, so long as they conform to the Bylaws of the Division and of the Section. The Section represents the interests of local chapters and their members on the Division Board. A major function of the Section is to help communities form local chapters, including the possibility of providing some funding for start-up expenses of new chapters. The Section Senate also serves in a mentoring or consulting role to local chapters in need of such services. It also serves to help foster and plan continuing education opportunities at the local level and to coordinate planning and cooperation among local chapters for programming or special projects. Local chapters are encouraged to submit articles about their activities to the SPPP's online newsletter, *InSight*, to inform all our members of the important work of the local chapters.

Local chapters are represented in the Section IV Senate and have a chance to share ideas and socialize at Section IV membership meetings at the Division 39 Spring meeting. The Section has a relationship with its constituent local chapters that allows local chapters to use the Division's tax-exempt status. Chapters, however, must file a yearly report of their financial activities with the Section IV Treasurer and APA Division Accounting, whether or not they rely upon APA's tax-exempt status. For additional information or questions, chapters should contact the Section IV Treasurer. In addition, local chapters are required to send an annual report to the Section IV President or Secretary at least 4 weeks prior to the Spring Meeting. This report should list the current leadership of the chapter and summarize the chapter's activities of the past year. A template for this report can be obtained by emailing the Section IV president or secretary.

For those who are interested in the history of the Division, including Local Chapters, *History of the Division of Psychoanalysis of the American Psychological Association*, edited by Bob Lane and Murray Meisels, published by Lawrence Earlbaum and Associates in 1990) is available to review.

Graduate Student Initiative: The GSI offers travel stipends for graduate students and early career professionals to attend the SPPP Spring Meeting. To be eligible, the nominee must be an active member of the chapter and during the meeting must attend all Section IV activities. Chapters must submit nominations to the GSI Chair (currently that is Bill MacGillivray, email: drmacg@comcast.net) and the travel awards are given out on a rotating basis. Chapters are encouraged, but not required to supplement the travel award. Request for additional information can be directed to Dr. Bill MacGillivray (email: drmacg@comcast.net).

Membership Criteria for Local Chapters

Local chapters vary widely in the composition of their membership and in the classes of membership that they establish. However, full membership and voting rights in a local chapter must be open to all Division 39 members in the geographic area, regardless of any other criteria which the chapter may establish for membership. **In other words, the local chapters cannot have membership criteria that are more restrictive than those of the Division.** This does not preclude specific activities within a chapter being made available on a selective basis if they are based on openly established and public criteria applied equally to all members. For example, a chapter may plan a seminar or workshop open only to clinicians, so long as any criteria used are openly stated and are applied to all members. In publicizing membership or in publishing a membership directory, it should be made clear that **membership in the local chapter does not imply any kind of accreditation, or professional recognition, or competence to practice psychoanalysis as a profession.**

For a group to be a local chapter of Division 39 of the American Psychological Association, there needs to be a certain core number of Division 39 members in the group. This number will be determined by the Section IV Executive Committee in consultation with the local community. All group members who are psychologists should be encouraged to join and support APA and Division 39. The number of votes in the Section IV Senate are allotted to each chapter based on the number of Division 39 members whose primary membership is in that chapter. An individual can belong to more than one local chapter but can be counted, for Section IV Senate voting purposes, only in that one chapter which they designate as their primary (or "home") chapter. **The Section discourages duplication or splintering of chapters in a given geographic area.** The definition of a geographic area is vague; it may include several states or nearby communities, or it may be a segment of a large city. A local group in an underpopulated area might become an affiliate or branch of a chapter in a nearby large city. Interest or questions regarding this possibility should be directed to the President of Section IV or another Section IV officer.

Most local chapters have an active Membership Committee that serves both to solicit new members from the professional community and to welcome professionals new to the community. The local chapter membership chairperson, in close relationship with the treasurer, sends out the annual dues notices, keeps membership rolls, keeps contact information current, and provides an accurate count of total members, Division 39 members, and other optional subgroups within membership (e.g. early career psychologists). All chapters, however, must accurately count how many members are Division 39 members. This information must be sent to the Section IV Treasurer with the Section dues each January and included in the annual report of the chapter's activities to the Section IV president. Annual chapter dues are calculated based on the number of division 39 members in each organization. The number currently is \$5 per Division 39 member within a local chapter. This amount may change in the future based on Section IV Senate proceedings and voting.

