

MINNESOTA PSYCHOLOGICAL ASSOCIATION

Policies and Procedures

and Organizational Bylaws

Minnesota Psychological Association (MPA)

5/18/2015



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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.

FINANCIAL POLICIES

Antitrust Policy

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 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.

AUDIT POLICY

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. **Annual review** of financial documents and statements via a Financial Consultation Committee (FCC)
2. A formal audit conducted by an auditing firm **every three to five years.**

The internal reviews are designed to increase 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.

CONFLICT OF INTEREST POLICY

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.

I have read and understand the Minnesota Psychological Association's policy on Potential Conflicts of Interest. I agree to report promptly any such interest that arises in my conduct of MPA business in other respects, to comply with the policy and its procedures.

Signed: _____ **Date:** _____

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 corporation with which MPA has business dealings?

Yes _____ **No** _____

If "yes", please list the names of such corporations, 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
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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:** _____

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 should 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.

DECISION-MAKING RUBRIC PROJECT ABSTRACT/COVER PAGE

ADOPTED: 5/18/2013

Please limit responses to one page.

- **What is the idea?**
- **How does it bring value to MPA?**
- **What are the volunteer and staff resources/cost (e.g., time, money, commitments)?**
 - [For assistance in estimating Intrinsec staff time, email Rhea Sullivan (rsullivan@intrinsec.com) or the Executive Committee.]
- **What is the break-even time/date?**
- **How does it fit with strategic priorities of MPA?**

EXPENDITURE REQUESTS POLICY

ADOPTED: 5/18/2013

How to Make an Expenditure Request

Expenditure requests must be made in writing to:

MINNESOTA PSYCHOLOGICAL ASSOCIATION
5353 WAYZATA BOULEVARD
SUITE 350
MINNEAPOLIS, MN 55416

FAX: (952) 252-8096
EMAIL: INFO@MNPSYCH.ORG

The Expenditure Request Must Provide the Following Information:

- name, address, telephone, and email address of the individual requesting the expenditure;
- the purpose for which funds are being requested;
- the amount of funding desired;
- a timeline for expenditure of funds;
- a description of how the expenditure brings value to MPA and fits with the strategic priorities of MPA; and,
- supporting materials, if any.

The Treasurer will review all expenditure requests and has the authority to approve or deny such requests or to direct them to the Executive Committee for final authority on approval or denial. All decisions rendered by the Treasurer to expenditure requests should be included in the Treasurer's Report at regular Executive Committee meetings.

Guidelines for Evaluating Expenditure Requests

- Preference shall be given to requests made by MPA members.
- Preference shall be given to expenditures already included in the annual budget.
- If an expenditure has not been included in the annual operating budget of MPA, it may be considered if funds are available. A request for approval of the expenditure should be made prior to any spending or commitment of funds.
- All expenditure requests must include a description of how the proposed expenditure brings value to MPA and fits with MPA's strategic priorities.
- All expenditures must be approved by the Treasurer and reimbursement requests must have appropriate documentation.
- For all approved expenditure requests, original receipts, payment statements and/or invoices must be provided. A written statement must accompany the reimbursement request describing the reason why an original receipt is not being provided.
- The Treasurer cannot authorize payments to him/herself.

GENERAL FINANCIAL POLICIES

For those Association activities and services for which a fee is charged, the fee shall be established to, at minimum, cover the costs of the activity.

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 MPA shall not pass a budget that projects a net loss for the association.
- 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.
- 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.

REIMBURSEMENT POLICY

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. Please, refer to the Expenditure Request Policy for guidelines.

REIMBURSEMENT REQUEST FORM

ADOPTED: 5/18/2013

All requests for reimbursement must be made within 30 days of incurred expense and be accompanied by an original receipt/invoice. MPA's reimbursement policy guidelines are strictly adhered to. Those reimbursement requests which did not receive prior approval or which did not meet the guideline criteria will not be reimbursed.

