



## **Policies & Procedures**

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## MISSION AND VISION STATEMENTS

**Approved/Last Reviewed: August 29, 2008**

**Mission:** To serve the science of psychology and its applications throughout Minnesota so the interests of public welfare and psychologists are mutually enhanced.

**Vision:** The Minnesota Psychological Association (MPA) will grow and become resource rich, broadly defined, providing the capacity to add value for members and the people we serve. The Association adheres to the following principles:

MPA will be innovative, broadening the scope of practice and creating new roles for psychologists through legislation and marketing. As a result, psychologists in Minnesota will strengthen their positive feelings about their profession, and the public will grow in its understanding and recognition of the need for psychology. Psychologists will regard their profession as one that deserves high esteem.

MPA will strengthen its position as the most important, knowledgeable, and expert psychological association in Minnesota. Further, MPA will position itself at the forefront of technological and practice initiatives and support the advancement of legislative, practice, and professional activities.

Because of MPA's legislative advocacy for psychology and the clients with whom psychologists work, Minnesota psychologists will continue to be seen as leaders in the mental health community who promote rigorous and effective treatments for those who psychologists serve and those who may seek psychological services.

Psychologists will continue to view MPA as useful and relevant to diverse groups of people and will value the Association and membership in it. MPA will grow stronger as a publicly visible resource.

MPA will continue to offer evolving resources for the spectrum of needs of our members and strengthen its position as a professional home to a wide variety of psychologists. MPA will continue to promote inclusiveness in its membership and policies.

MPA will continue to be a premier educational resource for psychology and psychologists in the Midwest.

MPA will continue to pursue national recognition as a significant contributor to the science and practice of psychology.

## **GOVERNANCE AND LEADERSHIP (GL)**

### **GL 1. GOVERNANCE PRINCIPLES.**

**MPA Policies and Bylaws.** MPA governance is defined by these policies along with the Bylaws. These documents together provide guidance about Association activity for most circumstances. These policies provide more detail about certain topics covered in the Bylaws and are not intended to contradict the Bylaws. However, there are some topics for which the Bylaws provide more detail than the policies.

It is the responsibility of the Governing Council and the Executive Committee to develop and revise Policies & Procedures and the Bylaws. These documents should be reviewed annually and appropriate revisions made to both. The Governing Council approves all Policies and Procedures and revisions to Policies and can approve most revisions to the Bylaws. As described in the Bylaws, any change to the Bylaws that reduces the rights of a member must be approved by the membership.

**Governance Process.** MPA carries out its mission and business through the establishment of key organizational structures such as committees and divisions. MPA also has meetings in which the work of the Association is completed and reviewed. As outlined in the following policies the committees, divisions and at times task forces do much of the work of the organization. The formal governance group for MPA is the Governing Council (GC, which is the MPA name for its Board of Directors). The GC is the group responsible for MPA policy and strategic direction. The second key group in MPA is the Executive Committee (EC) which is responsible for oversight of daily operations and activities. Both of these groups are defined in the Bylaws and in these policies. They are intended to have broad scope of activities to ensure that the organization can not only meet its mission but respond effectively to changes in the professional environment that psychologists must navigate. Despite the flexibility afforded to the EC, it is the GC that sets policy and is the fiduciary agent for MPA.

MPA adopts structured group processes to conduct its business, including the use of published parliamentary procedures for the work of the Governing Council. Like the American Psychological Association, MPA has adopted rules of order published by Keesey and uses the latest edition of Keesey's rules for meeting process. These rules specify how the GC establishes its agendas, motions, voting as well as other parliamentary topics. The MPA President is the Chair of the GC meetings. The President identifies one of the EC members to act as parliamentarian for the meeting even though MPA does not have a formal parliamentarian position in its governance structure.

**Conduct.** The MPA bylaws specify that there are four groups of people in MPA Governance who are considered to be formal Leaders - All members of the Governing Council (which by definition includes the members of the Executive Committee), Division Chairs and Committee Chairs. Leaders of the organization are held to the highest levels of accountability and conduct. As such, as outlined in these policies leaders need to sign attestations that they understand and follow these policies, report conflicts of interest and adhere to the highest levels of ethical and professional conduct. Given that the GC is the formal policy body its members have specific duties and expectations outlined in these policies. In addition, all governance members and

members of the association agree to abide by the latest version of the Ethical Principles developed and published by the American Psychological Association

## GL 2. DIVERSITY STATEMENT

**APPROVED/LAST REVIEWED: 8/29/2008**

The Minnesota Psychological Association actively encourages the participation of all psychologists regardless of age, creed, race, ethnic background, gender, socio-economic status, region of residence, physical or mental status, political beliefs, religious or spiritual affiliation, and sexual or affectional orientation. Although we are an organization of individuals from diverse cultures and backgrounds, the Minnesota Psychological Association also recognizes our core unifying identities as Psychologists who practice in America. We also recognize that we may hold unintentional attitudes and beliefs that influence our perceptions of and interactions with others. Within this context of unity and self-exploration, we are committed to increasing our sensitivity to all aspects of diversity as well as our knowledge and appreciation of the unique qualities of different cultures and backgrounds. We aspire to becoming alert to aspects of diversity, previously unseen or unacknowledged in our culture. In this spirit, we are committed to collaborating with multicultural groups to combat racism and other forms of prejudice as we seek to promote diversity in our society. To this end, we are dedicated to increasing our multicultural competencies and effectiveness as educators, researchers, administrators, policy makers, and practitioners.

## GL 3. COMMITTEES

The Governing Council establishes whatever committees are necessary to carry out the purposes of the Association.

Unless otherwise specified, Committee Chairs and Vice-chairs (if there is one) are appointed annually for one-year terms, although individuals may be re-appointed to serve more than one term.

The Executive Committee recommends the appointment/removal of Chairs, Vice-chairs and the Governing Council approves these.

The Executive Committee may appoint additional task forces for a stated period of time for a specific purpose. Chairs of any task forces shall serve at the discretion of the Governing Council. The number of members on each committee is determined by the needs of the committee and the recommendation of the committee chairperson. The committee chair is responsible for approving members of the committee.

### **Committees are obligated to:**

- Hold a sufficient number of meetings at a frequency designed to accomplish Committee tasks according to their proposed timetable;
- Submit copies of the minutes to the Executive Director or designee for dissemination to the Executive Committee, Governing Council and for archival storage;

- Prepare and submit to Executive Committee an annual report of committee activities and recommendations;
- Keep the Executive Committee informed of the committee's actions, problems, and plans;
- Abide by the Letterhead Usage policy for official letters which are to go out on behalf of the Association. Any letter using Association letterhead sent on behalf of a committee should clearly designate the committee name and distinguish between the committee and the Association as authors of the letter;
- Get approval from the Executive Committee before issuing statements which might be interpreted as Association policy;
- Coordinate with the Executive Committee the distribution of any questionnaire or other materials to the membership;
- Submit budget requests (if applicable) to Executive Committee for inclusion in the budget by a time specified by the EC ; and
- Once committee requests are included in the approved budget, the committee is free to spend up to that amount without pre-approval from the Executive Committee. Anything outside of the approved budget must come to the Executive Committee before MPA funds can be spent.
- Committees may have their own policies and procedures which are to be consistent with MPA bylaws and policies and procedures. Committee policies and procedures are to be approved by the Executive Committee and to be stored according to the Record Storage policy.
- Appendix 1 is a list of the Committees for the current year

#### GL 4. COMMITTEE AND TASK FORCE CHAIRS

**ADOPTED: 3/23/2013; REVISED: 7/27/2013**

The general term for Committee Chairs is 1 year or until a successor is appointed. The chair should take on the following responsibilities:

- 1) Attend strategic planning meetings and GC meetings if invited by the President.
- 2) Be familiar with the MPA planning processes and ensure that committee/task force ideas, are consistent with current MPA plan and initiatives.
- 3) Ensure the committee/task force acts in accordance with the Association's Policies and Procedure and Bylaws.
- 4) Collaborate with Division Chairs to solicit representation from each division on your committee.
- 5) Provide a current committee/task force roster with each member's contact information to the President, Secretary, and Association office.
- 6) Facilitate Committee or Task Force work; plan, delegate, and lead meetings.
- 7) Ensure that minutes for meetings are taken and submitted to the MPA President, Secretary, and Association office within 2 weeks of the meeting date so that they can be shared with the Governing Council and appropriately archived.
- 8) Ensure that committee/taskforce descriptions and contact information are complete, accurate, and up-to-date on the MPA website.
- 9) Monitor the group's progress, and communicate with staff members assigned to the committee/task force.
- 10) Model professionalism, civility, and respect in all MPA-related interactions, and resolve

conflicts among members of the group. Support from the President of MPA can be sought to assist in ensuring optimal committee functioning.

11) Arrange for the committee/task force to evaluate and document its work at the end of each program year — or at the completion of its task — to determine whether it accomplished its goals, and what worked and what didn't work.

12) Serve as the liaison between the committee/ task force, the Governing Council, and staff.

13) Recommend and seek Governing Council approval for changes to existing policies, guidelines and procedures.

14) Ensure all committee members sign the Committee Participation Agreement and Conflict of Interest forms, annually. Copies of said form can be obtained online or from the Association office. Signed copies must also be sent to the Association office for archival purposes.

15) Be a dues paying MPA member and remain current in membership dues.

## GL 5. DIVISIONS

### **General Principles**

- Divisions are established as bona fide interest groups within the Association that enable members to communicate about shared interests in professional endeavors.
- All Divisions support the Association and will serve and promote the best interests of the Association and the membership of the Division.
- Each Division's statement of purpose establishes it as distinct from any other Division

### **Qualification**

- Groups of psychologists may make application to the Governing Council for official status as a Division of the Association provided that for each such group:
  - There are at least twenty (20) members in good standing with the Association.
  - The group subscribes to the Bylaws and Policies and Procedures of the Association.

### **Application**

- Those groups of Association members who want to establish a Division may do so by sending a written request to any Governing Council member who agrees to present the request as a motion to the Governing Council. It is the responsibility of the Governing Council member to request that this motion be placed on the agenda of a regularly scheduled business meeting of the Governing Council.
  - The written request must include:
    - o A statement of purpose of the Division,
    - o The proposed name of the Division,
    - o A roster of its members, and
    - o The name of the representative to the Governing Council and any of its officers (if applicable).

### **Approval**

To be approved as a Division of the Association, the request shall require a favorable vote by two-thirds of those present at a Governing Council meeting.

### **Representatives**

Each Division shall have a representative to the Governing Council who is elected by the members of the Division according to the election procedures specified in this policy. This person shall be referred to as the Division Representative to the Governing Council and is the Chair of the Division. The title of “president” is reserved for president of the Association and is not to be used to refer to the chair of the Division. If allowed by the policies and procedures of the division, the division may have either one or two representatives to the Governing Council (GC) who, between them, have one vote on matters before the GC. If representation of the division is shared, those who choose to represent the division may serve as co-chairs. Alternatively, one individual may serve as the primary representative to the GC and have another individual who represents the division at GC meetings in the absence of the primary representative. If there is more than one representative to the GC, it is the responsibility of the representatives to coordinate their efforts and to share information about matters before the GC in such a way so as to facilitate optimal representation of division interests and keep members informed of GC actions. The division shall determine the method for determining which of the co-chairs will attend the meetings of the governing council.