Local chapters are encouraged to welcome students as members, usually at a discounted rate. Larger chapters in areas where there are analytically oriented psychology training programs may

have very active student committees or sponsor special student programming. There is an active Graduate Student Committee in the Division that can be consulted. *It should be noted that students can join the Division directly without becoming members of APA.* Local chapters can provide a valuable service by establishing a mentoring program through a Student Committee.

Chapters are open to all professionals with an interest in psychoanalysis or psychoanalytic psychology. Many chapters choose not to distinguish between psychologists and other members in any of the rights and privileges of membership. Other chapters choose to have two classes of membership: full membership with voting and office-holding rights for Division 39 members only, or for licensed mental health professionals only; and associate membership with some restrictions on privileges for other professionals. Many chapters, in addition, have a category of student membership at reduced fee. The representative bylaws appended to this handbook illustrate some of the varied organizational structures and membership criteria employed by established local chapters. In addition, the Division 39 and Section IV bylaws should be consulted.

Organizing an Initial Meeting

The process of forming an official local chapter usually begins when a group of Division 39 members, possibly along with other like-minded professionals in a defined geographic area, meets together with the goal of starting an interest group pertaining to psychoanalytic psychology or psychoanalysis. This is typically in response to a need for collegial interchange among psychoanalytically oriented psychologists who are seeking greater connection in their professional communities. Often, a group that initially formed as a study group seeks to expand and explores the possibility of becoming a local chapter. This first, informal meeting provides a forum to share ideas about the possibility of forming a group that would sponsor various activities such as lectures, workshops, study groups, or peer supervision groups. Following this informal meeting, advice is usually sought from the Section IV President and potentially other local chapters. The initiators then begin a planning process in which they assess the interests of their community in forming a local chapter. This should culminate in a formal organizational meeting, to which the initiators should make every reasonable effort to invite all Division 39 members in the defined geographic area. This meeting could also be open to all interested professionals in the community.

The initial meeting should ascertain the degree of interest in forming a chapter. The meeting might include an interesting program to attract attendance and/or it might feature a consultant from the Section. This handbook should be available at that meeting for prospective members to understand the function of Section IV and the expectations for local chapters. Attendance should be taken and minutes recorded. A consensus should be reached regarding some mutual goals for the group. A Steering Committee should be formed at this meeting, which would consist either of all those wishing to serve or would be a committee elected by those present at the organizational meeting.

Role of the Steering Committee

Once the initial meeting is held and the Steering Committee is formed, temporary officers should be elected and a Bylaws Committee formed. There are sample chapter bylaws appended (Appendix A) to this handbook. These should be carefully consulted, since no local chapter bylaws may

contradict those of the Division or Section. Bylaws should be drafted and approved by the Steering Committee with as much input from the larger group as possible. Such bylaws will then be subject to ratification by the general membership at some appropriate later date when a reasonable core membership has been enrolled. The Steering Committee should arrange a membership drive with attention to enrolling Division 39 members. Some initial programs are often planned out simultaneously with the drafting of bylaws, organizational structure, and objectives, such that members can then be enrolled prior to or during initial programs or organizational meetings. The Steering Committee should organize the nomination and election of officers according to the procedures outlined in the group's bylaws. The election should take place in a timely fashion, and no later than within one year following the formation of the Steering Committee.

Note that there is no Section IV requirement that Division membership be a prerequisite for holding office on the Steering Committee or holding office in a local chapter—except for the office of Representative to the Division 39, Section IV Senate. Every local chapter must have at least one representative who is delegated to attend the Section IV Senate meeting at the Spring Meeting and who votes on behalf of the local chapter.

Applying for Section IV Membership

The President or other Executive Committee Members of Section IV are available for consultation at any step in the local group's process. In addition, the wealth of experience in existing local chapters is available to groups seeking to form a new local chapter. It is possible that an experienced member from a geographically adjacent chapter could be available for consultation either through telecommunication or in person. Local chapters and their current representatives to the Section IV Senate are listed on the Section IV website: <https://www.apadivisions.org/division-39/sections/local/>. In addition, many local chapters have membership brochures, sample flyers, newsletters, and so forth to possibly share with a chapter in formation.