Forms should be submitted to:

MINNESOTA PSYCHOLOGICAL ASSOCIATION
 5353 WAYZATA BLVD. SUITE 350
 MINNEAPOLIS, MN 55416

FAX (952) 252-8096
 EMAIL: INFO@MNPSYCH.ORG

Form:

- Expenses incurred for (name of Individual/Division/Committee/Task Force):
- Form submitted by (name of Individual):
- Make check payable to (name and complete mailing address):
- Date submitted:
- Description of Reimbursement Request (include date(s); purpose of expense(s) - i.e. food/travel/postage/office/advertising/etc.; vendor(s); amount(s) for each expenditure)
- Total Amount of Reimbursement Request (\$):
- Approved by Treasurer or Executive Director:
- Amount to be Reimbursed (\$):
- Explanation (if applicable):
- Date processed:

TRAVEL POLICY

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. A copy of the reimbursement form can be obtained from the Association office or via the MPA web site.

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 \$75 maximum 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).

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.

State Leadership Conference

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.

WHISTLEBLOWER POLICY

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:

<i>Harassment or Victimization</i>	Harassment or victimization for reporting concerns under this policy will not be tolerated.
<i>Confidentiality</i>	Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.
<i>Anonymous Allegations</i>	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: <ul style="list-style-type: none">• The seriousness of the issue raised• The credibility of the concern• The likelihood of confirming the allegation from attributable sources.
<i>Bad Faith Allegations</i>	Allegations made in bad faith may result in disciplinary action.
<i>Retaliation</i>	No person providing information under this Policy in good faith shall be retaliated against.

LEADERSHIP AND GOVERNANCE POLICIES

AFFIRMATIVE ACTION STATEMENT

APPROVED/LAST REVIEWED: 8/29/2008

The Minnesota Psychological Association welcomes and actively supports and encourages the participation of all psychologists regardless of age, creed, race, ethnic background, gender, physical or mental status, religious or spiritual affiliation, and sexual orientation.

COMMITTEE/TASK FORCE CHAIR DUTIES AND RESPONSIBILITIES

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

The role of the Chair is a pivotal one for guiding the committee or task force's work. 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 the MPA Annual Strategic Retreat.
- 2) Be familiar with the MPA Strategic Plan and ensure that committee/task force ideas, discussion, and work do not conflict with the strategic plan.
- 3) Ensure the committee/task force acts in accordance with the Association's Whistle Blower, Conflict of Interest, and Antitrust Policies and does not engage in any discussion that could violate said policies.
- 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 your committee/taskforce description 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.

By signing below I agree to adhere to the policies and practices set forth above.

Signed: _____ **Date:** _____

Name of Committee: _____

COMMITTEE/TASK FORCE PARTICIPATION AGREEMENT

APPROVED/LAST REVIEWED: 03/23/2013

This agreement is between MPA and _____, on behalf of Itself and its employees, agents and representatives, or on behalf of Himself / Herself (collectively referred to as "Member"), governing certain aspects of Member's participation in MPA's governance, programs and activities, and access to MPA's information and services.

In return for access to MPA confidential information and participation in MPA's governance, programs and activities, Member agrees, as follows:

1. Member will observe confidentiality requirements as directed by MPA regarding confidentiality of materials provided to Member in connection with Member's participation in the governance of MPA, or in the preparation of or access to confidential materials of MPA.
2. Member assigns to MPA any ownership or other rights under copyright of publications, courses, or other materials, whether written, oral or electronic format, prepared for or on behalf of MPA by Member acting individually, or as a Member or participant with a committee, task force or other collective group acting within or on behalf of MPA.
3. Member acknowledges that this agreement shall not be construed as a partnership, employment relationship or joint venture between Member and MPA. Neither party is an agent of the other party and neither party has any authority to assume or create any obligation on behalf of the other.

By signing below I agree to adhere to the policies and practices set forth above.