### **Resignation**

A Division representative to the Governing Council may resign their position by giving written notice to the Division or Regional Affiliate they represent and to the Secretary of the Association. The Executive Committee is responsible for soliciting Division members to fill the vacated position of the representative to the Governing Council. After nominations for this vacated position are obtained, the election procedure (subpart 7 of this policy) is to be followed. The person elected to fill out the remainder of the term of the individual who resigned is eligible thereafter to sit for re-election for two full terms as Division representative.

### **Election Procedure**

- The election of the Division representative to the Governing Council will run concurrent with the timeline for election of general members to the Governing Council.
- Nominations will be solicited from members of the Division.
- The nomination ballot with a specified deadline date for nomination will be sent via email to all Division members.
- Nominees will be contacted and a list of candidates will be compiled by Association staff.
- The election ballot with a specified deadline date for voting will be sent via email to all Division members.
- Association staff will tabulate election results, have the results sanctioned in accord with Association bylaws, notify the election winner, and announce the results.
- The name of the elected Division representative will be forwarded to the Governing Council at the next regularly scheduled meeting of the full Governing Council.



## **Operations**

- The Divisions are encouraged to hold face to face meetings if possible. However, Divisions may choose to interact as they best determine.
- The Division Chair is the representative to the Governing Council.
- Based on the timing of the budget process, each Division may submit a budget to the Executive Committee if funds are needed for Committee operations.

Division policies and procedures shall describe how the division determines its activities plan and budget.

- Based on a schedule determined by the EC each Division submits financial information to appropriate staff and the Treasurer.
- The Division may establish additional policies and procedures that do not conflict with these policies and procedures. Division policies and procedures must be approved by the Executive Committee of the Governing Council and must not conflict with Association Bylaws or Policies and Procedures. Once approved by the executive committee, division policies and procedures are to be listed along with the Committee Description in Appendix 1. In the absence of Division policies and procedures, Association Bylaws or Policies and Procedures should be used to guide operations.

## **Order of Election**

- To insure that an approximately equal number of Divisions hold elections each year, the Governing Council shall establish an order of election.

## **Active and Inactive Divisions**

- Divisions that are in full compliance with the Operations procedure of this policy shall be regarded as active divisions.
- Divisions that are not in compliance with the Operations procedure shall be regarded as inactive divisions. Divisions that are determined to be inactive will be notified by the Executive Committee through their representative to the Governing Council or, in the absence of a representative, by notification of all members.
- Division may become active again by meeting requirements of this policy.
- A representative to the Governing Council whose Division is on inactive status shall not be eligible to vote on matters before the Governing Council.

## **Dissolution of Divisions**

- A Division may dissolve itself based on a vote of the Division members.
- The Association Governing Council may dissolve a Division if the number of members falls below 20 at the end of the calendar year or remains on inactive status in excess of six months. Before dissolving a Division, Division members and the representative to the Governing Council (if applicable) will be notified by the Executive Committee of the intent to dissolve the Division, the rationale for doing so, and steps required to prevent dissolution of the Division.

## **Expenditure of Funds**

Divisions may expend funds that have been authorized during the budget process. On occasion, Divisions may generate funds unique to the Division. In general, all such funds are part of the general ledger. GC may authorize a Division to generate and spend its own funds.

## **Public Statements**

The Governing Council makes policy and legislative advocacy decisions. All actions of Divisions must be consistent with this policy of the Association. A Division must not present its view as that of the Association unless it has been approved by the Executive Committee.

## GL 6. DIVISION CHAIRS

### **ADOPTED: 7/27/2013; REVISED ON 10/22/22**

The Division Chair is an elected position constituting a 3-year term (except for the Student Division Co-Chair positions which will be a 2-year term), where Chairs may serve no more than two consecutive terms. Division Chair responsibilities are as follows:

- 1) Attend all Governing Council meetings ensuring representation of your particular division.
- 2) Monitor the division listserv for inappropriate content. (See Policies and Procedures-- Communications (Policy ME 3.)
- 3) Be familiar with the MPA planning processes and ensure that division work does not conflict with such planning efforts.
- 4) Ensure that the division acts in accordance with the Association's Bylaws and Policy and Procedures.
- 5) Strive to ensure that the division is represented on each of MPA's committees.
- 6) Ensure that the division and contact information is complete, accurate, and up-to-date in Appendix 2.
- 7) Seek outcomes for the greater good over outcomes that benefit a specific business or organization.
- 8) Ensure that minutes for meetings are taken and submitted to the MPA President, Secretary, and Association office within 2 weeks of the meeting date so that they can be shared with the Governing Council and appropriately archived.
- 9) Model professionalism, civility, and respect in all MPA-related interactions, and resolve conflicts among members of the group. Support from the President of MPA can be sought to assist in ensuring optimal division functioning.
- 10) Arrange for the division to evaluate and document its work at the end of each program year — or at the completion of its task — to determine whether it accomplished its goals, and what worked and what didn't work.
- 11) Recruit and coordinate election for the successive division chair(s).
- 12) Be a dues paying member of MPA and remain current in dues.

## GL 7. EXECUTIVE COMMITTEE

The Executive Committee is charged with making tactical decisions, implementing the strategic imperatives and priorities established by the Governing Council, and overseeing the actions of all MPA subgroups. The Executive Committee reports to the Governing Council, and it acts on the majority vote of its members.

The Executive Committee is comprised of:

- President (Chair of the Executive Committee)
- President-elect
- Immediate Past President
- Treasurer
- Secretary
- Member at Large as approved by the GC
- Executive Director (ex officio member)

The Executive Committee's main functions are to:

- Implement goals, strategies, priorities, and policies developed and approved by the Governing Council;
- Authorize the expenditure of MPA funds in accordance with the approved budget;
- Recommend to Governing Council appointment of committee chairs and vice chairs and the newsletter editor.
- Oversee and coordinate the actions of all MPA subgroups, including Mission-Driven Committees, Operations-Driven Committees, Divisions, Liaisons, Association Operations, Administrative Staff, Task Forces, Lobbyist, and Consultants;
- Create/approve additional committees or task forces as necessary to further MPA goals;
- Submit to the Governing Council an annual State of the Association report, progress updates on substantive issues, regular financial reports;
- Submit to the Governing Council an annual plan for the Association.
- Submit to the Governing Council for approval a draft of the annual budget;
- Solicit nominations for Governing Council and serve as the nominating committee;
- Oversee annual elections;
- Recommend and submit to the Governing Council for approval: nominations for liaisons and coordinators for APA Council Representative; Federal Advocacy Coordinator and, with input from the Legislative Committee, retention of a Lobbyist;
- Manage and evaluate the work of administrative staff and contracted vendors. Manage the work of consultants.
  - Meet as necessary.

## GL. 8. GOVERNING COUNCIL

MPA's mission is to serve the science of psychology and its applications throughout Minnesota so the interest of public welfare and psychologists are mutually enhanced. Council Members understand that the primary roles of a council member are:

- (1) Contribute to the defining of the organization's mission and its governance, and
- (2) To carry out the functions of the office of council member and/or officer as stated in the bylaws. Focus on the development of broad policies that govern the implementation of institutional plans and purposes.

### **Governing Council members are expected to:**

- (1) Be thoroughly familiar with all governing documents of the Association, especially the sections of the Bylaws that address the role of Governing Council members.
- (2) Attend all meetings of the council and committees on which they serve. Council members with two or more absences may be asked to step down from the Governing Council.
- (3) Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
- (4) Work with and respect the opinions of their peers who serve on the council.
- (5) Always act for the good of the organization and represent the interests of all people served by the Association.
- (6) Represent the Association in a positive and supportive manner at all times.
- (7) Observe professional conduct and display courteous conduct in all council, committee, and task force meetings.
- (8) Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results.
- (9) Avoid conflict of interest between their position as a council member and their personal and corporate lives [whenever possible]. This includes using the Board member's position to the advantage of his or her company, friends, or business associates. If such a conflict does arise, the Board member will declare that conflict before the board and refrain from voting on matters related to the conflict of interest.
- (10) Support in a positive manner all actions taken by the Governing Council even when the council member has opposed the prevailing decision.
- (11) Participate in (a) the strategic planning activities (b) MPA self-evaluation programs, and (c) Governing Council development workshops, seminars, and other educational events that enhance their skills as a council member.
- (12) Commit the time required as a council member/officer, liaison, and/or committee member/officer to perform the required duties associated with those offices, and to carry out their assigned activities associated with those positions in a timely manner.
- (13) Keep confidential information confidential to the Governing Council.
- (14) Take prompt action to respond to council and association management business and communications. Review and comment on all reports and materials related to activities of the council in preparation for meetings and related to committee or working group responsibilities.
- (15) Be a dues paying member of MPA and remain current in MPA membership dues.

GL. 9. GOVERNING COUNCIL CODE OF CONDUCT**APPROVED/LAST REVIEWED:** 8/29/2008

The purpose of this policy is to assist Association Governing Council members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual Governing Council members. The Governing Council regulates the proper functions of its members.

The following principles shall serve as guidelines for Governing Council member conduct:

- Discharges duties as a director in good faith in a manner the person reasonably believes to be in the best interests of this Association, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.
- Makes the well-being of members and the Association the fundamental value of all decision-making and actions.
- Conducts self in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed one's authority in their official actions on behalf of the Governing Council.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Observes the confidentiality of information available to them due to their status as Governing Council members and shall not knowingly violate any legal restrictions for the release or dissemination of Association information.
- Does not exhibit conduct which discredits him/herself or the Association or otherwise impairs his or her ability to Association duties or represent the Association in a manner consistent with the integrity and trustworthiness expected by the members.
- Treats all Association members courteously and with respect and exercises reasonable courtesy in dealing with fellow Governing Council members, employees, and staff.
- Does not compromise the integrity of the Association by accepting, giving, or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.
- Allegations of violations of this policy may be received from sources which may be either internal or external. In an instance where an allegation is made, the Governing Council will:
  - Advise the Governing Council member of the allegation in writing within a reasonable period of time.
  - If the allegation cannot be readily resolved, the Governing Council will conduct an investigation of the allegation to determine whether the individual Governing Council member has violated this policy.
  - Allow the individual Governing Council member an opportunity to be heard by the Governing Council in defense of the allegation and to present any relevant information regarding the allegation.
  - Specify the expected conduct or modification of conduct to be required from the individual Governing Council member.
  - The determination of whether a violation of this policy has occurred is to be made by the Governing Council.
  - The Governing Council retains the right to remove a Governing Council member as appropriate, subject to relevant governing law.

- Council members read and use the most recent APA Ethics code to guide thinking when confronted with difficult situations.