A local group may apply for official chapter status when it meets the following criteria:

1. The Steering Committee has approved an organizational structure and a set of bylaws;
2. Temporary officers have been selected; AND
3. An initial membership drive has been held and a core membership has been enrolled, including the number of Division 39 members designated as appropriate for the defined geographic area.

Application for official chapter status is made by submitting:

1. A written request to the Section IV President or other designated officer;
2. A copy of the approved bylaws;
3. An outline of the organizational steps followed in chapter formation;
4. Evidence of the notification of all geographically relevant Division 39 members;
5. The number of members currently enrolled and the names of the members of the Steering Committee and of the initial officers.

The Section IV President will then confirm that the procedures conformed to the rules above, that the group does not duplicate another chapter in the geographic area, and that the bylaws do not contradict the Division 39 or the Section IV bylaws. The new local chapter is then presented to the

Senate of Section IV at its next meeting (Spring Meeting) for acceptance. If approved by the Senate of Section IV, the new chapter is proposed to the Division Board at the next board meeting. Once the group is approved by the Division Board and the annual dues assessment is paid to the Section, the group's representative may vote in the Section IV Senate with the number of votes proportional to the number of Division 39 members in the local chapter according to the table in the Section IV Bylaws (see Appendix A).

In accordance with Article VIII of the Section IV Bylaws, local chapter status may be revoked "for nonpayment of dues, assessments, and/or fees, for unethical conduct, or for other causes."

Finances

A. Dues Following the establishment of a local chapter, Section IV dues are assessed and calculated by a fixed dollar amount per Division 39 member in the chapter. Each year, by November 1, the Section IV Treasurer will send out a form (INCOME TAX RETURN FOR LOCAL CHAPTERS FOR FY 20xx) for the chapter's treasurer to complete. By January 1 both the completed form and Section IV dues shall be sent to Section IV Treasurer. Payment of the annual dues is a prerequisite to voting in the Section IV Senate. For example, 2020 dues are based on the number of Division 39 members in 2019 but is paid January 2020, which entitles chapters to have voting privileges in 2020 once dues have been received and processed. Failure to pay dues to the Section by the APA Divisional meeting will result in the local chapter being reviewed by the Section Senate for revocation of its official status. In accordance with Section IV bylaws, such a chapter will have its membership revoked unless the Section Senate votes to waive this automatic revocation at the same meeting.

All members of local chapters are individual members of Section IV even though this does not imply membership or voting rights in Division 39. Each local chapter is responsible for sending annual dues (including the requisite Income Tax form noted in the previous paragraph) as well as a tally of all its total membership and Division 39 members to the Section IV treasurer in January of each year. This annually updated accounting is essential for measuring our impact and to meet our requirements to the APA Accounting office.

Chapters are responsible for regularly informing the Section of change of officers, especially Representatives to Section IV, Treasurer, and President (and CE Coordinator if the chapter participates in the Division CE Program). Changes should be sent to the Section IV President AND Treasurer. Formally, updated names of officers and contact information should be sent annually to the Section IV President on the annual report of chapter activity submitted each year. In addition, the name(s) of the Section IV representative(s) should be sent to the treasurer, along with the dues and tax information, so that the mailing list for the Section IV Senate can be prepared in adequate time for the Spring Meeting of the Senate.

B. Legal and Reporting Obligations: Local chapters may use Division 39's tax-exempt status. Some chapters have formed as nonprofit corporations in their states and can get tax-exempt status on their own merits. It is to be noted that all local chapters, as fiscal entities, must have a tax reporting number whether as an organization, a corporation, or under the umbrella of the

Division's number. Appropriate financial records must be kept and filed as required by the IRS and by the Division. For many chapters, using the Division's tax-exempt number allows for simplification of tax reporting and for the ability to make purchases without paying sales tax. Local chapters interested in using this Division benefit must request information from the Section treasurer. A copy of the Division's IRS Determination Letter can be obtained either from the Division treasurer or the Section treasurer. For more information, contact the Section IV Treasurer.