Signed: _____ **Date:** _____

COMMITTEE DESCRIPTIONS

<p>Academic Awards Committee</p>	<p>The Academic Awards Committee solicits 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 awards as described in section XV. The Committee makes these awards at the Annual meeting.</p>
<p>Annual Meeting Committee</p>	<p>The Annual Meeting Chairperson is recommended by the Executive Committee and approved annually by the Governing Council.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • 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.
<p>Communications Committee (revised 10/12/2013)</p>	<p>The MPA Communications Committee shall consist of 7 or less MPA members, which shall include the Communications Committee Chair. The Communications Committee shall be responsible for proper news coverage in the various media for all suitable activities of the psychology industry via the MPA Facebook page, MPA Twitter page and any other forms of communication approved by the Board of Directors. The MPA Communications Committee shall identify member(s) who serve as liaisons with the Public Education Coordinator, the Membership Committee, and the Education and Training Committee.</p>
<p>Community/Consumer Relations Committee</p>	<p>This committee represents the needs of the general public and users of psychological services. The committee will examine and implement methods of impacting social welfare through collaboration with other organizations and provision of specific, limited services that address unmet community needs.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • Create relationships with community groups to foster the general psychological health of the community.

	<ul style="list-style-type: none"> • Participate in organizing community educational events such as National Depression Screening Day. • Join with other advocacy groups to support high quality psychological care for consumers of health care. • Provide education to consumers of psychological services.
Diversity Committee	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>Main functions:</p> <ul style="list-style-type: none"> • 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	<p>The Ethics Committee is established to promote high standards of ethical conduct of members.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • 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;

	<ul style="list-style-type: none"> • 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.
<p>Financial Consultation Committee (adopted 10/12/2013)</p>	<p>The FCC is charged with reviewing MPA financial statements. The Treasurer shall cooperate with and report his/her observations to the FCC.</p> <p>Composition and Terms: The FCC will include one member of the Governing Council (not the Treasurer or anyone with the authority to sign checks) and two Association members, as appointed by the Executive Committee. The Executive Committee shall appoint one of the Association members to chair the committee in accord with MPA Bylaws. The committee members will serve staggered 2- year terms, where committee members may serve no more than two-consecutive terms to ensure regular rotation of new members on the committee. The Association members of the committee will be indemnified by the Board insurance.</p> <p>The Duties of the Committee include:</p> <ul style="list-style-type: none"> • Performing an internal review of internal financial records for the fiscal year just completed. Materials for review may include interviews with administrative staff and others who manage MPA finances, paid invoices, reconciliations of financial statements, the Form 990, tax documents, and other materials. This financial review is not a financial audit. • Addressing the use of Association funds in light of MPA's mission.

	<ul style="list-style-type: none"> • Identifying unusual or unexpected transactions. If fraud is suspected, the Committee shall immediately request a special external audit. • Preparing an annual report by July 1st and presenting the findings to the Executive Committee, Governing Council, and management at the following Governing Council Meeting. • At a minimum of every three years and at a maximum of every five years, recommending to the Executive Committee an external auditing firm for the formal audit. The Minnesota Council of Nonprofits provides guidance on external firms and should be used as a resource. The Committee should consider any business relationships between the audit firms and management when making recommendations.
<p>Leadership Development and Nominating Committee (revised 10/12/2013)</p>	<p>The Volunteer Development Committee is responsible for organizing the volunteer functions within MPA to enhance member experience and involvement with their professional organization. It will work with all parts of MPA to recruit volunteers, acknowledge their contributions, and develop leadership.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • Determine the needs of each part of MPA for volunteers • Facilitate clear job descriptions for volunteer positions. • Inform members of volunteer opportunities through the website, newsletter, email and listservs. • Track volunteer service. • Develop methods for acknowledging and rewarding volunteer efforts. • Develop methods for recruiting and training leaders for all parts of MPA. • The committee will be chaired by the Immediate Past-President and include the Secretary, and one Governing Council member and/or AMC Staff person. The committee is charged with recruiting and developing leaders and volunteers for MPA offices and committees; orienting new leaders in the organization; monitoring appropriate reporting by leaders; facilitating MPA elections; managing MPA Volunteer applications; and, identifying regional and national awards to recognize MPA leaders and members.
<p>Legislative Committee</p>	<p>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</p>

