

By-Laws

of

THE PSYCHOANALYTIC SOCIETY OF THE POST-DOCTORAL PROGRAM
FOR STUDY AND RESEARCH IN PSYCHOLOGY, INC.

Article One

NAME

Section 1.

- A. The name of this organization shall be THE PSYCHOANALYTIC SOCIETY OF THE POST-DOCTORAL PROGRAM FOR STUDY AND RESEARCH IN PSYCHOLOGY, INC.
- B. The organization shall have a seal which shall be in the following form
- C. The organization may at its" pleasure by a two-thirds vote of the membership body change its' name.

Article Two

PURPOSES

Section 1.

The purposes for which the Society has been formed may be stated as follows: (further elaborations may be found in the Certificate of Incorporation).

- A. To foster and promote the professional and scientific status of clinical psychology, psychotherapy and psychoanalysis: to further, by clinical study, research and publication, the knowledge of clinical psychology, psychotherapy and psychoanalysis; to voluntarily aid, foster and promote the aims and purposes of study in the post-doctoral program in psychology; to provide a professional, scientific and social forum for matriculants, graduates and faculty of the post-doctoral program in psychology.
- B. To provide ongoing educational opportunities to Society members and members of the professional community at large (through the offering of formal and informal courses and seminars).

Article Three

MEMBERSHIP

Section 1. - Members

Members of the Society shall consist of individuals who are graduates, faculty or supervisors in the N.Y.U. Postdoctoral Program for study and research in Psychology. The Board of Directors of the Society shall, at its June meeting, review the current graduates and newly appointed faculty and supervisor lists, and vote these individuals officially eligible for membership in the Society. The Corresponding Secretary shall immediately send written notification of eligibility to these individuals, together with a dues statement. Such individuals shall become full-fledged, active members of the Society upon Treasurer's receipt of dues payment.

Section 2 - Honorary Member

Honorary membership in the Society may be conferred by a majority vote of the Board of Directors upon any individual whose aid in carrying out the purposes of the Society or whose services to the field of psychology in the opinion of the Board makes the individual deserving of such recognition. Notwithstanding any other provision of these By-Laws, honorary members shall not be subject to dues or assessments and shall not be entitled to hold office or to receive notice of, vote, or be counted for quorum purposes at any meeting of the Society.

Section 3 - Voting by Members

Each member of the Society shall have one vote and only members shall be entitled to vote at annual and/or other membership meetings of the Society.

Section Four - Membership Resignations and Removals

- A. Any member who voluntarily withdraws from membership in the Society shall notify the Corresponding Secretary of his/her intention in writing and his/her name will be removed from the membership roster. Such resigning member shall pay all dues and assessments outstanding, if any.
- B. Any member in dues arrears for one year from dues receipt deadline (i.e. November 15th), shall lose voting rights in the Society. After two years in arrears, membership in the Society shall be considered automatically terminated.
- C. In addition to non-payment of dues or assessments, a member or honorary member may also be dropped from membership in the Society for conduct deemed unprofessional or which is judged to injure the Society, to affect adversely its' reputation, or is determined to be detrimental to the welfare of the public. Any above charges shall not be entertained against any member or honorary member unless the precise nature of the charges is submitted in writing to the Board of Directors of the Society. Such charges may be presented by a member of the Society but may also be brought up for consideration by the Board. In the absence of an Ethics and/or Professional Committee, the Board of Directors shall constitute itself such committee, and a vote of at least two-thirds of the Board shall be required to institute such a procedure. If the matter is to be officially reviewed, the member in question will receive a statement of the charges by registered mail and be invited to appear before the Board of Directors or to submit a statement in his/her behalf within 30 days. If during this 30 day period, a statement is not submitted nor request for a hearing made, the Board shall have the authority to decide, by a two-thirds vote whether the member shall be censured, given an opportunity to resign from the Society,

or be dropped forthwith from membership. In the event of removal, the member may appeal from the decision of the Board at the next Annual meeting of the Society provided that notice of intent to appeal is provided the Corresponding Secretary of the Society at least ten days in advance of the meeting.

