

BYLAWS OF THE MONMOUTH/OCEAN COUNTY PSYCHOLOGICAL ASSOCIATION (MOCPA)

ARTICLE I: NAME

The name of this corporation is the Monmouth/Ocean County Psychological Association (MOCPA).

ARTICLE II: PURPOSE

SECTION 1: MISSION

The Monmouth/Ocean County Psychological Association (MOCPA), as a county affiliate of the New Jersey Psychological Association (NJPA), promotes professional development and social engagement among its members by offering continuing education programs, networking and social events, and other professional resources within a supportive and collegial community devoted to the profession of psychology.

SECTION 2: NON-PROFIT ROLE

As a 501(c)(6) non-profit entity, MOCPA is an association of colleagues with a common professional interest, the purpose of which is promoting that common interest rather than engaging in a for-profit business. It is devoted to the advancement of psychology as a profession and does not perform psychological services for individuals. It is primarily supported by membership dues and event fees, and no officer or member is compensated for service except for reimbursement of reasonable expenses in support of its mission.

ARTICLE III: MEMBERSHIP

SECTION 1: MEMBERSHIP CLASSIFICATION

MOCPA has five membership classes: Full Member, Associate Member, Emeritus Member, Affiliate Member, and Student Member.

- A. **Full Member**: Full membership may be extended to licensed doctoral-level psychologists who are NJPA members and either work or reside in Monmouth or Ocean County. Full members may vote and serve as officers and on committees. They are listed in both the internal membership directory and the public membership directory published on the MOCPA website, and they may post and view classified advertisements.
- B. **Associate Member**: Associate membership may be extended to (a) licensed doctoral-level psychologists who are not NJPA members and (b) licensed doctoral-level psychologists who do not work or reside in Monmouth or Ocean County. Associate members may vote and serve on committees, but may not serve as officers. They are listed in the internal membership directory, but not the public membership directory published on the MOCPA website. They may post and view classified advertisements.
- C. **Emeritus Member**: Emeritus membership may be extended to those who have fully retired from the profession of psychology. Emeritus members may vote and serve on committees, but may not serve as officers. They are listed in the internal membership directory, but not the public membership directory published on the MOCPA website. They may post and view classified advertisements.
- D. **Affiliate Member**: Affiliate membership may be extended to licensed or license-eligible professionals who hold at least a master's degree in a psychologically related field from an accredited institution. Affiliate members may vote and serve on committees, but may not serve as officers. They are listed in the internal

membership directory, but not the public membership directory published on the MOCPA website. They may post and view classified advertisements.

- E. Student Member: Student membership may be extended to graduate students in a psychologically related academic program from an accredited institution. Student members may vote and may serve on committees, but may not serve as officers. They are listed in the internal membership directory, but not the public membership directory published on the MOCPA website. They may post and view classified advertisements.

SECTION 2: MEMBERSHIP ENROLLMENT

Candidates for membership submit an application and the appropriate dues payment determined by membership class. Applications may be denied if eligibility requirements are not met, dues are not paid, or applicants are not in good standing.

SECTION 3: MEMBERSHIP TERMINATION

Membership may be terminated if member conduct injures or adversely affects MOCPA's reputation or is contrary to or destructive of its purposes. Charges are submitted in writing to the officers of the association who investigate the charges and counsel the accused. If charges are not resolved to the mutual satisfaction of the officers and the accused, they are referred to NJPA for further adjudication. If charges are sustained by NJPA, or are considered to be irreconcilable, then the accused may be terminated from membership by a two-thirds vote of the officers.

Membership and all its privileges may also be terminated as a result of non-payment of dues. Membership may be reinstated upon successful reapplication and payment of dues.

SECTION 4: MEMBERSHIP PRIVILEGES

All members are granted the following privileges: voting on all matters presented to membership by the board, invitation to the annual business meeting, access to board meeting minutes, participation in continuing education programs (both presenting and attending), invitations to networking events and social gatherings, inclusion in the internal membership directory, access to classified advertisements, and voluntary service on committees. In addition, Full Members may also serve as officers and are included in the public membership directory posted on the MOCPA website.

SECTION 5: MEMBERSHIP VOTING

All members have voting privileges. Officer elections or other association matters presented to the membership are voted upon via online survey and are determined by a majority vote.

ARTICLE IV: LEADERSHIP

SECTION 1: OFFICER RESPONSIBILITIES

MOCPA officers may include the President, Past-President, President-Elect, Secretary, Treasurer, Representative to the NJPA Executive Board, Continuing Education Coordinator, Special Events Coordinator, and Media Coordinator. These nine positions ideally constitute the MOCPA board; however, a board with a minimum of a President, Secretary, and Treasurer may also function.