	<p>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.</p>
<p>Membership, Recruitment, Service, and Retention Committee</p>	<p>Main functions:</p> <ul style="list-style-type: none"> • 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.
<p>Payer Committee</p>	<p>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.</p>
<p>Political Action Committee</p>	<p>MPA may form a Political Action Committee for the purpose of supporting legislators’ election campaigns who advocate for psychology and mental health. The MPA PAC shall be led by the Legislative Committee Chair of MPA. Decisions regarding the awarding of funds are at the discretion of the PAC. The PAC will report at least annually to the Governing Council about its activities and provide an accounting of monies received and spent. The PAC will be responsible for developing and implementing a set of policies and</p>

	procedures. The PAC's policies and procedures shall be submitted to MPA.
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COMMITTEE GENERAL GUIDELINES

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

Unless otherwise specified, Committee Chairs (including the newsletter editor) and Vice-chairs 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 newsletter editor 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 and 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 mailing of any questionnaire or other materials to the membership;
- Submit budget requests (if applicable) to Executive Committee for inclusion in the budget by October 31 annually; 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.

CONFIDENTIALITY

APPROVED/LAST REVIEWED: 8/29/2008

Governing Council members and staff will have access to information that, if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the Association, or create legal liability. Confidential information provided to the Governing Council and staff may concern personnel, financial, contractual, membership or legal matters and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other association members, without authorization of the President of the Association, Association executive director, or a vote of the Governing Council.

DIRECTOR OF PROFESSIONAL AFFAIRS EVALUATION

YEAR OF REVIEW: _____

PERFORMANCE DEFINITIONS

4 = OUTSTANDING- Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity, and timeliness. The employee exhibits leadership among peers in all dimensions of the field of work performed.

3 = SIGNIFICANTLY EXCEEDS EXPECTATIONS- Performance at this level often exceeds established expectations and standards for work quality, quantity, and timeliness. The employee exhibits mastery of most dimensions of the field of work performed.

2 = FULLY CAPABLE- Performance at this level is satisfactory on the established expectations and standards of work quality, quantity and timeliness. The employee competently achieves the requirements of the position.

1 = NEEDS IMPROVEMENT- Performance at this level is minimally capable and below the level expected of the employee. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity, and timeliness.

0 = UNSATISFACTORY- Performance at this level is unacceptable. The employee often fails to achieve basic requirements of the position and has exhibited little or no improvement in job performance. The employee performing at this level should not be continued in this position; or where extenuating circumstances exist, should be retained only upon significant improvements within a fixed period of time.

NA = No knowledge of performance given my MPA role

PLEASE PROVIDE THE FOLLOWING WRITTEN COMMENTS ON A SEPARATE SHEET OR BACK OF THIS PAGE:

- 1) What do you see as the Director of Professional Affairs' (DPA) strengths/accomplishments?
- 2) In which areas would you recommend improvement?