- D. In the event that a member shall resign or be removed from membership pursuant to the above provisions, all interests of such members in the Society shall immediately cease and terminate. No member shall at any time be entitled to refund of any portion of dues or assessments already paid or approved.
- E. A former member or honorary member whose resignation has occurred automatically due to lapse of dues payment may apply for reinstatement upon written request of the Board of Directors. He/she may be reinstated upon payment of dues for both the current and preceding year.
- F. Any former member who has been dropped for reasons other than non-payment of dues may apply for reinstatement upon written request of the Board after 2 years have elapsed from termination of membership, and after showing evidence to the Board of qualifications for reinstatement. Decision to reinstate a member dropped for reasons other than non-payment of dues shall be made by a two-thirds vote of the Board of Directors.

Article Four

MEETINGS

Section 1 - Annual Meetings

- A. The President shall call an Annual Meeting of the members of the Society in June of the fiscal year, which shall run from September 1 to August 31. This meeting shall include a formal announcement of the election of new officers and members of the Board of Directors (in those years when elections are held), who shall take office at the close of the Annual meeting. The meeting shall also include announcement of newly eligible members, and the presentation of the annual reports of the Officers and Committee Chairs of the Society. Discussion and approval of the budget for the upcoming fiscal year shall also take place. New Business may also be transacted as may be raised by members provided the topic of such new business has been presented to the Chair prior to the meeting..
- B. Actions taken at the Annual Meeting shall be effected by majority vote of the members present and voting, except in the case of proposals for amendments to these Bylaws, as provided in

Article Eleven.

- C. Notice of time and place of such Annual Meeting shall be mailed by the Corresponding Secretary to every member in good standing at his/her address as it appears in the membership roll book of the Society. Such notice shall be sent at least 30 days prior to the date of the Annual Meeting.
- D. On any issue, policy or program affecting the interest or welfare of the Society, the members present at the Annual Meeting, by majority vote, may require approval by means of a mail referendum of the total membership of the Society. If such referendum is held, the presented issue, policy or program shall be deemed accepted by the Society if it is approved by a majority of members voting, provided that ballots are returned by at least 50% of members enrolled.
- E. Quorum for the transaction of business at Annual Meetings shall be 30 members, or 10% of the membership, whichever is larger.

Section 2 - Membership Meetings

- A. Additional membership meetings of the Society shall be held for purposes of transaction of business of the Society. These shall be called at the discretion of the President and the Board of Directors, at times to be specified, but shall be at least quarterly.
- B. Procedures for mail referendum on important issues affecting the Society may be invoked at regular membership meetings in the manner described for Annual Meetings. (see this Article, Section 1-D).
- C. The order of business at regular membership meetings shall be as follows:
 - Reading of Minutes of preceding meeting
 - Committee Reports
 - Officers Reports
 - Old and unfinished business
 - New Business
 - Good and Welfare
 - Adjournment
- D. Quorum for the transaction of business at regular membership meetings shall be 30 members, or 10% of enrolled members, whichever is larger, as at all meetings at which society business is transacted, but a lesser number may adjourn the meeting for a period of not more than two weeks from the original date. Corresponding Secretary shall send a notice of this re-scheduled meeting to all members at least five days before re-scheduled meeting is to take place. Quorum as earlier defined shall be required at such re-scheduled meetings.

- E. At all meetings, a majority vote of those present and voting shall be necessary for decision on any question.

Section Three - Special Meetings

- A. Special meetings of the Society may be called by the President, when deemed in his discretion to be in the best interests of the Society, or upon the petition of 5 members of the Board of Directors, or 10 members of the Society.
- B. Notices of such special meetings shall be mailed to all members at their addresses as they appear in the membership roll book at least 7 but not more than 10 days before the scheduled date set for such special meeting. Such notice shall state the reasons such a meeting has been called, the business to be transacted, and by whom called. No other business but that specified in the notice may be transacted at such special meeting.