If a chapter is operating under a tax ID number other than that of the Division, the chapter must send a copy of its IRS Determination Letter to the Division Central Office in Phoenix (contact Ruth, e-mail: Div39@namgt.com). All local chapters are required to submit an annual financial statement to the Section IV treasurer, who will forward it to the Division treasurer. This includes Chapters who use the Division 39 tax-exempt number as well as those who operate under their own number.

Certain reporting procedures must be followed for chapters operating under a tax ID number other than that of the Division. A sample reporting form is available from the Section treasurer. It is also necessary that these chapters operate on a calendar year basis for financial matters, although many chapters follow an academic year for programming matters. In order to achieve the timeliest processing of these financial statements, chapters must be submitted this information in January of each year along with the annual dues.

Continuing Education and Chapter Program Development

FORMATS FOR PROVIDING EDUCATIONAL PROGRAMMING

A central focus for most local chapters, other than socializing and networking, is to provide educational opportunities through which members may enhance their knowledge about topics such as psychoanalytic theory, applied psychology, therapeutic skills, and the interface of psychoanalysis with other disciplines. Local chapters also provide an opportunity for their members to share their own work, to develop their skills in writing and presenting papers, and in teaching in various formats. There are several formats that have been used successfully by various local chapters; among the most popular are speakers and program meetings, study groups, workshops, and courses. These may be offered for continuing education credits. **However, no local chapter may offer certification or accreditation as an aspect of its educational programming.**

Here are some general principles and examples of several program formats:

1. **Speakers and Program Meetings:** Some local chapters have monthly program meetings with either invited speakers, members presenting papers, panels, film presentations, or a topic addressed by group discussion. A local chapter may also sponsor an outstanding speaker at a meeting open to the professional community or to the general public; this may be in cooperation with another local organization or a training facility and may be offered for a fee to defray expenses or to make money which can then be used for other organizational endeavors. Some local chapters sponsor a special program featuring presentations by students at local graduate schools. The Education and Training Committee welcomes ideas and input from local chapters and is available for support programming.

2. **Study Groups:** These may be open-ended or have a limited number of sessions. They may have an open membership or be limited by some criterion (e.g., clinicians only). They may be leaderless or use a paid facilitator or teacher. A study group may be in preparation for a specific chapter program (e.g., reading the work of an author before a lecture or workshop) or it may be on a topic of general interest (e.g., self psychology, issues of gender in psychoanalysis, treatment of eating disorders). It may take the form of a journal club, discussing readings from one or more journals, or it may take the form of a peer supervision group or a continuous case presentation seminar. Study groups often have the added benefit of generating programs for the total membership of the chapter, such as panels or workshops, or they may generate programs to be submitted to Divisional meetings.
3. **Workshops:** Workshops provide opportunities for a more intensive experience with an instructor and the opportunity for more give and take among the participants. Workshops may last several hours, a day, or several days. The workshop format, usually involving an appropriate fee, has enabled local chapters to gain access to senior level psychoanalysts or other outstanding teachers and their thinking. Some chapters have used the format of bringing in a noted speaker for a weekend to include a lecture open to the professional community and a workshop limited to a small number and often limited to clinicians. A related format is that of a clinical dialogue between a senior clinician and a limited number of participants.
4. **Courses:** Some local chapters conduct courses that provide a formal learning experience. These courses vary in length from several sessions to a semester or an academic year. Courses may be taught by chapter members or outside experts and may be limited to members or offered to the professional community. Courses usually include a reading list and a formal syllabus. While courses may be offered for continuing education credit through appropriate channels, they may not be offered for certification or accreditation of any kind.

Offering Continuing Education Credit

Each mental health discipline has its own method of providing continuing education credit. For psychologists, the American Psychological Association approves organizations as providers of continuing education activities (in contrast, for example, for social workers, the National Association of Social Workers must approve each specific program). Organizations may apply to the APA to be granted Sponsoring Organization status; Division 39 has been granted such a status, and a mechanism exists by which local chapters may use the Division 39 approval in order to give credits to psychologists who participate in their educational activities. This saves the local chapter the time and money involved in becoming an independent sponsor. However, some states have state accreditation requirements that take precedence, thereby making it necessary for a local chapter to be recognized by its state Board of Examiners in order to grant acceptable continuing education credits. Each local chapter should check with its state Board to ascertain the requirements involved. Under either the Division or the state Board's authorization, the local chapter may then decide for which of its programs it will offer continuing education credits. The name and address of the current Division 39 CE chair can be found on the Division website or can be emailed at: div39ce@gmail.com. **In order to receive approval for CE credits, the Division**

39 CE chair should be contacted while an activity is in the planning stage so that they can decide whether the activity will meet criteria for CE credits. All CE events must meet the criteria set by APA. Therefore, chapters should not wait to contact the Division CE Coordinator after a CE event is completed to gain approval to proceed. Failure to adhere to these guidelines could lead to awarded CE's being invalid.