EVALUATOR'S NAME AND ROLE IN MPA: _____

DIRECTOR OF PROFESSIONAL AFFAIRS' (DPA'S) NAME: _____

MPA PRESIDENT'S NAME: _____

DPA Signature: _____ **Date:** _____

MPA President Signature: _____ **Date:** _____

Evaluator Signature: _____ **Date:** _____

Legislative-Advocacy Activities	
In conjunction with the Legislative Committee Chair, identify legislative and advocacy issues of importance to the MPA, recommend strategies to address these issues, and assist in the implementation of the chosen strategies.	4 3 2 1 0 NA Comments:
Maintain regular contact with the MPA lobbyist and the legislative committee and offer specific input on legislative and advocacy issues on which to focus.	4 3 2 1 0 NA Comments:
Act as liaison to the Board of Psychology in order to gather information, make recommendations, and assist in implementation of measures to address regulatory and licensing concerns.	4 3 2 1 0 NA Comments:
Provide information to members about key legislative and advocacy issues in a manner that will increase understanding and member involvement, provide members with instruction and opportunities to become engaged in the advocacy process, and assist in implementation of member engagement in advocacy.	4 3 2 1 0 NA Comments:
Leadership and Strategic Planning	
Coordinate with MPA leadership, committee chairs, and Advocacy liaisons to identify strategic priorities and work to achieve goals associated with these priorities.	4 3 2 1 0 NA Comments:
Identify challenges and opportunities in changing practice models, provide recommendations to MPA leaders about responding to these changes, and assist with implementing strategies to accommodate and adapt to changes in the practice environment.	4 3 2 1 0 NA Comments:
Integrate national practice initiatives with state Association priorities and prepare Association members for changes in the practice of psychology by assisting in the development of state-based initiatives.	4 3 2 1 0 NA Comments:

Identify trends in practice and reimbursement models and provide leadership and guidance in order to assist the MPA and members of the Association to plan for and capitalize on these trends.	4 3 2 1 0 NA Comments:
Identify key stakeholders and decision-makers who affect mental health policy in Minnesota and develop trusted working relationships to promote improved outcomes for psychologists and the people psychologists serve.	4 3 2 1 0 NA Comments:

Member Interface	
Provide information and education to members about critical and emerging practice issues, direct members to opportunities for practice growth and expansion, and recommend avenues for further training and education.	4 3 2 1 0 NA Comments:
Coordinate member involvement in key Association initiatives by assisting in identification of leaders and provision of support to these leaders.	4 3 2 1 0 NA Comments:
Demonstrated Characteristics	
Professionalism – e.g. appearance, objectivity, ethics, relations with others (able to collaborate, coordinate)	4 3 2 1 0 NA Comments:
Demonstrated characteristics	4 3 2 1 0 NA Comments:
Independence/Innovative thinking– initiative, goal setting, problem solving, originality	4 3 2 1 0 NA Comments:
Attitude – willingness to work, learn, comply with regulations, and positively represent MPA	4 3 2 1 0 NA Comments:
Communications skills, written and oral – clear, concise, accurate, uses tact and discretion, listens well	4 3 2 1 0 NA Comments:
Adaptability – flexibility, work under pressure, adapts well to change, internally and externally	4 3 2 1 0 NA Comments:
Efficiency – organization, time management, promptness	4 3 2 1 0 NA Comments:
Dependability – Honesty, responsibility, attendance, punctuality	4 3 2 1 0 NA Comments:
Industriousness – quantity of output, reasonable speed of accomplishments	4 3 2 1 0 NA Comments:

DIVISION CHAIR DUTIES AND RESPONSIBILITIES

ADOPTED: 7/27/2013

The role of the Chair is a pivotal one for guiding the Division's work. The Division Chair is an elected position constituting a 3-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: 1. Online Communication--for guidance.)
- 3) Be familiar with the MPA Strategic Plan and ensure that division work does not conflict with the strategic plan.
- 4) Ensure that the division acts in accordance with the Association's Whistle Blower, Conflict of Interest and Antitrust Policies and does not engage in any discussion that could violate said policy.
- 5) Strive to ensure that your division is represented on each of MPA's committees.
- 6) Ensure that your division and contact information is complete, accurate, and up-to-date on the MPA website.
- 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) Submit at least one article for the Minnesota Psychologist annually.
- 12) Recruit and coordinate election for the successive division chair(s).
- 13) Be a dues paying member of MPA and remain current in dues.

By signing below I agree to adhere to the policies and practices set forth above.

Signed: _____ **Date:** _____

DIVISION POLICIES AND PROCEDURES

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.

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

Membership to this Division shall be open to any persons who belong to the Minnesota Psychological Association (MPA) and the Society for Multicultural Services. While members of this Division are not required to hold licenses with any Board; Division officers are required to hold licenses with the Board of Psychology to practice independently, as applicable.