Section Four - Voting at Meetings

- A. At all meetings voting shall be viva voce. Only members in good standing (not in dues arrears) may vote.
- B. Quorum for the transaction of business at all meetings, Membership, Annual and Special, shall be 30 members, or 10% of the membership, whichever is larger.

Article Five

BOARD OF DIRECTORS

Section 1 - Board Makeup

The business of the Society shall be managed by a Board of Directors consisting of the Officers of the Society (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer), and 9 members at large. At least one of the Directors elected shall be a resident of the State of New York and a citizen of the United States.

Section 2 - Terms in Office (Officers)

The Officers of the Society shall be elected for two-year terms. The President and Vice-President may not immediately succeed themselves in office.

Section 3 - Terms in Office -(Board Members)

The members-at-large of the Board of Directors shall be elected for two-year terms, and may succeed themselves in office.

Section 4 - Board Meetings

Meetings of the Board of Directors shall be held regularly during the year, at least on a quarterly basis. Additional meetings of the Board may be called at the discretion of the President, or upon the request of at least one-third of the Board, upon 10 days notice of the meeting to be sent to all Board members.

Section 5 - Quorum

One-half of the members of the Board of Directors shall constitute a quorum for the conduct of business at Board meetings. Each Director shall have one vote and such voting may not be done by proxy. The Board may make such rules and regulations covering its' meetings as it may in its' discretion determine necessary.

Section 6 - Functions of the Board of Directors

The Board of Directors shall have the control and management of the affairs and business of the Society. Such Board shall only act in the name of the Society when it shall be regularly convened by its' chairperson after due notice of such meeting has been sent to all Directors.

The Board shall have the power to hold meetings at such times and at such places as it may deem proper; to advise and offer consent on President's appointment of Chairpeople; to be responsible for the proper functioning of all Committees; to audit bills and disburse funds of the Society within the amount of an approved budget; to approve the budget for the next fiscal year to be presented by the Treasurer at the next Annual Meeting; to fill vacancies for Officers and Board members as described in these By-laws and do all things consistent with these By-laws and the laws of the State of New York to promote the objectives of the Society and best to protect the interests and welfare of the membership.

The Board of Directors assumes responsibility to develop, initiate and implement policy for the furtherance of the objectives of the Society. The Board will report its' current deliberations and actions to the membership at regular and special membership meetings and through other communications. The Board of Directors will reconsider any particular action if the majority of the members present at a regular or special meeting so vote. The Board will re-submit proposals and if these again fail to satisfy a majority of members present at its' next meeting, the Board would then poll the entire membership by mail ballot to obtain the widest possible expression of membership sentiment on the issue, and would be guided by the result of such a poll, assuming a ballot return of at least 50% of the membership.

Section 7 - Board Vacancies.

Vacancies on the Board of Directors shall be filled by the person who received the next highest number of votes for that position in the preceding election. In the case of a vacancy in the Presidency, the Vice-President shall automatically move up into that position, and the Vice-Presidency shall then be filled by the person who received the next highest number of votes for that position in the preceding election.

Section 8 - Removal of Board Members

A Director, or Officer may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director, brought either by another Director, or any member of the Society. Procedures outlined in Article 3, Section 4-C (Membership Removal) shall be followed likewise for removal of a Board member .

Article Six

OFFICERS

Section 1

The Officers of the Society shall be as follows:

President
Vice-President
Recording Secretary
Corresponding Secretary
Treasurer

Section 2 - President

The President shall succeed to his/her office at the close of the Annual Meeting of the Society next, after his election.

The President shall execute his responsibility as leader to initiate and recommend proposals for the furtherance of the Society.

The President shall cause to be called all meetings of the membership and of the Board of Directors. He/she shall preside at all such meetings, shall prepare the agenda for such meetings, and shall in general perform the usual duties of a presiding officer. The President may appoint Committee chairpeople, with the advice and consent of the Board. He/she shall see that all books, reports and certificates as required by law are properly kept or filed. He/she shall be one of the Officers who may sign the checks or drafts of the Society. The President shall present at each Annual meeting of the Society an annual report of the work and status of the Society.