#### GL 10. LIAISONS AND COORDINATORS

**Approved/Last Reviewed: 12/21/2020**

##### **General Guidelines:**

- The Governing Council establishes liaisons to maintain professional relationships with APA, STPA's, the professional community, state or local organizations; or other duties as assigned by the MPA President. Liaison's primary role is to report timely pertinent information to the Executive Committee, and updates at Governing Council meetings. Liaisons may serve as an official representative of MPA, for specific assignments, to other parties; but must have the direct authorization of the President.
- liaisons and coordinators shall be appointed annually. The president-elect of the association shall nominate association members to fill the liaison and coordinator positions prior to the last full meeting of the Governing Council each year, and submit these member names for approval by the full Governing Council.
- The president of the association may nominate members to fill vacancies for liaison and coordinator positions as needed. The Governing Council is responsible for approving nominees or appointees to these positions at GC meetings.
- Funding for implementation of the main functions performed by the liaisons and coordinators must be submitted to the Executive Committee for review and approval; and are subject to review by the full Governing Council. Dedicated funding from external entities (e.g., the APA) are to be allocated as line items in the annual budget.
- Liaisons and coordinators are to submit an annual report to the president of the association to be available at the first full meeting of the Governing Council each year.
- See Appendix 3 for a list of Liaisons and Coordinators for the current year

## MEMBER ENGAGEMENT (ME)

### ME 1. MEMBERSHIP

**APPROVED/LAST REVIEWED: 07/12/2012**

The Governing Council, in conjunction with the Membership Committee, will periodically review member categories, dues, and benefits. Each year, based on recommendations from the Membership Committee/Task Force the GC will establish dues and benefits for the organization for the following categories of membership:

Full, Introductory, Sustaining, Academic, Retired, Recent Graduate, Student and Associate.

#### **Association membership categories and qualifications for each category are:**

- **Full:** Qualifications are at least a Master's Degree in Psychology plus a minimum of one- year full-time experience in psychology. In some circumstances, the Executive Council may accept a BA degree with five years of employment. Full members are entitled to vote and hold office.
- **Introductory:** Qualifications are identical to those of Full membership but allows for discounted first year dues to encourage membership in the Association. Introductory members are entitled to vote and hold office.
- **Sustaining:** Qualifications are identical to those of Full membership. Sustaining members are entitled to vote and hold office and voluntarily contribute \$90 over the set rate of dues for the Full membership category. The additional benefits of Sustaining membership includes half-price registration at the Annual Conference and two coupons for free attendance at first Friday forums.
- **Academic:** Qualifications are identical to those of Full membership. In addition, Academic members must only be engaged in teaching, research or administration at an academic institution, and not engaged in more than five hours per week of the clinical practice of psychology. Academic members are entitled to vote and hold office.
- **Retired:** Qualifications include reaching age 65 and being retired from financially compensated work in psychology. Retired members retain all Full membership privileges.
- **Recent Graduate** The category is for those members who have graduated from a Master's or Doctorate program within the last 5 years. Recent graduates must indicate the year of graduation and the school from which they graduated on the renewal invoice to be eligible for participation in this membership category.
- **Student:** This category is for members who are enrolled in a graduate or undergraduate program in psychology or with a psychological curriculum. Members who are students who also meet requirements for Full membership are not eligible for student membership. Students receive all publications and can attend all MPA sponsored functions. Students are eligible to vote for the Student representative to the Governing Council but have no other voting privileges in the Association and cannot hold office other than the Student representative to the Governing Council. Student membership in MPA includes membership in the Student Division.
- **Associate:** Individuals from a variety of disciplines interested in psychology but who do not qualify for Full membership are eligible to join the Association in this membership category. Associate members receive the same benefits as Full members but may not vote or hold office.

## ME 2. RECOGNITION AND AWARDS

**APPROVED/LAST REVIEWED: 8/29/2008**

MPA establishes a culture of support and recognition for its members. The Association recognizes esteemed colleagues within the Association by acknowledging the outstanding work of members and leaders in update emails, website postings, various social media postings, presidential citations and the presentation of annual awards.

- As outlined in ME 3. MPA communicates with members through various channels including email, listservs, and other forms of social media. MPA uses any and all of these to recognize the accomplishments and good work of its members.
- The President, at their sole discretion may give Presidential Citations to members who have made major accomplishments to the field and to the Association.
- MPA also recognizes the work of its members and others through the bestowing of a number of awards. These awards are presented at the Association Annual Convention or other suitable gatherings.
- Names of award recipients are listed on the MPA website.
- Each nomination for an award is to include the names of the nominee and nominator along with contact information of the nominator, and any other information specified for each of the awards.
  - The application deadline for receipt of nominees for each award will be established each year by the EC.
- If no nominations for an award are received, no award will be given for that year. Similarly, if none of the nominees are selected to receive an award by the awards committee, no award will be given for that year.
- MPA Awards for the current year are listed in Appendix 4.

### ME 2.2 GIFTS OF RECOGNITION

**ADOPTED: 10/22/22**

If a member wants MPA to fund a memorial or other gift recognizing a psychologist, the member must submit a request to the Executive Committee (EC). The Executive Committee will use the following criteria when evaluating the request:

- Recipient must have been a former leader in MPA who made a significant contribution to MPA (typically a former president, award winner, or served on committees for several years) or a Minnesota psychologist who made a significant contribution to psychology in Minnesota
- Amount shall not exceed \$150 per request
- The gift is typically for a memorial following the death of the psychologist or rarely for recognition for significant achievement and service for MPA.
- The total of all funds used for gifts for the year cannot exceed \$1000.

## ME 3. COMMUNICATION

**REVISED: 4/9/22**



**Promotion of Positive Communication.** MPA establishes a culture of positive communication. Members are encouraged to use list-serves, and all available social media platforms developed by the Association. The purpose of having robust communication channels is for members to get to know each other, provide relevant professional information and to provide support if needed.

While the primary purpose of using various communication channels is positive engagement and sharing of information, the use of social media of all kinds poses unique challenges to the Association. The main principal is that all social media platforms should be used by members for the activities that are related to psychology, the field of psychology and the profession of psychology. The available forums are designed for professional, not personal use. Given the unique issues with online and social media communication MPA outlines some guidelines for use of online and social media platforms.

**Guidelines for use of MPA online and social media platforms.** On-line Communication: The Executive Director of the Association is the administrator of all Association listservs and forums. Listservs are moderated by Division Chairs and MPA Leadership. Listservs and forums are available only to Association members. Each Association listserv and forum will post a clearly defined purpose and statement of use which the Executive Director is responsible for developing and updating. Participation on Association listservs and forums is a privilege, not a right. Participants who violate listserv rules may be removed from the listservs or forums as described below.

**Listserv Rules:**

MPA will follow [APA Listserv rules](http://www.mnpsych.org/assets/docs/APA%20Listserv%20Guidelines-Rules.pdf) (www.mnpsych.org/assets/docs/APA Listserv Guidelines-Rules.pdf). Per APA listserv policy, members can share links to CE events related to psychology, community events related to psychology, and job postings for psychologists in the state of Minnesota. These changes are similar to listservs of other state psychological associations and APA Divisions.

Per listserv guidelines, posts should not be used for commercial purposes: “ 'Commercial' as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv members to purchase products or services.”

When posting a job or a CE event, we ask that it only be posted once. Additionally, we as taht posters please consider paying for an ad in the MPA classified section. It will be visible there for 30 days.

**Possible consequences of not following the above guidelines**

Failure to adhere to the rules could result in removal from the listserv or prohibition from posting to a forum by the administrator, moderator, or MPA Leadership. The process of removal from the listserv or forum is as follows:

- A warning will be sent to the violator with a reminder of the rules and an explanation of the violation.
- If a rule is violated a second time, the administrator will inform the violator of the nature of the violation and will indicate that a third violation will result in suspension from the Association on-line communication vehicles for six months.
- In the case of a third violation, the violator will be suspended from the Association on-line communication vehicles for six months.
- After a person has served the six month suspension, he/she may be eligible to receive Association on-line communication privileges again. Reapplication for privileges should be made to the administrator who will review with MPA Leadership. Reapplication does not guarantee immediate reinstatement. Reinstatement is contingent upon the member's agreement to abide by all the rules as specified in this policy. The administrator may use discretion in reinstatement of privileges, and depending upon the nature of the violation that resulted in suspension of privileges, a member might not have full privileges reinstated. Decisions to not reinstate member privileges shall be reviewed and approved by the Executive Committee prior to notification of the member. The Executive Committee may also determine that severe violations can result in a loss of MPA membership status for the violator.
- In egregious cases, the list administrator has the authority to immediately suspend the violator.

## **FINANCIAL MANAGEMENT (FM)**

### **FM 1. FINANCE PROCESS**

#### **Budgeting and expenditures**

- The Treasurer, in cooperation with staff shall prepare and present an annual budget to the Governing Council no later than December 15 of the year prior to the start of the fiscal year.
- The Association President, Treasurer, and Executive Director may sign checks to make payments for items that are covered in the annual budget.
- For items not included in the annual budget, the treasurer shall present a recommendation for the expenditure to the executive committee or governing council depending on which body shall meet next. If the requested expenditure must be made before a regularly scheduled meeting, the executive committee has the authority to approve the expenditure. As an example, a Leader or a member may propose a special project either prior to the budget cycle or during the year. Such a proposal should include sufficient information for EC/GC to decide if the funds can be used for this purpose. The main criteria for these kinds of projects is their alignment with the mission of MPA and its current strategic initiatives. EC/GC may request that the proposer provide written documentation for the project that includes projections of both cost and benefit.
- Divisions that charge a membership fee and accumulate funds must present an annual projection of expenditures to the Treasurer by October 31 of each year prior to the beginning of the next fiscal year.

#### **Reserves and asset management**

- The primary objective of the investments is preservation of capital.

- MPA shall maintain reserve funds in cash, cash equivalents, and other short-term assets and investments to meet its financial obligations, both in day-to-day operation costs and in the event of emergency situations.
- The reserve level of these funds of the Association shall be maintained at between 25% and 50% of the budget annual expenses of the Association.
- The reserve will be reviewed at least twice each fiscal year. The MPA office and the Treasurer monitor the financial health of the organization.
- One-hundred percent of all investments should be in insured accounts or instruments. The MPA Governing Council designates that United States Certificates of Deposit (CDs) and/or Money Market Deposits shall be used as the vehicle for investments of reserves.
- The Board authorizes the Treasurer and Executive Director to have the authority to direct the deposit of funds, purchase CDs and transfers of funds to MPA's checking account.
- MPA will maintain cash and money market deposits adequate to pay 90 days of operating expenses (higher during the Annual Conference period).
- Although the actual percentage invested in CDs in each maturity will vary based on timing and interest rate trends, the planning assumption will be for 50% to be in three (3) to twelve (12) month maturities and 50% to be in 13 to 24 month maturities.
- A Cash Reserves Investment Report will be included in the monthly Treasurer's Report.

## FM 2. FINANCIAL CONTROLS AND AUDIT

### **ADOPTED: 10/12/2013**

MPA, as part of its fiduciary responsibilities conducts oversight of financial documents. In line with commonly accepted best practices for financial oversight of non-profits MPA will engage in the following:

1. Ongoing oversight of finances is provided by the Treasurer. The treasurer works with administrative staff to review revenue and expenses. The Treasurer has a thorough understanding of finance principles including basic accounting. The Treasurer may review any and all financial documents maintained by administrative staff including by not limited to electronic bank records, paper records, all balance sheets, and financial software. The Treasurer may also interview administrative staff and bank staff if necessary.
2. Annual training on financial management for all members of GC. All members of GC are encouraged to understand the Associations finances and ask questions during financial presentations. The task of financial oversight is not delegated solely to the Treasurer - it is the responsibility of all GC members.
3. The Treasurer presents the Financial Statement and Balance Sheet at every GC meeting.
4. A formal audit conducted by an auditing firm every three to five years.