- A. President: The President presides over all MOCPA meetings and prepares meeting agendas, including the annual report delivered at the annual business meeting. The President executes authorized board

business and ensures that all board projects proceed as planned. The President has the authority to sign contracts, documents, checks, and debit/credit cards and determines how unexpected board vacancies are handled. In board voting matters, the President determines the outcome in the event of a tie. The President also serves as a representative to the NJPA Affiliate Caucus, attending respective meetings as required and communicating MOCPA business to the NJPA Affiliate Caucus Chairperson as needed. The President shares with the Secretary the maintenance of MOCPA records, including but not limited to, the articles of incorporation and bylaws. The President is thoroughly familiar with the current version of MOCPA bylaws. Following the election of a new President, the current President assumes the role of Past-President.

- B. Past-President: The Past-President serves as a resource for historical board business and offers informal guidance to the board as needed. The Past-President assumes the role of President in the event the President becomes incapacitated.
- C. President-Elect: The President-Elect gains familiarity with board proceedings and assists with board business as needed. The President-Elect assumes the role of President upon completion of the current President's term. The President-Elect also assumes the role of the President in the event the President becomes incapacitated and the Past-President is unable to assume the role.
- D. Secretary: The Secretary prepares meeting minutes of all board meetings, including the annual business meeting. The Secretary submits the prior meeting minutes to the board at each board meeting for approval. The Secretary forwards approved board minutes to the Media Coordinator so that they may be uploaded onto the MOCPA website. The Secretary also serves as Membership Coordinator and informs NJPA of that role each January. The Secretary appropriately recruits new MOCPA members from among those identified by NJPA as being newly licensed psychologists or newly enrolled NJPA members. The Secretary maintains an internal directory of all MOCPA members, as well as a public directory that includes only full members, and an informal directory of interested volunteers. The Secretary reviews membership applications and renewals, adding and removing members from these three directories as appropriate. The Secretary also forwards these changes to the Media Coordinator so that members may be added to or removed from the public directory published on the website. The Secretary shares with the President the maintenance of MOCPA records, including but not limited to, the articles of incorporation and bylaws. The Secretary assumes the role of President in the event the President becomes incapacitated and when neither the Past-President nor the President-Elect can assume the role.
- E. Treasurer: The Treasurer prepares a financial report for each board meeting, as well as an annual summary report delivered at the annual business meeting, and submits them for board approval. The Treasurer forwards approved reports to the Secretary so that they may be included in the board meeting minutes. The Treasurer oversees the collection of membership dues, event fees, and other revenue, as well as the payments for special events, continuing education programs, website fees, and other expenditures and reimbursements. The Treasurer is knowledgeable about the parameters of MOCPA's bank account, handles bank transactions, engages in appropriate bookkeeping, and maintains MOCPA's relationship with the bank. The Treasurer shares check-signing and debit/credit card authority with the President. The Treasurer is responsible for filing relevant tax-related forms with the State of New Jersey and the Internal Revenue Service, including but not limited to IRS Form 990-N (or Form 990 or 990-EZ as appropriate), to be filed by the 15th day of the fifth month after the close of each tax year. The Treasurer assumes the role of President in the event the President becomes incapacitated and when the Past-President, President-Elect, and Secretary are all unable to assume the role.
- F. Representative to the NJPA Executive Board: The Representative to the NJPA Executive Board attends monthly NJPA Board meetings and actively participates in NJPA Board business, but does not have voting privileges. The Representative to the NJPA Executive Board serves as a conduit between MOCPA and NJPA and keeps MOCPA leadership informed of relevant NJPA business. The Representative to the NJPA Executive Board may also serve as a representative to the Affiliate Caucus, along with the President.

- G. Continuing Education Coordinator: The Continuing Education Coordinator maintains current knowledge of the New Jersey Board of Psychological Examiners' criteria for approved continuing education. The Continuing Education Coordinator also maintains current knowledge of the American Psychological Association (APA) criteria that continuing education speakers and sponsors must follow when developing, delivering, and hosting a presentation approved for continuing education credits. The Continuing Education Coordinator may seek guidance from NJPA's Committee on Continuing Education Affairs as well as the APA, among other resources. The Continuing Education Coordinator recruits prospective speakers and guides them through the process of developing and delivering an APA-approved continuing education presentation. The Continuing Education Coordinator collaborates with the Special Events Coordinator in planning for continuing education presentation needs within a given venue. The Continuing Education Coordinator ensures that both speakers and attendants of continuing education presentations receive the appropriate continuing education credits. The Continuing Education Coordinator maintains appropriate records of continuing education events. In the event the Continuing Education Coordinator position is vacant, the President or the President's designee will perform these duties until the position is filled.

- H. Special Events Coordinator: The Special Events Coordinator researches potential venues and vendors for special events and presents options for board consideration. The Special Events Coordinator contracts with approved venues and vendors and collaborates with their representatives in order to bring special events to fruition, including the facilitation of registrants' special needs (e.g. dietary, mobility, etc.) The Special Events Coordinator consults with the Media Coordinator regarding the advertisement of special events, the dissemination of electronic invitations, and the collection of online event fees. The Special Events Coordinator also consults with the Treasurer regarding the collection of event fees and the payment of event expenditures. When special events involve continuing education programs, the Special Events Coordinator consults with the Continuing Education Coordinator to ensure all program needs are included in special event planning. In the event the Special Events Coordinator position is vacant, the President or the President's designee will perform these duties until the position is filled.