Section 3 - Vice-President

The Vice-President shall in the event of the absence or inability of the President to exercise his/her office become acting President of the Society with all the rights, privileges and powers as if he/she had been duly elected President.

Section 4 - Recording Secretary

The Recording Secretary shall record the minutes of regular and special meetings of the membership and the Board of Directors, and shall be responsible for preparing and distributing the minutes to the appropriate group prior to its' next meeting. The Recording Secretary shall keep the minutes and records of the Society in appropriate books and shall be the official custodian of the records and seal of the Society. He/she may be one of the Officers required to sign the checks and drafts of the Society.

Section 5 - Corresponding Secretary

The corresponding Secretary shall have the duty of filing of any certificates required by any statute, State or Federal. He/she shall prepare and serve all notices (exclusive of minutes) to members of the Society. The Corresponding Secretary shall present to the membership at any meeting any communication addressed to him/her as Corresponding Secretary of the Society, and shall also submit to the Board of Directors any such communication. He/she shall attend to all necessary correspondence of the Society and shall exercise all duties incident to

the office of Corresponding Secretary. He/she may be one of the Officers required to sign the checks and drafts of the Society.

Section 6 - Joint Secretarial Duties

The Recording and Corresponding Secretaries shall jointly prepare an annual report of the activities and condition of the society for presentation at the Annual Membership meeting.

Section 7 - Treasurer

The Treasurer shall collect dues, assessments and other monies payable to the Society. He/she shall give a report of the Society's current finances at the Annual Membership Meeting each year. In addition, the Treasurer shall prepare a budget of anticipated income and expenditures for the next fiscal year for presentation to the Board of Directors at some time before the Annual meeting, and with Board approval present this budget for membership approval at the next Annual meeting of the Society.

The Treasurer shall have the care and custody of all monies belonging to the Society and shall be solely responsible for such monies or securities of the Society. He/she must be one of the Officers who shall sign checks or drafts of the Society. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the check issued upon it. The Treasurer shall render at stated periods as the Board of Directors shall determine, a written account of the finances of the Society and such report shall be physically affixed to the minutes of the Board of Directors meeting. The Treasurer shall exercise all duties incident to the office of Treasurer.

Section 8 - Salaries - Board of Directors

No Officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or Director from receiving any compensation from the Society for duties other than as an Officer or Director.

Article Seven

SALARIES

Section 1 - Salaries - Society Employees

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of the society.

Article Eight

COMMITTEES

Section 1

Committees of the Society shall consist of Standing Committees as specified in this article and such special ad-hoc Committees as may be appointed from time to time by the President with the approval of the Board of Directors.

Section 2 - Committee Chairpersons

The Chairpersons of Committees shall be appointed by the President with the advice and consent of the Board of Directors, and their terms in office as Chairpersons shall not exceed the period coexisting with the President's term in office.

Section 3 - Standing Committees

The permanent Standing Committees of the Society shall be as follows:

Continuing Education Committee
Committee for Liaison with Postdoctoral Program
Membership Committee
Menaker Memorial Committee
Service Committee
Singer Memorial Committee
Symposium Committee

CONTINUING EDUCATION COMMITTEE

The Continuing Education Committee's goal is to use members of the Psychoanalytic Society to teach in areas of special expertise and to meet the needs of the general professional community.

The Committee is composed of a director and four associate directors.

The Director is in charge of coordinating the activities of the associate directors, and maintains communication with the officers and the Board of Directors of the Psychoanalytic Society through the office of the President.

The associate directors are each in charge of specific activities of the Committee.

One is in charge of encouraging the membership of the Psychoanalytic Society to develop and define seminars and workshops they want to offer.

One is in charge of producing printed brochures and advertising copy for use in promoting each Program of offerings.

One is in charge of the distribution and mailing of brochures describing the Program.