The internal reviews are designed to increase ongoing accountability. The formal audits are designed to determine the Association's assets and liabilities and to provide reasonable assurance that financial statements are materially accurate, that statements follow accepted accounting principles, and that information provided by accounting personnel is accurate. The Governing Council is responsible for making decisions regarding the formal audit.

### FM 3. ANTITRUST

**APPROVED/LAST REVIEWED: 3/23/2013**

The Minnesota Psychological Association will be in strict compliance with all federal and state antitrust laws.

#### **1. Application:**

All membership, board, committee and other meetings of the Association, all meetings attended by representative of the Association, and to all communications by Association, its staff, board and committees (whether by phone, e-mail, regular mail, website postings, messages on the Association's listservs, or other means) shall abide by this policy.

#### **2. Fee Discussions:**

Discussion of actual or proposed fees set by psychologists is prohibited. In addition, there should be no discussion of specific economic factors that might influence fee levels such as:

- Specific costs of operations, supplies, labor or services;
- Specific discount terms; and
- Levels of profit margin or mark ups.

It is appropriate, however, to discuss methods of operation and similar matters that may assist psychologists in practicing more efficiently and effectively.

Factual statements regarding reimbursement rates for psychological services that have been set or proposed by health insurers and other third party payers is permitted only if:

The actual or proposed rate is applicable to all psychologists in a certain market area (e.g., the rate is not individually negotiated),

The rate has been generally announced by the payer, and

The mention of rates is not accompanied by any commentary that might suggest that other psychologists should not accept the rate or should not participate with the payer (e.g., claiming that the rate is "unacceptable," will cause psychologists to leave the panel, etc.).

#### **3. Competition:**

It is a violation of Antitrust laws to agree not to compete. Therefore, discussions of agreement on fees to charge or division of territories or customers or limitations on the nature of business carried on or services provided are not permitted.

#### **4. Boycotts:**

Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or discouraging other psychologists from participating with a particular company.

#### **5. Response to Inappropriate Discussions:**

If a representative of the Association participates in any meetings, conference calls or similar discussions, where discussion can border on an area of antitrust sensitivity, the Association's representative shall request that the discussion be stopped and ask that the request be made part of any minutes of the meeting, call or discussion. If others continue such discussion, the Association's representative should excuse him/herself from the meeting or call and request that any minutes show that he/she left the meeting or call at that point and the reason for the departure. Any such instances should be reported immediately to the President and Executive Director of the Association.

#### **6. Dissemination of Policy:**

This Antitrust Policy will be distribute and/or reviewed annually with each officer, director, committee member, official representative of member companies and Association employees and that the same be read or understood at all meetings of the membership of the Association.

#### **7. Monitoring Association Listservs**

The chairs of each division will monitor their respective Association listserv and notify members who are in violation of this policy.

#### **FM 4. CONFLICT OF INTEREST**

#### **ADOPTED: 10/12/2013**

The Governing Council of the Minnesota Psychological Association (MPA) has adopted the following policy designed to avoid any possible conflict between the personal interest of Council and Committee/Task Force members or staff and the interests of MPA. The purpose of this policy is to ensure that decisions about MPA operations and the use or disposition of MPA assets are made solely in terms of the benefits to MPA and are not influenced by any private profit or other personal benefit to the individuals affiliated with MPA who take part in the decision. In addition to actual conflicts of interest, Council and Committee/Task Force members and staff are also obliged to avoid actions that could be perceived or interpreted to be in conflict with MPA's interest.

Conflicts of interest may occur when MPA enters into transaction with not-for-profit organizations as well as those that are undertaken with profit making entities. The best way to deal with this problem is to make known one's connection with organizations doing business with MPA and to refrain from participation in decisions affecting transactions between MPA and the other organization. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with MPA make any necessary decisions.

1.) Directors: Any member of the Governing Council who may be involved in an MPA business transaction in which there is a possible conflict of interest shall promptly notify the President. The Council member shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. The Council

member's presence may not be counted in determining the quorum for any vote with respect to an MPA business transaction in which he or she has a possible conflict of interest. Furthermore, the Council member, or the President-Elect in the President's absence, shall disclose a potential conflict of interest to the other members of the Governing Council before any vote on an MPA business transaction and such disclosure shall be recorded in the Governing Council minutes of the meeting at which it is made. Any MPA business transaction, which involves a potential conflict of interest with a member of the Governing Council, shall have terms that are at least as fair and reasonable to MPA as those that would otherwise be available to MPA if it were dealing with an unrelated party.

2.) Staff: Any staff member who may be involved in an MPA business transaction in which there is a possible conflict of interest shall promptly report the possible conflict to the Administrative/Executive Director. If the possible conflict involves the Administrative/Executive Director, the possible conflict shall then be reported to the President of MPA.

3.) Committee/Task Force Members: Any Committee/Task Force member who may be involved in an MPA business transaction in which there is a possible conflict of interest shall promptly report the possible conflict to the Executive Committee and complete and submit the MPA Conflict of Interest Questionnaire.

The Executive Director, or where applicable, the President, after receiving information about a possible conflict of interest, shall take such action as is necessary to assure that the transaction is completed in the best interest of MPA without the substantive involvement of the person who has the possible conflict of interest. (This does not mean that the purchase or other transaction must necessarily be diverted, but simply that persons other than the one with the possible conflict shall make the judgments involved and shall control the transaction.) Each Council member and senior staff member shall complete the attached questionnaire on an annual basis.

A written record of any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept by the Administrative/Executive Director, or where applicable, by the President and filed with Association documents.

### **Definitions:**

"Involved in an MPA business transaction" means initiating, making the principal recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from MPA accounts. That language is intended to include not only transactions for MPA's procurement of goods and services, but also for the disposition of MPA property, and the provision of services or space by MPA.

A "possible conflict of interest" is deemed to exist where the Governing Council or Committee/Task Force member, or staff member, or a close relative, or a member of that person's household, is an officer, Governing Council member, employee, proprietary, partner of, or, when aggregated with close relatives and members of that person's household, hold 1% or more of the issued stock in the organization seeking to do business with MPA. A possible conflict is also considered to exist where such a person is (or expects to be) retained as a paid consultant or contractor by an organization which seeks to do business with MPA, and whenever

a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person's household.

A "possible conflict of interest" exists when an individual affiliated with MPA has an interest in an organization which is in competition with a firm seeking to do business with MPA if the individual's position gives him or her access to proprietary or other privileged information which could benefit the firm in which he or she has an interest.

A "possible conflict of interest" also exists when an individual affiliated with MPA is a council member, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a significant connection with MPA or is engaged in activities which could be said in a business context to be "in competition with" the programs of MPA.

The policy statement shall be made available to each Council member and each person appointed to an MPA position that regularly involves initiation, review or approval of significant MPA contracts or other commitments. Such people will be asked to sign the attached acknowledgement concerning reporting of potential conflicts of interest.

#### **Conflict of Interest Statement of Disclosure:**

**WHEREAS**, it has always been, and will continue to be, the policy of MPA Governing Council to maintain, and to encourage its directors, officers, other volunteers and employees to maintain the highest standards of ethics and propriety in activities and relations with all parties; and **WHEREAS**, the Governing Council wishes to adopt a formal Conflict of Interest/Statement of Disclosure policy for the guidance of its directors, officers, other volunteers and employees to promote adherence to the ethical standards maintained by the Governing Council; **RESOLVED**; that the following Conflict of Interest/Statement of Disclosure policy is hereby adopted:

- **FIRST**: Directors, officers, other volunteers and employees shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to MPA.
- **SECOND**: No director, officer, other volunteer, employee or any member of their respective families or households shall accept gifts, gratuities or favors of any kind which could reasonably be expected to influence his or her actions affecting MPA, from any person, firm or corporation doing business or seeking to do business with MPA. This prohibition is not intended to preclude business meals and other nominal benefits in the reasonable and ordinary course.
- **THIRD**: No director, officer, other volunteer or employee should have any position of influence with, or a material financial interest in any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to MPA, or, which could reasonably be expected to affect his or her independence of judgment, including with respect to transactions between MPA and such other entity, without full and complete disclosure to and approval of MPA Governing Council.
- **FOURTH**: Each director, officer, other volunteer and employee should provide the MPA Governing Council with a full and complete written disclosure of all facts of any transaction or situation that is subject to any reasonable doubt concerning the possible existence of a conflict of interest by the director, officer or employee.

• FIFTH: It is recognized that situations may arise in which MPA may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest. Before entering into any such contract or arrangement, the terms of the contract or arrangement should be fully and completely disclosed to the MPA Governing Council. MPA will only enter into the contract or arrangement if (i) the contract or arrangement is upon terms and conditions at least as advantageous to MPA as can be reasonably obtained from any other source for equivalent goods or services; and (ii) the Governing Council (with any interested member abstaining) by resolution approves such contract or arrangement.

**BE IT FURTHER RESOLVED**, that annually the AMC shall send to all directors, officers, other volunteers and contract employees ("selected employees") a copy of this Resolution, together with the Conflict of Interest Policy which shall be completed and returned to the Administrative Director.

**BE IT FURTHER RESOLVED**, that each new director, officer, other volunteer and selected employee shall participate in a similar procedure immediately upon assumption of his or her responsibilities.

Annually, all Leaders (as defined in the Bylaws and in the GL section of these policies) of the Association shall sign the Conflict of Interest Disclosure Form found in Appendix 5.

#### FM 5. REIMBURSEMENT

##### **REVISED: 10/12/2013**

- Administration expenses require approval by the Executive Committee and/or Executive Director.
- GC/Executive Committee Expenses require approval of the President of the Association and the Treasurer.
- Committee expenses require approval by the committee chair and Treasurer. Preference is given to those expenses already in the budget.
- Division expenses require approval by the Division representative to the Governing Council and the Treasurer. Preference is given to those expenses already in the budget.
- Request for reimbursement of all personal expenses must be made with 30 days of incurred expense and be accompanied by an original receipt/invoice or supporting documentation. All requests for reimbursement shall be made using an MPA Reimbursement form.
- Those reimbursement requests which did not receive prior approval or which did not meet the guideline criteria may not be reimbursed.

#### FM 6. TRAVEL

##### **REVISED: 10/12/2013**

The Governing Council of the Minnesota Psychological Association (MPA) recognizes that board members, officers, and employees/contracted staff\* (herein afterward all referred to as "Personnel") of MPA may be required to travel or incur other expenses from time-to-time to conduct MPA business and to further the mission of this nonprofit organization. The purpose of



this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for timely reimbursement of authorized expenses incurred by Personnel. It is the policy of MPA to reimburse only reasonable and necessary expenses actually incurred by Personnel, and only those expenditures that have been preapproved will be reimbursed. Reasonable expenses for travel are defined by the U.S. Government's Federal per diem rates. For more information on the approval process see the Expenditure Request Policy.

When incurring business expenses, MPA expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend the Association's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.
- \*Provided a separate contract is not in effect.