Local Chapters who wish to offer continuing education activities under the auspices of Division 39 CE Program should request a CE Handbook from the CE chair. **The name and address of the current Division 39 CE chair can be found on the Division website or can be emailed at: div39ce@gmail.com.** The current CE chair is Soffia Palsdottir, PsyD (Email: div39ce@gmail.com).

Newsletters, Directories, Publications, and Websites

Several chapters have a membership brochure that describes the purpose of the group and is used primarily as an outreach tool. Local chapters may also publish a membership directory; if this is available outside of the membership itself, it must clearly state that membership in the local chapter does not imply any professional qualification. Many chapters find it helpful to have a monthly newsletter during the program year which keeps members informed about upcoming programs, news of members, Division activities, and related professional opportunities and which may also accept classified advertising regarding office space, services available, or groups or classes being offered. This newsletter may also be sent to other professional groups or other nearby local chapters as a courtesy. Local chapters are encouraged to send their newsletters and announcements of major programs to all the local chapters by sending this information to the Section IV Secretary or other Section IV representative. This is a good way to share program ideas and to know with whom to check about specific program experiences (e.g., how successful was Dr. X when they spoke in another community). Further, since we all travel so much, it is helpful to know about potential program ideas in other communities.

Some chapters have started periodicals or journals. This allows members a chance to share their written work with their colleagues and may serve to encourage members to develop their writing skills. Book and movie reviews, summaries of chapter programs, poetry, artwork or cartoons by members, and topical articles are formats that have been included in local chapter publications. Although these are generally too expensive to mail more widely than to one's own membership, they might be made available at meetings of other local groups or shared with other local chapters or distributed at Division or Section functions.

Local chapters also have the opportunity to describe and promote themselves on the Division 39 website (www.div39members.wildapricot.org). Each local chapter is listed with contact information. This allows chapters to reach a national audience.

Archives

Some chapters have found it useful to have a central file system and to keep copies of all the papers given at program meetings, the publicity used, etc. For major speakers, if the speaker is willing, tapes may be made which can then be sold to cover the cost. These can also be retained in the

archives. These archives can serve as a community resource library as well as documenting the history of the chapter and providing material for exchange with other chapters.

Community Relations

Community outreach is deemed to be an important function of a local chapter. Local chapters, as representatives of their parent organization (Division 39 and therefore the American Psychological Association), must uphold the good reputation of psychology as a profession and must positively represent the interests of psychoanalytic psychology in the general community, the media, and among one's professional colleagues. This has been done in many ways by various local chapters, such as offering a speakers service from one's membership to the community (e.g., to schools, religious groups, psychology classes), coordinating special lectures or workshops with other community groups (e.g., film or theatre programs with psychoanalytic commentary cosponsored with a cultural institution), cosponsoring a relevant book club or party with a community group or bookstore, participating with other mental health groups in responding to a community crisis, joining with the local or state psychological association in sponsoring a community activity or responding to a community need. It may be that a lecture sponsored by the local chapter is of general interest to the community and could be widely publicized either in the local media or through such outlets as bookstores and schools. In cases where programming is relevant only to the mental health community and is not being limited to the local chapter membership, advertisement of the program in newsletters of related mental health groups is advised. Relations with other mental health organizations and the graduate training programs sponsored by various mental health disciplines should be cordial and would be enhanced by clearing the calendar for major functions with these other local groups. In larger communities, the local chapter might have a committee specifically for liaison with other professional groups.