- I. Media Coordinator: The Media Coordinator maintains the MOCPA website and is also responsible for special event advertising, election proceedings, and online surveys. The Media Coordinator's website duties include the advertisement of special events on the website, the addition and removal of members from the public membership directory published on the website, and the uploading of meeting minutes to the website. The Media Coordinator utilizes the MOCPA website and the NJPA Friday Updates (submissions must be made by Wednesday) as advertising mediums, as well as other resources as appropriate. The Media Coordinator utilizes online survey services to facilitate elections and tally votes. The Media Coordinator also disseminates authorized surveys or polls to the membership when requested. The Media Coordinator collaborates with other officers as needed in order to facilitate these tasks. In the event the Media Coordinator position is vacant, the President or the President's designee will perform these duties until the position is filled.

SECTION 2: OFFICER ELECTIONS

When term limits are approaching, the board requests self-nominations from the membership and provides each candidate with a nomination form to complete. Candidates may nominate themselves for only one position at each election. Candidates' completed nomination forms and curricula vitae are disseminated to the membership online for consideration prior to voting. Officers are elected by the membership via online survey by majority vote.

SECTION 3: TERMS OF OFFICE

With the exception of an inaugural board or newly reconstituted board after a period of association suspension, each MOCPA officer serves a term of one to two years. The President-Elect and Past-President each serve a term of one year in their respective capacities. All other MOCPA officers serve terms of two years each. However, in

order to establish staggered elections for board continuity, the President and approximately half the board members of an inaugural or newly reconstituted board instead serve initial three-year terms. Officers of an established board are elected in alternating years to preserve board continuity via staggered elections. There is no limit on the number of times an officer may run for re-election. Re-elected officers may also serve consecutive terms.

Officers are expected to regularly attend board meetings, fulfill their officer duties responsibly, and behave professionally in the service of the association's purpose. Failure to do so may result in removal from office, determined by a two-thirds vote among the other officers. Written notification of the proposed board vote and the reasons for initiating it is delivered to all officers, including the accused, prior to voting. Removed officers terminate their positions immediately.

The President determines how unexpected board vacancies are handled. The President may also request that a given board member serve an additional year in order to preserve a staggered election sequence and protect board continuity if unanticipated vacancies arise and alter the staggered election pattern.

SECTION 4: BOARD MEETINGS

Board meetings include only officers and invited guests. General membership and volunteers are not present at board meetings unless invited by the board. Officers are expected to attend each board meeting. In the event that they cannot do so in-person, attempts to participate in meetings via phone conference or video-chat are encouraged, as are written updates distributed to the board in advance of a planned absence.

A majority of officers must be present at board meetings, preferably in-person but also via phone conference or video-chat if necessary, in order to constitute a quorum. When a quorum is not met, the meeting does not proceed and is instead rescheduled.

Meetings are ideally held quarterly and may occur at more or less frequent intervals at the President's discretion. Additional meetings may be scheduled by the President for a specific purpose and may occur in-person or via phone conference or video-chat. Association matters that require officer attention more informally may be discussed via e-mail between meetings.

SECTION 5: BOARD VOTING

Amendments to membership dues, articles of incorporation, and bylaws, as well as termination of members and officers, all require a two-thirds vote among the officers. All other association matters requiring a vote are determined by simple majority among all the officers. In the event of a tie, the President determines the final outcome. Voting may occur not only in-person, but also via phone conference, video-chat, e-mail, or online survey in order to procure votes from all officers.

ARTICLE V: MEMBERSHIP DUES

Dues are determined with respect to membership class and may be amended by a two-thirds vote among the officers.

ARTICLE VI: AD HOC COMMITTEES

The board may solicit the membership for volunteers in order to create informal ad hoc committees as needed in order to obtain assistance with given association projects.

ARTICLE VII: ANNUAL BUSINESS MEETING

The board invites the membership to the annual business meeting at the close of each year to review the year's events and operations and to solicit feedback, comments, questions, and ideas from the membership for the following year.

ARTICLE VIII: AMENDMENTS

Both the articles of incorporation and the bylaws may be amended by a two-thirds vote among the officers.

ARTICLE IX: DISSOLUTION

Upon its dissolution, MOCPA will continue to maintain its bank account until MOCPA is again reestablished. The Treasurer, the President, and/or their current or future designee(s) will be responsible for the account's maintenance.

ARTICLE IX: LIABILITY PROTECTION

In cases of ordinary negligence, neither the board nor membership of this corporation is personally liable for any debts, liabilities, or obligations of this corporation, nor is any property of the board or membership subject to the payment of any debts, liabilities, or obligations of this corporation.

Adopted November 19, 2017

Amended March 16, 2019

Amended February 2, 2020