### **Reimbursement Form**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written reimbursement form. The reimbursement form shall be submitted at least monthly or within 30 days of completion of travel if travel expense reimbursement is requested.

### **General Travel Requirements**

- **Air Fare:** MPA will reimburse for the cost of one round-trip coach airline ticket purchased at least 30 days in advance of travel. Airfare to be arranged by Personnel and receipt must be submitted to MPA showing date ticket was purchased. Consideration will be given to special circumstances wherein 30 days notice was not provided.
- **Ground Transportation:** MPA will reimburse for reasonable ground transportation related to the required travel. This includes taxi fare (or limousine transfer if more economical than a taxi fare) to and from the airport or the cost of a rental car and parking up to a maximum determined annually by the EC for the engagement. In the event of land travel (in lieu of air travel), MPA will reimburse the current mileage reimbursement level approved by the federal government, plus tolls and parking, up to the amount of the least expensive coach airfare available 30 days prior to the travel dates. Consideration will be given to special circumstances wherein 30 days notice was not provided.
- **Lodging:** Personnel traveling on behalf of MPA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. "Deluxe" or "luxury" hotel rates will not be reimbursed.
- **Meals:** Personnel traveling on behalf of MPA are reimbursed for the reasonable and actual cost of meals (including tips), except for alcohol, and up to a maximum determined annually by the EC.

### **Non-Reimbursable Expenditures**

MPA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to travel insurance, first class tickets or upgrades, limousine travel, movies, liquor or bar costs, spa or exercise charges, valet service, car washes, toiletry articles, or expenses for spouses, friends or relatives.

### **Practice Leadership Conference (PLC)**

In accordance with MPA's budget, the President and President-Elect will be reimbursed for one-half of their total expenses (pursuant to the General Travel Requirements mentioned previously) for their attendance at the American Psychological Association (APA) State Leadership Conference. APA currently reimburses one-half of the airfare for the MPA President and President-Elect for this Conference.

### **Council of Representatives**

MPA will reimburse the Minnesota Representative to the APA Council of Representatives all reasonable and necessary costs associated with travel to the APA Council of Representatives August meeting to include airfare, hotel, and ground transportation, excluding those costs that are reimbursed by APA.

APA fully reimburses Council Representatives for all costs associated with the annual February meeting. For the annual August meeting, Council Representatives are reimbursed by APA for the cost of two nights' stay at the Council meeting hotel; APA fully reimburses Ethnic minority Council Representatives for the annual August Council meeting.

### **Governing Council and Executive Committee Meetings**

Those Governing Council and Executive Committee members who reside outside of the seven county metropolitan area will be reimbursed for travel to and from Governing Council Executive Committee meetings at the prevailing IRS mileage reimbursement rate. Other travel on behalf of the Association may be reimbursed in accordance with the Travel and Expenditure Request policies.

## **FM 7. WHISTLEBLOWER ACTIVITY AND PROTECTIONS**

### **ADOPTED: 5/18/2013**

The Minnesota Psychological Association (MPA) is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment and MPA's desire for open communication, this policy aims to provide an avenue for employees and volunteers to raise concerns with reassurance that they will be protected from reprisals or victimization for whistleblowing. Therefore, MPA encourages any person with credible information about incorrect financial reporting, illegal practices within MPA, or violations of adopted policies or procedures by MPA to bring such information to the attention of MPA in the manner set forth

below. Notifications pursuant to this Policy shall be made to the MPA President or President-Elect. Upon receipt of information as described above, the President or President-Elect shall inform the Executive Committee, which shall oversee disposition of the matter. The Executive Committee shall report to, or engage, the Governing Council as the Committee considers warranted.

**Investigation:**

All notifications conforming to this Policy will be adequately investigated, and appropriate remedial action, if any, will be taken. Legal or other counsel shall be obtained by MPA as deemed necessary or useful. Confidentiality will be maintained to the extent possible consistent with the need to conduct an adequate investigation and to take appropriate action.

**Safeguards:**

*Harassment or Victimization-* Harassment or victimization for reporting concerns under this policy will not be tolerated.

*Confidentiality-* All leaders, volunteers, and members who participate in any MPA work need to be ever mindful of the importance of keeping important matters confidential. All volunteers and especially leaders, have access to confidential and propriety information and there are expectations that this information will remain confidential. Unless in executive session, all MPA meetings (except for the Ethics Committee meetings) could potentially be attended by any member. When the business is public, there is no expectation of confidentiality. However, there are occasions where sensitive information that is not part of the formal record is discussed. All leaders, members and staff are expected to not discuss this information outside of the group in question. In addition, all discussions in executive sessions and formal discussion of personnel and personnel performance are strictly confidential and are not to be discussed other than among the individuals in the particular meeting.

*Anonymous Allegations-* This policy encourages employees and volunteers to provide their names with allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but considerations will be given to:

- The seriousness of the issue raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources.

*Bad Faith Allegations-* Allegations made in bad faith may result in disciplinary action

*Retaliation* No person providing information under this Policy in good faith shall be retaliated against.

## **OPERATIONS AND ADMINISTRATION (OA)**

### OA 1. EMPLOYEES AND CONTRACTORS

**APPROVED/LAST REVIEWED: 8/29/ 2008**

**Hiring of Employees or Vendors.** In order to meet its mission and serve its members MPA may hire administrative staff to support the organization. MPA may hire individuals who become employees of the organization or MPA may hire an Association Management Company (AMC) to complete some of the administrative tasks of MPA. Throughout its history MPA has utilized both types of services. Each year MPA leadership determines what type of support is needed for the organization. MPA may or may not hire an Executive Director (ED) to take a leadership role in the administration of the organization. MPA may have an ED who is also an employee of an AMC or may hire such a person directly. The decision about what types of support are needed is made by the GC on an annual basis. If MPA chooses to hire individual people to complete administrative and professional tasks, such people will be considered at will employees. Individual employees do not have written contracts.

**Consultants and Contractors.** Based on the needs of the organization, MPA may retain consultants who do specific work for the organization. Generally, MPA has used consultants for the Legal and Government Relations role (Lobbyist). Use of consultants provides the organization with flexibility. However, it is important that these relationships are fully in line with the legal requirements of contractors and consultants as defined by the IRS and possibly by Minnesota financial laws. Whenever a consultant or contractor is retained MPA defines the nature of the service through a mutually agreed upon written contract.

### OA 2. CONTRACTS

Whenever MPA engages with a consultant, contractor or vendor, the relationship and business agreement is formalize in a signed contract. A contract needs to be signed regardless of what types of service is purchased - hotel for a meeting, overall management or advocacy services. All contracts should be all applicable local and national laws. Contracts should include a statement of work and services, time frame, fee, payment schedule and conditions for termination and other requirements the Association deems is in its best interest or are required by applicable law. Contracts with all entities are signed by the President of the Association.

### OA 3. ACTIVITY PLANNING

**APPROVED/LAST REVIEWED: 8/29/2008**

**Planning.** Every year the GC works with administrative and professional staff to identify a professional plan for the following year. This plan may include but is not limited to, schedule of EC and GC meetings, election schedule, GC training schedule, attendance at APA conferences, policy review, audit and finance planning. In some years, MPA may complete a formal strategic planning process though such an activity is not required each year. It is the responsibility of the EC to determine the planning mode to be used during each year. In most years, there will be a number of items that occur at the same time so that the schedule becomes will known to governance. Regardless of the mode of planning activity used, the purpose of this type of plan is to accomplish the mission of the Association.

**Governance support.** The planning for the following year should be outlined by the final meeting of the current year. The initial budget should be presented at this meeting along with election activity and any specific initiatives that are anticipated. The plan is not intended to be a rigid prescription, but rather is a guide for future activity. In addition, administrative staff provide and update various forms that are used to manage the associations business. Forms for various activities are kept by administrative staff and may, if desired be posted as an appendix to these policies. Administrative staff are responsible to ensure that minutes of meetings are completed and in the case of GC, an up to date list of passed motions is posted in Appendix 6 of these policies.

### OA 4. RESEARCH POLICY

**APPROVED: 10/22/22**

Anybody that wishes to conduct research with MPA members must have approval by an Institutional Review Board and must be able to document and provide that approval to the working group within the Academic Division which will provide approval to conduct research with MPA members. MPA will not disclose members 'contact information to non-MPA members, but MPA may distribute research instruments approved. MPA will provide a mechanism for members to opt out of research requests.

### OA 5. RECORD STORAGE AND DOCUMENT PROTECTION

**APPROVED/LAST REVIEWED: 8/29/2008**

All Association documents and records shall be stored and archived by staff. These documents are referred to as business records and are contrasted with duplicates or draft documents that are not final. In this policy the word document or documents refer to business records. In general, business records are kept as long as they legally need to be kept and in some cases are kept as long as the organizations exists. Documents shall be maintained electronically and in hard paper copy when an ink signature is required. If the primary document is in paper, a redundant electronic back-up system of all such records shall be maintained to ensure the safety and integrity of original documents and records. Hard copies shall be maintained in a fireproof location. Access to original, hard copy documents shall be limited to the Executive Director, their designees, and the President of the Association or as directed by a majority vote of the Governing Council.

These documents (business records) are to be maintained by administrative staff. Business records are considered the proprietary property of the Association. All work product that is created by MPA volunteers in the service of MPA belongs to the Association and not to the individual. Volunteers are not to keep business records. It is understood that governance members will generate business records and will have occasions to have drafts and copies of business records. However, it is the responsibility of the administrative staff to maintain original records. In general, governance volunteers do not have to keep records or copies of records. If copies are kept it is understood that they are copies and at the appropriate time they should be securely eliminated or destroyed. Much of the information that is in committee deliberations is confidential and proprietary and thus should not be kept by individual people. Computer copies are kept the member should take responsible steps to ensure that the computer or device is not lost or compromised. If hard copies are maintained by a member or volunteer responsible steps should be taken that they are secure and can be securely destroyed as appropriate.

Documents that are to be stored and archived include but are not limited to:

- Agendas and minutes of Governing Council and Executive Committee meetings and all documents distributed at these meetings,
- Agendas and minutes of other Committee or Division meetings,
- Motions passed by the Governing Council,
- Proceedings of any special meetings of the Association at which the President of the Association or Governing Council requests that minutes of the meeting be taken,
- Historical copies of the Minnesota Psychologist,
- Annual budgets and year-end reconciled budgets of the Association,
- Monthly budgets until the Governing Council approves the financial statements for the preceding year,
- Annual evaluations of employees of the Association,
- Annual Plans, and
- Past Bylaws and Policies and Procedures, recorded annually.

**OA 6. USE OF LETTERHEAD AND LOGO**

APPROVED/LAST REVIEWED: 7/27/2013

Logo:

- It is the policy of MPA that Members in good standing who desire to use the MPA logo on their website and/or other print collateral must adhere to the following requirements:
  - Use of the logo must be in reference to the Member's membership only; under no circumstances can an endorsement be stated or otherwise implied.
  - When used on a website, the logo must have a hyperlink to [www.mnpsych.org](http://www.mnpsych.org)
  - Improper or unauthorized use of the logo should be reported to MPA staff or leadership.
- Upon notification, appropriate follow up with be made to the offending party.