Relationship to Psychoanalytic Training Institutes

Prior to the settlement of the GAPPP lawsuit, it was extremely difficult for non- medical clinicians to seek formal analytic training outside of New York and Los Angeles. Institutes of the American Psychoanalytic Association required psychologists to seek waivers for full training and did not accept candidates from other mental health disciplines. In response to this inequity, several communities in which there was a strong group of psychoanalytically oriented non-medical mental health practitioners (generally, a strong Division 39 local chapter) started their own psychoanalytic institutes.

Since the rules of APA forbid divisions or local chapters of divisions running education or training programs that have any accrediting function, there must be no formal relationship between institutes and local chapters. Thus, although local chapter members have played a central role in the development of local institutes, such local institutes must be incorporated separately, and administrative structures must be totally separate. In some communities, the local chapter functions as a society for members of the institute but there is no formal or structural overlap between the two entities.

One reason for the need to keep a local chapter separate from a local institute is the concern that formal training programs in psychoanalysis, a multi-tiered and hierarchical system, will be created, wherein the local chapter and the new institute will compete for prestige, economic power, and people energy. There have also been concerns that local chapters would compete with the institutes for teachers, workshop, and/or course students. It is hoped that as local chapter members train further as analysts, they become better teachers, enriching others by passing on knowledge through the educational activities of the local chapter. It is also hoped that the local chapter will increase its membership through the presence of an active institute.

With the settlement of the GAPPP lawsuit, more Division 39 members are training in the institutes of the American Psychoanalytic Association and the IPA. In addition, the Division's relationship with the APA and IPA has become more collegial in some ways and in some locales. It is hoped that, in most communities, there will be increasing opportunities for interaction between the local chapters and the already established institutes in community education, professional education, and the broadening of psychoanalytic discourse beyond the parochial interests.

Bylaws of Local Chapters

Appendix A contains an example or sample set of local chapter bylaws and can be used as a model for a forming local chapter. These bylaws were chosen as representative of a number of differing situations and contours within the group of local chapters. There are several specific points to keep in mind when preparing local chapter bylaws.

1. Local chapters are designated as “interest” groups and not “formal” educational providers, except for CEs;
2. There needs to be a statement linking the local chapter with the Division—something like “The objectives of the local chapter (name) are consonant with those of Division 39 and abide by the ethical principles of the APA”;
3. There needs to be a statement explicitly indicating that members of Division 39 are eligible for membership;
4. Statement indicating that membership in the local chapter does not imply competence in psychoanalysis or psychotherapy;
5. There needs to be a Section IV representative, either appointed or elected, included in the executive board. Functions include:
 - a. Attendance at Section IV Senate Meetings (also sometimes referred to in the Division meeting Program as the Section IV Board Meeting);
 - b. Communication with other local chapter representatives;
 - c. Liaison with Section IV Board to communicate activities and accomplishments of local chapter;
6. Fiscal year should coincide with Division fiscal year of January through December.

Appendix A – Sample Local Chapter Bylaws

WESTERN MASSACHUSETTS AND ALBANY ASSOCIATION FOR PSYCHOANALYTIC PSYCHOLOGY

BY-LAWS

ARTICLE I — NAME AND OBJECTIVES

The name of this organization shall be the Western Massachusetts and Albany Association for Psychoanalytic Psychology comprising the geographic regions of Albany, the Berkshires, and the Pioneer Valley.

Its objectives shall be consonant with those of the Division of Psychoanalysis of the American Psychological Association and its operations governed by the Code of Ethics of the American Psychological Association.

The objectives include the following:

- A. To provide professionals interested in psychoanalytic theory and psychoanalytically oriented psychotherapy a forum for scholarly and clinical exchange.
- B. To provide a vehicle for members to foster and to improve their level of psychoanalytically oriented training and clinical skill through the development of both informal and formal educational and training activities.
- C. To provide a forum for the discussion and constructive expression of professional concerns and issues of interest to psychoanalytically oriented members.

ARTICLE II — MEMBERSHIP

1. Categories of Membership and Requirements:

There shall be three categories of membership: Full Members, Associate Members, and Student Members. Only Full Members shall have voting privileges.

A. Full Members

Full Members shall be graduate clinicians in psychiatry, psychology, social work, and clinical psychiatric nursing who are current in their Western Massachusetts and Albany Association for Psychoanalytic Psychology (WMAAPP) dues. Full Members shall be eligible to vote.