One is in charge of advertising and promotion of each Program among individuals and groups in the general professional community.

The Committee has the option of employing an administrative secretary who will discharge any or all of these and other activities under the direction of the Committee.

All members of the Committee will participate in developing and planning the Continuing Education Programs. Each Committee member has a vote, and the majority will rule. The Committee can decide to appoint additional members, or replace existing members except the director, who is appointed and can be replaced by the officers and board of directors of the Psychoanalytic Society.

The Committee's functions are as follows:

1. Organizes one or more Programs annually consisting of workshops and/or seminars conducted by members of the Psychoanalytic Society.
2. Promotes each Program of offerings in the various Professional societies and through newsletters and direct mailing of descriptive brochures.
3. Registers participants in the Program offerings and receives fees which are then transmitted to the Treasurer of the Psychoanalytic Society.
4. Applies for continuing education accreditation and maintains standards and procedures required by the various accrediting organizations.
5. Provides continuing education credits to participants when qualified.
6. Maintains regular communication with the Psychoanalytic Society through the officers and members of the Board of Directors.

7. Responds to inquiries generated by the work of the Committee.
8. Provides general information and support services to the teachers of seminars and workshops in order to increase their effectiveness.

COMMITTEE FOR LIAISON WITH POSTDOCTORAL PROGRAM

The Committee for Liaison with the Postdoctoral Program has taken on two specific functions.

1. The first function is to deal with all issues which affect the Psychoanalytic Society as it relates itself to the Postdoctoral Program.
2. Secondly, the Committee has been charged with dealing with issues arising with other professional organizations and societies, (such as Division 39 APA), which might affect the interests and welfare of the Psychoanalytic Society.

MEMBERSHIP COMMITTEE

The membership Committee consists of a chairperson and other members. It promotes membership in the Psychoanalytic Society by all eligible graduates, faculty and supervisors of the N.Y.U. Postdoctoral Program in psychology. To encourage membership the committee contacts eligible persons to provide them with information about the Society and the benefits of membership. The committee will develop other means of reaching potential members and promoting membership as seem feasible.

MENAKER MEMORIAL COMMITTEE

The William Menaker Memorial Annual Lecture was established to commemorate William Menaker who for years served as a supervisor and teacher in the Postdoctoral Program. In the spirit of his work, each year a speaker is selected on the basis of having made a substantial contribution to the field of psychoanalysis. Since William Menaker's interests were wide-ranging, the selection of the keynote speaker is based on recognition that such a person has made an innovative contribution to the field of psychoanalysis.

The Committee is charged with the responsibility of selecting a speaker, and making all necessary arrangements, including establishing a time and place, reserving a lecture hall, arranging for publicity and honorarium in connection with the Memorial Lecture.

THE SERVICE COMMITTEE

The Service Committee is one of the standing Committees of the Psychoanalytic Society. The function of the Committee is to operate the service.

The purpose of the service is to make available moderate cost psychotherapy to the general public. The therapy is provided by highly trained practitioners in private practice, who have agreed to see these referrals at a lower than average fee. The Service Committee does not charge a fee to the applicant.

SINGER MEMORIAL COMMITTEE

The Erwin Singer Memorial Annual Lecture was established to commemorate Erwin Singer who for years served as a supervisor and teacher in the Postdoctoral Program. In the spirit of his work, each year a speaker will be selected to deliver a memorial address.

The purpose of the Committee is to make all necessary arrangements for such an annual memorial meeting, to be held during the month of October. Honorarium, publicity and other expenses in connection with the Lecture will be paid for from interest accruing from memorial fund capital, plus additional monies to be allocated by N.Y.U. Postdoctoral Program.

SYMPOSIUM COMMITTEE

Through an Annual Conference the Committee aims to generate scholarly activities on issues of relevance to psychoanalysis. A further aim is to provide Society members with a forum from which they can present their ideas to the psychoanalytic community and general public, as well as provide them with an opportunity to increase their visibility as psychoanalysts. A final aim is to advance and promote the Society itself to the Mental Health and psychoanalytic communities. The Committee has a chair and volunteer members.