Letterhead Usage:

The Executive Director, Director of Professional Affairs, and the President of the Association may use Association letterhead for Association business and communications. All others who want to use Association letterhead must have the communication reviewed and authorized by the Executive Committee.

#### OA 7. LIST RENTAL

**APPROVED/LAST REVIEWED: 8/29/2008**

- The Association Mailing List may be rented in adherence with the following:
- Prior to mailing, the renter is required to make a written request sent to the Executive Director or President of the Association for review and approval by the Executive Committee and forward a sample of materials/brochure/letter for proposed mailing to Association Members.
- As a guiding principle, the mailing list will only be rented to those whose interest in using the list supports psychology or Minnesota psychologists and when the purpose is consistent with the mission and vision of the Association.
- The List, in label format, is rented for one-time use only; the disc format is rented for one-year use only. Such use shall occur within thirty (30) days of the date of delivery and shall be strictly in accordance with the purposes and samples specified. Dissemination of information is allowed, but no surveys are permitted unless approved by the Executive Committee.
- In label format, the mailing must be made with the labels provided by Association.
- No part of the list shall be altered, duplicated, reproduced or retained in any way, form or manner.
- The renter shall take all necessary steps to insure that the List is kept confidential and to prevent any unauthorized use, reproduction, duplication or retention of the List by any other party.
- The mailing made with use of the List shall contain no information that would allow a recipient to identify the identity or source of the List. Nor shall such use portend support for/by the Association.
- Withstanding any other terms of this agreement, this List shall remain the exclusive property of Association. This agreement shall not be construed as conferring any ownership or other proprietary rights upon any other party.
- The renter agrees that any use of the names of members provided by Association as specified herein other than for approved single mailing is a violation of this agreement.
- Use of group or broadcast emails to Association Members is expressly forbidden.

- It is understood and agreed that the List is monitored to prevent improper and unauthorized use of the List. The renter may not employ any method to detect, alter or eliminate decoy names.
- The Association hereby disclaims any guarantee, expressed or implied regarding the List. Under no circumstances shall Association be liable for loss of profits or for special, consequential, or exemplary damages resulting from the use of the List.
- The renter acknowledges that they will be held unconditionally responsible for any violation of this agreement, including agreed to liquidated damages in the amount of \$10,000.00 plus reasonable attorney's fees and costs incurred by Association in connection with any ensuing litigation for each violation.
- When the Association has received payment for the list, the order is considered final and payment is non-refundable.
- The "Renter's Fee" is \$250 for white peel & stick labels or \$275 for clear peel & stick labels of Association Members. Mailing labels in a CD format along with the usage right for one year costs \$1,000.

#### OA 8. REQUEST FOR ASSOCIATION SPONSORSHIP OF EVENTS

##### **APPROVED/LAST REVIEWED: 8/29/2008**

Only those individuals as authorized in Association bylaws or these policies and procedures may commit the Association to the sponsorship of non-MPA events. If an individual, group, committee, or Division or Regional Affiliate wishes to have the Association commit its name in sponsorship of an event and this request falls outside of the guidelines provided in the Association bylaws or policies and procedures, a written request must be submitted to the EC for review and approval.

As a guiding principle, the use of MPA's name in sponsorship of events will be limited to those whose interests support psychology and/or Minnesota psychologists, and when the purpose is consistent with the mission and vision of the Association. If there is a financial element to a request to support an event the justification for expenditure of funds must follow the FM policies.



## 2020 MPA Policies Appendix 1

### **2020 Committees**

#### **Awards Committees**

The Awards Committees solicit nominations and determines winners of the Donald G. Paterson, Walter D. Mink, Outstanding Graduate Faculty, and Outstanding Teaching of Psychology in Community/Two-year Colleges and the Trisha Stark Community Involvement awards as described in section XV. The Committee presents these awards at the Annual meeting.

#### **Annual Meeting Committee**

The Annual Meeting Chairperson is recommended by the President and approved annually by the Governing Council.

##### **Main functions:**

- Organize the annual meetings as requested by the Governing Council, determine locations and the nature of the programs, secure approval by Governing Council for general format;
- Select and arrange for moderators, for speakers, panels, or other types of programs with regard for the range of interests of the membership of the Association;
- Coordinate with the Executive Director the implementation of plans for the Annual Meeting;
- After each Annual Meeting, chairperson and Executive Director shall prepare a written fiscal report for Executive Committee; and
- Include announcement of awards and times to give the Awards described in section XV in the program.

## **Diversity Committee**

The **main function** of the Diversity Committee is to promote cultural competence among Minnesota psychologists by interfacing with MPA Divisions, Committees, and Task Forces to:

- Collect demographic information concerning the racial/ethnic make up of MPA and the Minnesota psychology community;
- Increase the recruitment and retention of diverse professionals and students, with particular attention to increasing ethnic and racial diversity;
- Increase minority leadership within MPA;
- Provide organizational leadership and education in cultural competence; and
- Publicize MPA's commitment to diversity.

## **Education and Training Committee**

### **Main functions:**

- Sponsor or co-sponsor educational offerings relevant to psychology;
- Select and arrange for moderators, speakers, panels or other types of programs of interest to the membership of the Association;
- Review and plan for Association educational offerings (Other than the Annual Meeting) not put together by the Committee, as requested;
- Evaluate committee-sponsored educational offerings; and
- Recommend appropriate marketing strategies for each program.
- Any standing committee wishing to hold an Association event must submit the proposed presenter, topic, and supporting information to the Education and Training Committee for consideration by August 15 of the year preceding the date of the desired event.

## **Ethics Committee**

The Ethics Committee is established to promote high standards of ethical conduct of members.

### **Main functions:**

- Provide education to members and the public about the general ethical principles and practice of Psychologists through articles in the Minnesota Psychologist, presentations and consultations;
- Reply to inquiries of members or the public about general ethical principles and practice of psychologists;
- Provide consultation to and advise members on more specific ethical questions when so requested by the member or by the Executive Committee;
- Report to the Association through the Executive Committee on the types of inquiries received with special description of difficult cases,
- Develop rules and procedures governing the conduct of all the matters within its jurisdiction;

- Take such other actions as are consistent with the Bylaws and Policies and Procedures of the Association, the Rules of Governing Council, the Ethical Principles of Psychologists and Code of Conduct, and the Ethics Committee's Functions and Procedures, and as are necessary and appropriate to achieving the objectives of the Committee; and
- Delegate appropriate tasks to subcommittees of the Ethics Committee or to agents or employees of the Association, such sub-committees, agents, and employees in such event to be fully bound by the Ethics Committee's Functions and Procedures.

### **Legislative Committee**

The legislative committee conducts research, drafts briefing papers, and provides legislative recommendations to the Governing Council for its consideration in setting the legislative agenda. To further the legislative agenda, the legislative committee works with MPA members to establish contacts with legislators. The Lobbyist is hired and removed by the Governing Council, managed and evaluated by the Executive Committee, and directed in daily activities by the Executive Director. The legislative committee provides input to the Executive Committee regarding performance. The Executive Director is an ex officio member of the legislative committee.

### **Membership, Recruitment, Service, and Retention Committee**

#### **Main functions:**

- Set short- and long-term membership goals;
- Identify and actively recruit eligible members;
- Strive for both culturally and professional specialty diversity in our membership, including the recruitment of under-represented groups of psychologists;
- Develop and implement marketing and advertising drives relevant to the committee's mission;
- Develop and implement membership drives;
- Monitor membership satisfaction with the Association and its services and conduct "member satisfaction" surveys;
- Develop proposals for new or reconfigured membership services, divisions, and dues structures;
- Episodically survey both member and nonmember psychologists to develop data useful in the above functions; and
- Conduct exit interviews of resigning members from time-to-time to better understand member needs, satisfactions, dissatisfactions and reasons for leaving the Association.

### **Payer Committee**

The mission of MPA's Payer Committee is to focus on federal, state, and private/third party payers in the following ways: To monitor policies of payers; to advocate for beneficial policies for MPA members and the clients they serve; to initiate change with regard to payers; and, to educate MPA members about policy issues. The actions of this committee are at a systems level, but are informed by members' experience and input. The Director of Professional Affairs may serve as Chair of the Payer Committee.

### **Rural Conference Committee**

The Rural Conference Committee Chair is recommended by the President and approved annually by the Governing Council.

#### **Main functions:**

- Select and arrange for moderators, for speakers, panels, or other types of programs with regard for the range of interests of the membership of the Association;
- Coordinate with the Education and Training Committee for approval of CE
- Coordinate with the Executive Director the implementation of plans;

## 2022 MPA Policies Appendix 2

### **2022 Divisions**

#### **ACADEMIC DIVISION**

The principal mission of the Academic Division is to promote and support a culturally diverse group of psychologists engaged in academic, educational, administrative, and research roles. Through conference presentations, continuing education and workshops, we seek to provide opportunities for academic psychologists to share knowledge and resources on the research and practice of psychology. We also seek to support academic psychologists in their professional growth and development, through educational opportunities, community building, and mentoring. We are dedicated to the values of social-cultural diversity, equity, opportunity and inclusion—especially for those with marginalized identities. Together with our practice colleagues, we strive to grow the quality of life of students, professionals, and the communities we serve.

#### **CHILD PSYCHOLOGY DIVISION**

The purpose of the Child Psychology Division of the Minnesota Psychological Association (MPA) is to represent psychologists in Minnesota who have interest in professional work with children and adolescents. We want to encourage and support these psychologists as they ensure the well-being of all children and adolescents of Minnesota.

## CLINICAL PSYCHOPHARMACOLOGY AND COLLABORATIVE PRACTICE DIVISION NAME

The name of the Division shall be: Clinical Psychopharmacology and Collaborative Practice  
**Statement of Purpose**

The Division of Clinical Psychopharmacology and Collaborative Practice will provide a forum for discussion and collegial relations for MPA members with an interest in clinical psychopharmacology and collaborative psychopharmacology practice.

This division is intended to promote the development of knowledge and expertise in clinical psychopharmacology and skills to collaborate with other healthcare providers, including those who currently prescribe.

We support the integration of psychological techniques and interventions with medical treatment.

## EARLY CAREER PSYCHOLOGISTS DIVISION

The Early Career Psychologist Division of MPA seeks to empower, advocate for, and connect early career psychologists (defined as post-graduation) with opportunities to network, consult with other psychologists, and establish vibrant careers throughout Minnesota. The ECP Division hosts social events for new psychologists, advocates for specialized continuing education opportunities of particular relevance to new psychologists, and encourages communication and consultation with fellow early career psychologists.

## FORENSIC DIVISION

## MULTICULTURAL SERVICES DIVISION MISSION STATEMENT

The mission of the Society for Multicultural Services is to enhance and advance professional psychological practice to benefit diverse human differences that include, but are not limited to, differences in age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language or socioeconomic status.

### **Membership (revised 10/22/22)**

Membership and Division Officer positions in the Multicultural Division shall be open to any persons who belong to the Minnesota Psychological Association (MPA), regardless of licensure status.

### **Officers**

There shall be an elected Chair and Chair-Elect for the Division who will be elected in the Fall of alternate years, pending there is no vacation of office. On years during which one of the two officers vacate their offices, elections will be held the following Fall (whether it is an alternate year or not).