B. Associate Members

Associate Members shall be members of other academic disciplines with an interest in psychoanalytic and psychoanalytically oriented psychotherapy who pay the WMAAPP dues. Associate Members shall not be eligible to vote but shall have all other privileges of membership.

C. Student Members

Graduate students who are currently enrolled in a recognized doctoral, master's, or residency program in psychology, social work, or psychiatry may be admitted as Student Members at the

discretion of the Membership Committee. Student Members will have reduced membership dues and will not be eligible to vote.

D. Termination of Membership and Reinstatement:

Members shall automatically be dropped from membership for either (a) failure to retain any one or more of their respective membership requirements as indicated above or (b) failure to pay dues for one year. Reinstatement will occur upon remediation of the deficiencies involved as determined by the Membership Committee.

ARTICLE III — OFFICERS

The officers of WMAAPP shall include the President, the President Elect, the Past President, the Secretary, the Treasurer and the Area Representatives. The officers shall take office on September 1 of any given year.

The President shall be elected for a two year term. It shall be his or her function as the chief executive officer of WMAAPP to chair meetings of the membership and of the Executive Committee, to appoint committee chairs, to implement such actions as may be decided upon by the members of WMAAPP and the Executive Committee, and to exercise supervision over the affairs of WMAAPP. The President Elect, for a two year term prior to assuming the Presidency, shall serve in place of the President in the event of the latter's unavailability, to serve otherwise as a regular member of the Executive Committee, and to discharge those duties which may be assigned, as the occasion demands, by the President and/or the Executive Committee.

The Past President, for a two year term following the Presidency, shall serve in the place of the President in the event that the latter and the President Elect are unavailable. He/she shall serve as a regular member of the Executive Committee and discharge those duties which may be assigned, as the occasion demands, by the President and/or the Executive Committee.

The Secretary shall be elected for a two year term with duties, beyond serving as a regular member of the Executive Committee, which shall include the recording and maintenance of the minutes of all business meetings of the Membership, the Executive Committee, and such other duties as may be assigned by the President and/or the Executive Committee.

The Treasurer shall be elected for a two year term with duties, beyond serving as a regular member of the Executive Committee, which shall include responsibility for the fiscal affairs of WMAAPP, the maintenance of all of its financial records, and such other duties as may be assigned by the President and/or the Executive Committee.

Three Area Representatives, one from each of the three geographic regions, shall be elected for a two year term with duties which shall include attending meetings of the Executive and Education Committees; assisting in developing and organizing courses, workshops and programs; organizing area interest and study groups; attending to local and regional political and social issues; and representing local interests at the Executive meetings. They also assist in membership development and outreach.

Five Members-at-Large, representing each of the three geographic regions, shall be elected for a two year term with duties which shall include attending meetings of the Executive Committee and participating in special projects.

ARTICLE IV — OPERATIVE STRUCTURE OF THE ASSOCIATION

The permanent operative bodies of WMAAPP shall consist of the Executive Committee, several standing committees, and the Student Representative. Nothing in the terms of office shall prevent committee chairs and members from being reappointed to committee service to maintain continuity of committee work.

1. The Executive Committee

The Executive Committee is the policy making body of WMAAPP. It shall consist of the President, the President Elect, the Past President, the Secretary, the Treasurer, the three Area Representatives and the Student Liaison. The chairs of all standing committees and the Student Liaison shall be members of the Executive Committee without voting privileges unless they are already elected members of the Executive Committee. The Executive Committee shall meet no less than twice each year and at such times as the President may decide. Beyond its legislative functions, it shall determine all dues, assessments, and fees related to all aspects of the functioning of WMAAPP and any of its subdivisions, and it shall act as final arbiter and have right of review in all issues of membership status which cannot be resolved by the Membership Committee. The Executive Committee is empowered to appoint officers to replace those who cannot fulfill the remainder of their terms. The Executive Committee shall establish its own rules of procedure and shall be deemed to have a quorum if chaired by the President or his/her designee and attended by four elected members. A member of the Executive Committee who fails to attend three consecutive scheduled meetings of the Committee shall be considered to have resigned unless reinstated by a majority vote of the Executive Committee.