Article Nine

FINANCES

Section 1 - Dues

The dues of the Society for the fiscal year (September 1 to August 31), shall be recommended by the Board and approved by the general membership at the annual meeting, by a majority vote of those voting. A dues statement shall be sent by the Treasurer early in September and are payable by November 15th. The Treasurer shall send a reminder regarding dues payment three weeks prior to the Nov. 15th deadline, and another reminder one week before the deadline.

Section 2 - Assessments

Special assessments shall be recommended by a majority of the Board and submitted to a mail ballot of the entire membership. Decision on assessments shall be made by a majority of ballots received.

Article Ten

NOMINATIONS AND ELECTIONS

Section 1 - Terms in Office

Officers and members of the Board of Directors will be elected biennially and will assume their offices at the close of the Annual membership meeting in June.

Section - 2 Nominations & Elections Committee

A Nominations & Elections Committee shall be selected by the Board of Directors, at least ninety days prior to the Annual Meeting. This Committee shall be comprised of Three members, one member of the Board of Directors other than the President, plus two members-at-large. This Committee shall conduct a nominations procedure to be held at a membership meeting called at least sixty days prior to the Annual Meeting.

Notification of the agenda for this meeting shall be sent to

all members of the Society. Candidates for the offices of President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and 9 members of the Board shall be nominated and seconded directly from the floor. A person who cannot attend the meeting may be nominated by notifying the Nominations Committee prior to the meeting. A member may be placed in nomination for only one office but also may be nominated for the Board of Directors. There shall be a minimum of two nominees for each Officer and no more than 20 names for members of the Board.. No name may be placed in nomination unless that person has given prior acceptance. The committee will prepare and mail out an official ballot to all members of the Society at least thirty days before the Annual Meeting with a return envelope to be mailed to the Chairperson of the Nominations and Elections Committee.

Section 3 - Ballots

Official ballots must be received by the Nominations Committee no later than one week prior to the Annual meeting. The nominations committee shall count all votes and announce the results at the Annual Meeting.

Section 4 - Vote Counting Procedures

Members shall cast votes for a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and for the nine vacancies on the Board of Directors. Members receiving a majority of the votes cast, for each office, or failing that, a plurality shall be deemed elected to that office. The candidates for the Board of Directors receiving the nine highest vote totals shall be deemed elected to the nine Board positions.

Section 5 - Limitations on held positions

Although a person may run for more than one office, if elected, to more than one office, may accept and serve in only one position. In such an event, the other position shall then be filled by the person who received the next highest number of votes in that category.

Article Eleven

AMENDMENTS

Section 1 - Amendments Proposals

Amendments to these By-laws may be proposed in any one of the following ways:

- a. By a two-thirds vote of the members present at an Annual membership meeting of the Society.

or

- b. By a two-thirds vote of the Board of Directors.

or

- c. By a petition submitted to the Board of Directors signed by 10% of the members of the Society.

Section 2 - Amendment Adoption

Proposed amendments to these By-laws may be adopted in either of the two following ways:

- a. By a two-thirds vote of those present at an Annual meeting of the Society, providing a copy of the proposed amendment has been mailed to each member of the Society at least thirty days in advance of the date of the Annual meeting.

or

- b. By a mail ballot sent to each member of the Society. The poll shall be declared closed thirty days after the date of mailing of the ballots. An amendment shall be considered adopted if it receives at least two-thirds of votes cast, provided ballots are returned by at least twenty-five percent of the total membership of the Society.

Article Twelve
PARLIAMENTARY AUTHORITY

Section 1

The rules contained in the current edition of Robert's Rules of Order shall govern the business meetings as well as the meetings of the Board of Directors in all cases in which they are applicable and in which they are not inconsistent with the provisions of these ByLaws.

Section 2

The President may, with the approval of the Board of Directors, appoint a Parliamentarian.