Each shall serve a 3-year term, beginning in January of each year. There shall be a 2-term limit for each elected Officer.

Should the Chair no longer be able to serve, the Chair-Elect shall assume leadership responsibilities and finish out the year as the "Interim Chair." The "Interim Chair" will then appoint an "Interim Chair-Elect" who will complete the term until an election is held in the Fall after the Chair's vacation of office. Upon the selection of a duly elected Chair-Elect, the Interim Chair will begin her/his full term as "Chair" of the Division.

Every position in the Division is a volunteer position.

### **Responsibilities of Officers**

The Chair shall: represent the Society for Multicultural Services member interests on the MPA's Governing Council, co-Chair the MPA Diversity Committee, schedule and call for Division elections in the Fall, maintain the Division budget including income/expenses, oversee and authorize expenditures of the Division fund, request input from the membership on Division matters, monitor the Society for Multicultural Services Listserv according to APA/MPA standards, and communicate and coordinate with the MPA Office about Division matters. The Chair's expenditures must be authorized by the current MPA President and documented.

The Chair-Elect shall: assist the Chair in the above duties when requested, attend Governing Council meetings if the Chair is unable to do so, and assume the above duties if the Chair is unable to finish their term.

The Chair and Chair-Elect may appoint committees as needed to complete activities as listed in Section V.

### **Communications**

The main mode of communication among Division members shall be through the Society for Multicultural Services Listserv, managed by MPA and owned by the APA.

Attempts via the USPS will be made to communicate with those Division members who do not subscribe to the Listserv; however, each Division member will be responsible for checking the MPA website for pertinent information regarding Division matters.

### **Activities**

Activities of the Division shall be determined by the membership and facilitate the Mission of this Division;

Funding for Activities shall come from the MPA Diversity initiatives, Division dues and activities.

The Division will hold one meeting a year at the MPA annual conference, and will hold elections every other year.

PSYCHOANALYTICAL STUDIES DIVISION

PSYCHOLOGISTS IN HEALTHCARE ORGANIZATIONS DIVISION

Psychologists in health care organizations are an integral and important sector within the rapidly changing healthcare environment. The Psychologists in Health Care Organizations Division of the MPA serves to support and enhance the ongoing contributions of psychologists employed in health care settings and cultivate new opportunities in this dynamic area. As the most recent MPA division, our aim is build a community and network of practicing psychologists to facilitate understanding, knowledge, and practice of psychology within health care settings.

#### PSYCHOLOGY PRACTICE DIVISION

Psychologists in private practice represent a significant asset to the state of Minnesota for providing a range of high quality psychological services including psychotherapy, assessment, and consultation. The Psychology Practice Division exists to support psychologists, the mental health practitioners trained specifically in psychology, to effectively manage the roles, responsibilities and challenges of this rewarding and relevant professional occupation. Often working as sole practitioners, the PPD offers psychologists in private practice a community of peers for support, consultation, and advocacy.

#### PUBLIC SERVICE DIVISION

This Division has a focus on the contributions that psychologists make in the public sector of providing the full range of clinical services for health and mental health needs of the community. The integration of psychological services with other health care services is essential and enhances the well being of those who are in need. Public Health Division psychologists may function in other public sectors such as education, juvenile and adult criminal justice, health promotion or prevention, early intervention, rehabilitation, long-term care, homeless and virtually any public service activity. Assessment, treatment, research, management, consultation and organization activities are included. We encourage those who would like to explore public service as a professional area to develop expertise and enhance society.

#### RURAL AND GREATER MINNESOTA DIVISION

##### Purpose

The purpose of the Rural and Greater Minnesota Division (R&GMD) of the Minnesota

Psychological Association (MPA) is to represent psychologists from outside the Metropolitan area and/or who have particular interests in rural issues and practice. The R&GMD shall comply with all MPA Bylaws and Policies & Procedures.

##### Membership

Membership in the R&GMD shall consist of all MPA members who elect to join the division. MPA Members who are at least half-time students are exempt from R&GMD dues, but retain all other division rights, privileges, and responsibilities, including voting in R&GMD matters.

##### Officers

The R&GMD shall elect two officers. The Chair's duties shall be:

To set meeting dates and gather agenda items, preside at meetings, and see that minutes of meetings are sent to members and MPA.

To draft the R&GMD's annual plan of activities and budget for the coming year, gather input from members for revisions, obtain division members' approval, and submit it to the MPA Executive Committee by October 31.

To report on the preceding year's activities of the R&GMD by January 31.

To lead the R&GMD in implementing the plan of activities, appointing committees and task forces as needed.

To attend and vote at MPA General Council meetings, request input from R&GMD members on issues especially affecting division members, and inform members of MPA actions that particularly affect R&GMD members.

The Vice Chair's duties shall be to assist the Chair in implementing the R&GMD plan of activities, as well as to assume all of the Chair's duties in the event the Chair is unable to do so.

This includes attending and voting in the MPA General Council.

Conduct of Business

The R&GMD shall hold at least one meeting per year in which members meet in person. All other business may be conducted by using the division's email listserv. In both cases, a quorum shall consist of the members present or voting. R&GMD Policies and Procedures can be amended by a majority vote of members constituting a quorum.

## STUDENT DIVISION

The purpose of the Student Division of MPA is to represent students enrolled in graduate and undergraduate psychology programs (or programs with psychological curriculum) and who have particular interests in education, training, and networking with other students and professionals in the field of psychology. Being a student can be an overwhelming experience and we are here to support you. We have multiple opportunities for students to connect and receive support — applying to the mentorship program, joining a committee, contributing to our blog, and attending our monthly socials. Our goal is to be a supportive presence to students as they embark on their journey to become psychologists.

## WOMEN IN PSYCHOLOGY DIVISION

The purpose of the Women's Division of the Minnesota Psychological Association (MPA) is to focus on and advocate for issues of concern relating to the psychological well-being of women, girls, and women psychologists. The Women's Division shall comply with all MPA Bylaws and Policies & Procedures.

Membership in the Women's Division shall consist of all MPA members.

### **Officers**

The Women's Division shall elect two officers: Chair and Vice Chair. The Chair's duties shall be:



- To set meeting dates and gather agenda items, preside at meetings, and see that minutes of meetings are sent to members and MPA.
  - To draft the division's annual plan of activities and budget for the coming year, gather input from members for revisions, obtain division members' approval, and submit it to the MPA Executive Committee by October 31.
  - To report on the preceding year's activities for the Women's Division by January 31.
  - To lead the Women's Division in implementing the plan of activities, appointing committees and task forces as needed.
  - To attend and vote at MPA General Council meetings, request input from Women's Division members, and inform members of MPA.
- The Vice Chair's duties shall be to assist the Chair in implementing the plan of activities, as well as to assume all of the Chair's duties in the event the Chair is unable to do so. This includes attending and voting in the MPA General Council.

### **Conduct of Business**

The Women's Division shall hold at least one meeting per year.  
Policies and Procedures can be amended by a majority vote of members constituting a quorum.

## 2020 Policies Appendix 3

### **2020 Liaisons and Coordinators**

LIASON TO THE MINNESOTA MEDICAL ASSOCIATION

LIASON TO THE ADVISORY COMMITTEE TO THE HEALTH PROFESSIONAL SERVICE PROGRAM

LIASON TO THE NAMI-MN OLDER ADULTS ADVISORY COMMITTEE

## 2020 MPA Appendix 4

**2020 Awards****TRISHA A. STARK COMMUNITY INVOLVEMENT AWARD**

- This award recognizes individuals and/or organizations with psychologist volunteers, who have demonstrated a significant contribution to the community through volunteer activity. The enhancement of community is very important, and this award is given in the spirit of recognizing and promoting the volunteer service of psychologists to improve their community. The individual award will be given to an Association member who has been involved in a single noteworthy project or a series of projects. A collaborative award will be given to an organization in which a psychologist volunteer plays an active and integral part of a project related to improving mental health or personal functioning of individuals or the community at large. Nominations are to include a brief summary and rationale for the nomination along with a letter of support for the nominee.
- Nominations should include the psychologist's name and the name of the affiliated organization where appropriate, the type of projects carried out, and a description of how the volunteer project(s) have enhanced the community.
- Nominations will be reviewed by the Executive Committee and a finalist will be recommended to the Governing Council for approval.

- Nominations are to be sent to the MPA office.

#### DONALD G. PATERSON AWARD IN PSYCHOLOGY/OUTSTANDING SENIOR UNDERGRADUATE STUDENT

- This award is given to the outstanding college senior planning a career in psychology. The recipient will also receive \$350 to recognize and encourage high achievement in psychology at the undergraduate level. Exemplary recipients are students whose work has been directed at applied problems and field experience or whose work has been mainly laboratory-theoretical.
- Nominations will be sought from Departments of Psychology of colleges and universities in Minnesota. Nominees should have evidence of superior undergraduate achievement, both in psychology and in the broader areas of undergraduate education, supported by: 1. A transcript of the undergraduate grade record; Undergraduate honors received; and, 2. a paper or report of projects carried out and written by the candidate. Nominations should also include other evidence representative of potential for further work in psychology, such as: 1. Acceptance by recognized graduate schools or other plans for further professional development; 2. Receipt of graduate fellowships and scholarships; 3. Scores on relevant achievement and aptitude tests (e.g., GRE); and/or, 4. A resume or curriculum vita. Nominations should include evidence of personal characteristics and attributes which appear to contribute to effective work in the field of psychology. No more than three letters of recommendation should accompany the nomination.
- Nominations will be reviewed and awarded by the Academic Awards Committee.

#### BRAVADA GARRETT-AKINSANYA DISTINGUISHED ELDERS AWARD FOR LEADERSHIP IN MINNESOTA PSYCHOLOGY

- At the Annual Convention in April, MPA will hold a recognition ceremony to honor elders who have made significant contributions to mental health in Minnesota through their roles as scholars, teachers, mentors, practitioners, and/or advocates for rights and just causes.
- Nominations will be solicited that, in 100 words or less, describes the impact of the nominee as a teacher, scholar, mentor, practitioner, and/or advocate.
- Nominations will be reviewed and awarded by the MPA Diversity Committee.
- Nominations are to be sent to the MPA Office.

#### SUSAN T. RYDELL LIFETIME ACHIEVEMENT AWARD FOR OUTSTANDING CONTRIBUTION TO PSYCHOLOGY

- This award recognizes an MPA member who has made distinguished contributions to the field and discipline of psychology in the State of Minnesota. A nominee should be a person who has made significant contributions within any of a broad range of activities that are understood to be psychological in nature, including scientific activity, teaching, practice, administration, advocacy, public service and Association service.
- Nominations are to include a brief summary and rationale for the nomination along with a letter of support for the nominee.

- Nominations will be reviewed by the Association Executive Committee and a finalist will be recommended to the Association Governing Council for approval.
- Nominations are to be sent to the President of the Association at the MPA office.

#### WALTER D. MINK OUTSTANDING UNDERGRADUATE TEACHER AWARD

- This award recognizes a teacher who brings a special quality or commitment to undergraduate teaching in psychology.
- Nominations will be sought from the chair of the Psychology Department or the institution's president or chief academic officer. Nominees from any stage in their careers as faculty are welcome.