2. The Membership Committee

The Membership Committee shall consist of the Chairperson and as many other members as the Executive Committee deems appropriate appointed for two year terms by the President. This committee's duties shall include passing on the qualifications of all candidates for membership in WMAAPP, locating qualified persons and extending invitations to membership, maintaining the membership rolls of WMAAPP, serving as the primary organ dealing with matters of termination and reinstatement, and determining eligibility for voting.

3. The Finance Committee

The Finance Committee shall consist of the Treasurer, who shall serve as its chairperson, and as many other members as the Executive Committee deems appropriate appointed for two year terms by the President. The committee's duties shall include the presentation of an annual budget to the membership of WMAAPP, the maintenance of its financial records in readily accessible state, and the conduct, monitoring, and review of its financial affairs.

4. The Education Committee

The Education Committee shall consist of the Chairperson and as many other members as the

Executive Committee deems appropriate, appointed by the President for two year terms. The committee shall devote itself to the objectives of WMAAPP and shall be responsible for devising formal and informal study groups, interest groups, supervision groups, and other educative experiences, subject to approval of the Executive Committee. Based upon the interests of the membership, the Executive Committee may establish interest groups which shall be open to all members wishing to participate in them. These interest groups may elect chairs annually and hold specialized meetings open to those members wishing to associate with a group. Interest groups shall function in full accord with the bylaws. The Education Committee may seek to collaborate with the Program Committee in devising and implementing special workshops and seminars.

5. The Program Committee

The Program Committee shall consist of the Chairperson, and as many other members as the Executive Committee deems appropriate, appointed by the President for two year terms. It shall be responsible for the implementation of those aspects of short-term education and training functions in which it may wish to collaborate with the Education Committee. The Committee shall be responsible for all special events of WMAAPP, including the programmatic aspects of the annual meeting, the procurement of speakers, the selection of suitable sites and physical facilities, and the administration of the programs themselves, subject to the approval of the Executive Committee.

6. The Community and Professional Affairs Committee

The Community and Professional Affairs Committee shall consist of the Chairperson, and as many members as the Executive Committee deems appropriate, appointed by the President for two year terms. It shall be a vehicle for providing an appropriate forum for the consideration of professional concerns and issues of interest to the membership. More specifically, it is the purpose of the committee to articulate concerns of the membership; to inform the Executive Committee of its work; and to formulate coordinated responses (forums) which address the raised concerns of the larger community. This may include soliciting the membership for interest in examining a particular issue (research), promoting and supporting specific functions/activities appropriate to the discussion and constructive expression of particular professional concerns and issues; and coordinating/collaborating with the Program and Education Committees as appropriate. The particular interest/study/focus group shall be open to all members wishing to participate in them. The focus group shall function in full accord with the By-Laws.

7. The Student Liaison

The Student Liaison shall be appointed by the President for a two year term with duties which shall include the representation of WMAAPP to students and the representation of students' concerns to the Executive committee of WMAAPP.

ARTICLE V — MEETINGS

WMAAPP shall hold at least one general meeting annually. Additional meetings may be called by the President and/or by a majority of the Executive Committee.

ARTICLE VI — ELECTIONS

The election of officers of WMAAPP shall be conducted every two years and shall be concluded before September 1 of the election year. At least two months preceding September 1 of each year the Nominating Committee, appointed by the President, shall solicit the members of WMAAPP for nominations for the elective offices of WMAAPP. From these nominations and solicitations of the membership, the Nominating Committee shall develop a slate of nominees for each office. At least one month preceding September 1 of the year the Nominating Committee shall mail a ballot to each member of WMAAPP who has the vote. The members shall have thirty days from the date of mailing to return the ballots. Election results shall be tabulated by the Nominating Committee and announced to the membership. Newly elected officers shall be installed on September 1 following the election.

ARTICLE VII — PROCEDURE FOR AMENDING THESE BYLAWS

Amendments to these bylaws may be proposed either by the Executive Committee or by petition of ten percent of the voting membership of WMAAPP. The bylaws may be officially amended by a majority vote of those members voting on any proposed amendment provided at least fifty percent of the members have voted. Voting on amendments shall be by mail ballot and voters shall be given thirty days from the date of mailing to return their ballots.

9/24/98
(revised)