The nomination packet should include: 1. The educational history of the nominee including degrees, granting institutions, and years granted; 2. Nominee's professional work history; and, 3. Professional and honorary organizations in which the nominee holds membership. Nominations will also include: 1. No more than three letters from junior or senior psychology majors or (if the institution doesn't have a psychology major) other juniors or seniors at the institution, and 2. A letter of no more than three pages from the nominator which addresses the following criteria:

- Outstanding performance as a classroom teacher. Examples include student and colleague evaluations, teaching awards or other forms of prior recognition, and evidence of uniqueness that gives a special quality to teaching and enhances student learning.
- Development of effective teaching methods, courses, and/or teaching materials. Examples include effective use of new technology, the adoption of newer approaches to teaching/learning such as cooperative learning, and the development of innovative courses or curricula.
- Demonstrated influence in interesting students in the field of psychology. Examples include evidence of students presenting papers or posters at professional meetings or publishing articles with the teacher, actions by the teacher, both curricular and co-curricular, intended to increase student interest and involvement in psychology, excellence in advising, and recognition of psychology as a discipline which fosters diverse perspectives.
- Promotion of professional identity as a teacher of psychology. Examples include professional activity on or away from campus, including publication of articles on teaching, stimulation of student research, attendance at professional meetings or workshops relevant to the teaching of psychology, and effective mentoring of newer faculty.
- Nominations will be reviewed and awarded by the Academic Awards Committee.

#### AWARD FOR OUTSTANDING GRADUATE FACULTY IN PSYCHOLOGY

- This award recognizes a faculty member who brings a special quality or commitment to working with graduate students in psychology.
- Nominations will be sought from the head of the nominee's program/department, a colleague, or former student. Nominees should have been at their current institution for at least five years, but the award can be for distinguished performance over many years or a single extraordinary contribution. The nominee does not need to be a member of MPA. The nomination packet should contain: 1. The nominee's vita, including his/her educational history (e.g., degrees, granting institutions, and years granted), professional work history, and membership in professional and honorary organizations.; 2. No more than three letters from former students; and, 3. A letter (3

page maximum) from the nominator that addresses the criteria listed below. The criteria by which the recipient of this award will be evaluated include:

- o Excellence in instruction. Evidence includes student and colleague evaluations, teaching awards, or other forms of recognition as well as evidence of providing excellent training in research/practice/professional ethics.
- o Involvement of students in research, scholarship, and professional development activities. Evidence includes publications of students, awards to students, and a list of advisees and their accomplishments.
- o Development of programs for graduate students. This includes the development of special programs for graduate students relevant to teaching, practice, or research, or special programs of a more social nature.
- o Advising and mentoring students. Evidence includes being accessible to and supportive of students and their goals and ideas, responsive to students' needs at different stages of development, and providing helpful feedback regarding students' strengths and weaknesses. More objective criteria includes membership on graduate committees.
- o Professional identity as a teacher/mentor. Evidence includes publication of articles on teaching/mentoring, attendance at professional meetings relevant to teaching/mentoring, and effective mentoring of new faculty.
- o Nominations will be reviewed and awarded by the Academic Awards Committee.

#### AWARD FOR THE OUTSTANDING TEACHING OF PSYCHOLOGY IN COMMUNITY/TWO-YEAR COLLEGES

- This award recognizes a faculty member who brings a special quality or commitment to working with psychology students in the community college/two year college setting.
- Nominations of an outstanding teacher of psychology in community/two-year institutions can be made by a faculty colleague, the department chair, or an institutional administrator. Nominees from any stage in their career as faculty members are welcome, and the award can be for distinguished performance over many years or a single extraordinary contribution. The nominee does not need to be a member of MPA. The nomination packet should contain: 1. The nominee's vita which should include the nominee's degrees, granting institutions, and years granted, professional work history, and professional and honorary organizations in which the nominee holds membership; 2. No more than three letters from students who have been enrolled in psychology courses at the institution; and 3. A letter of no more than three pages from the nominator that addresses the criteria listed below. Nominations will be judged using the following criteria:
  - Demonstrated influence at interesting students in the field of psychology. Examples include: actions by the teacher, both curricular and co-curricular, intended to increase student interest and involvement in psychology; excellence in advising; recognition of psychology as a discipline which fosters diverse perspectives; and facilitating transfer of students for continuing work in four-year programs.
  - Development of effective teaching methods, courses, and/or teaching materials. Examples include: effective use of new technology; the adoption of newer approaches to teaching/learning such as cooperative learning; the development of innovative courses or curricula; and

collaboration with other faculty in the institution to provide instruction on psychological topics in other majors and programs.

- Outstanding performance as a classroom teacher. Examples include student evaluations, colleague evaluations, teaching awards or other forms of prior recognition, and evidence of uniqueness that gives a special quality to teaching and enhances student learning.
- Professional identity as a teacher of psychology. Examples include: professional activity on or away from campus, including publications of articles on teaching, attendance at professional meetings or workshops relevant to the teaching of psychology, and effective mentoring of new faculty.
- Nominations will be reviewed and awarded by the Academic Awards Committee

#### THOMAS P. CARRILLO LEADERSHIP IN DIVERSITY AWARD

The Minnesota Psychological Association has made numerous strides within the last several years in bolstering our efforts to enhance diversity within our State Psychological Association. Our initiative began in 2002 with an elaborate strategic plan voted on by our MPA Governing Council. Our strategic plan included key areas of focus addressing organizational infrastructure and institutional barriers to access, recruitment and retention of ethnic minority psychologists and students. Although MPA is primarily comprised of psychologists of European descent, our commitment to diversity is a core value of our organization. While this value was first evidenced by our diversity plan, it is best exemplified by the [diversity statement](#). It states that MPA is an organization dedicated to: “Increasing our multicultural competencies and effectiveness as educators, researchers, administrators, policy makers, and practitioners.” Thus, one aspect of our mission is to enhance and advance professional psychological practice to benefit diverse human differences that include, but are not limited to, differences in age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language or socioeconomic status.

Because we realize that organizations rarely change, that people change, and they change organizations, great leadership, courage, effort and commitment are often required to make a difference in the face of systemic barriers. MPA’s efforts to honor the vision and spirit of this commitment can be seen in a variety of initiatives successfully implemented over the course of the last several years. One of these initiatives is the *Thomas P. Carrillo Leadership in Diversity Award*. This award is given to an individual who has broken down systemic barriers and who has promoted diversity competence through practice, teaching, advocacy or research. In other words, the recipient is someone who has exemplified Outstanding Organizational and Professional Leadership In Promoting Diversity in Minnesota Psychology. *This award is administered by the MPA Diversity Committee and is presented to a recipient each year at the MPA Annual Conference.*

#### JOHN M. TABORN AWARD FOR OUTSTANDING CONTRIBUTION TO A PSYCHOLOGY BY A PERSON OF AFRICAN AMERICAN DESCENT

This award is given to recognize sustained or special contributions to the field of psychology. Contributions may be in a unique aspect of psychological professional practice, research, teaching, or administration. During their career, nominees may have improved the image of psychology or the Minnesota Psychological Association. Their practice may include

distinguished leadership or achievement in black psychology or involvement in the Black community. The nomination will include a description of the nominee's contributions and a copy of their vita. *This award is administered by the Diversity Committee and is awarded to a recipient at the February First Friday Forum each year.*

#### OUTSTANDING EARLY CAREER PSYCHOLOGIST AWARD

The Outstanding Early Career Psychologist Award recognizes an MPA member not more than ten years post doctoral degree who has made significant contributions to the field and discipline of psychology in the State of Minnesota. A nominee should be an early career psychologist who has made significant contributions within any of a broad range of activities that are understood to be psychological in nature, including scientific activity, teaching, practice, administration, advocacy, public service and Association service.

Criteria:

MPA member

Psychologist not more than ten years post doctoral degree

#### OUTSTANDING GRADUATE STUDENT OF THE YEAR AWARD

The MPA Outstanding Graduate Student of the Year award is given to graduate student members of MPA who take on leadership roles within MPA to advance student engagement in the association in ways that go above and beyond what would typically be expected. *This award is administered by the Executive Committee.*

#### PRESIDENTIAL CITATIONS

Presidential citations may be given out by the current MPA President for reasons they see fit.

2020 MPA Appendix 5

#### **2020 Attestations**

##### MPA CONFLICT OF INTEREST QUESTIONNAIRE

Name: \_\_\_\_\_ Office or Position

Held: \_\_\_\_\_

In responding to these questions, please note that a "yes" answer does not imply that the relationship or transaction was necessarily inappropriate.

1) Are you an officer or director of any business organization with which MPA has business dealings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please list the names of such business organization, the office held and the approximate dollar amount of business involved with MPA for last year.

2) Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization with which MPA has business dealings? Yes \_\_\_\_\_ No \_\_\_\_\_

*If "yes", please supply the following information:*

*a. Names of business organizations in which such interest is held and the person(s) by whom such interest is held:*

*b. Nature and amount of each such financial interest, remuneration or income:*

3. Did you or any member of your family receive during the past twelve months any gifts or loans from any source from which MPA buys goods or services or with which MPA has significant business dealings? Yes \_\_\_\_\_ No \_\_\_\_\_

*If "yes", list such gifts or loans as follows:*

NAME OF SOURCE ITEM APPROXIMATE VALUE

4. Were you involved in any other activity during the past year that might be interpreted as possible conflict of interest? Yes \_\_\_\_\_ No \_\_\_\_\_

*If "yes", please describe:*

**I certify that the above information is true and complete to the best of my knowledge.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MPA Policy and Procedure and Bylaws Attestation**

**This form is to be signed by MPA volunteers who are part of governance of the association: GC Members, EC Members, Committee Chairs and Division Chairs. This form is also be used for other Volunteers who have may be on a Committee, through they are not the Chair of the Committee and hence are not considered Leaders as define in the bylaws.**

**Name:** \_\_\_\_\_

**Governance Position** \_\_\_\_\_

**Name of Committee (if not the Chair)** \_\_\_\_\_

**I have read the entire set of MPA Policies and Procedures as well as the entire set of MPA Bylaws. I understand these policies and will follow them as I do my Governance Work. I have paid particular attention to the policies that are directly relevant to me (e.g. Committee Chair) as well as the Antitrust, Conflict of Interest and Whistleblower Policies.**



Signed \_\_\_\_\_ Date \_\_\_\_\_

## 2020 MPA Appendix 6

### 2020 Motions Passed by the Governing Council

- **Motion 1.25.2020\_1**- Appoint Rural and Ethics Committee Chairs
- **Motion 1.25.2020\_2**- Support the behavior analyst licensing bill
- **Motion 1.25.2020\_3**- Approve the Budget
- **Motion 1.25.2020\_4**- ECP Graduated Dues
- **Motion 1.25.2020\_5**- Annual Conference Special
- **Motion 4.25.2020\_1**- Approve MPA Award Winners
- **Motion 7.18.20\_1**- Approve Policy and Procedure Updates
- **Motion 7.18.2020\_2**- Approve Legislative Agenda
- **Motion 10.24.20\_1**- Approve Appointed GC Positions
- **Motion 10.24.20\_2**- Approve Committee Chairs
- **Motion 10.24.20\_3**- Approve Policy & Procedures Updates