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.

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.

DIVISION OF WOMEN IN PSYCHOLOGY

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.

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 Constitution and By-laws 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:
 - A statement of purpose of the Division,
 - The proposed name of the Division,
 - A roster of its members, and
 - The name of the representative to the Governing Council and any 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 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 from the Association office via USPS and/or other method (e.g., electronic) 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 mailed from Association office via USPS and/or other method (e.g., electronic) 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 Division holds at least one meeting a year.
- The Division has a representative to the Governing Council.
- On or before October 31 of each year each Division must submit to the Executive Committee for approval an income and expense budget and a plan of activities for the following year that matches the budget. Division policies and procedures shall describe how the division determines its activities plan and budget.
- On or before January 31 of each year the Division submits a financial and annual report for the previous year.
- 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 maintained in appendix D of the Minnesota Psychological Association Policies and Procedures Manual. 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.
- Beginning with elections for 2011 and annually thereafter, the order of elections for the Divisions is:
 - Private Practice, Multicultural Services, Women, Clinical Psychopharmacology and Collaborative Practice
 - Academic, Psychoanalytic Studies, Public Service
 - Doctoral Level Professional Practice, New Psychologist Network, Rural and Greater Minnesota, Students, Forensic.

Active and Inactive Divisions

- Divisions that are in full compliance with the Operations procedure (subpart 8 of this policy) shall be regarded as active divisions.
- Divisions that are not in compliance with the Operations procedure (subpart 8 of this policy) 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.

- 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.
- If a Division dissolves, accumulated funds shall revert to the general treasury of the Association.

Expenditure of Funds

- The representative to the Governing Council for the Division (chair) has sole discretion for expenditure of budgeted funds as guided by Division policies and procedures, if applicable.
- The Executive Committee must approve expenditure of funds that are not budgeted.

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 or Regional Affiliate must not present its view as that of the Association unless it has been approved by the Executive Committee.

EMPLOYEES

APPROVED/LAST REVIEWED: 8/29/ 2008

- The Executive Director and Director of Professional Affairs are employees of the Association and are responsible to the Governing Council of the Association. The President of the Association is responsible for overseeing and supervising the Executive Director and Director of Professional Affairs.
- The Executive Director and Director of Professional Affairs shall be evaluated by a committee chaired by the President of the Association and determined and established by the Governing Council. Annual evaluations shall be completed prior to November 30 each year. A formal appraisal process and standardized evaluation forms shall be used (see Appendix B for copies of current annual evaluation forms).
- The Annual evaluation shall be signed by the employee and Association representatives who administer the evaluation.
- The Executive Committee is responsible for selecting and convening a committee of no less than three association members to hire employees. The Governing Council is responsible for approving the hiring of all employees
- The Association is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, sexual orientation, or national origin.

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
- 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 (Executive Director), 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 the annual operations plan for the Association and insure that the operations plan is up-dated, as necessary, throughout the year;
- 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; Business of Practice Network Representative; and, with input from the Legislative Committee, retention of a Lobbyist;
- Manage and evaluate the work of the Executive Director, Director of Professional Affairs, Lobbyist, Attorney and other contract personnel; and
- Meet as necessary.

EXECUTIVE DIRECTOR EVALUATION

YEAR OF REVIEW: _____

PERFORMANCE DEFINITIONS

4 = OUTSTANDING- Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity, and timeliness. The employee exhibits leadership among peers in all dimensions of the field of work performed.

3 = SIGNIFICANTLY EXCEEDS EXPECTATIONS- Performance at this level often exceeds established expectations and standards for work quality, quantity, and timeliness. The employee exhibits mastery of most dimensions of the field of work performed.

2 = FULLY CAPABLE- Performance at this level is satisfactory on the established expectations and standards of work quality, quantity and timeliness. The employee competently achieves the requirements of the position.

1 = NEEDS IMPROVEMENT- Performance at this level is minimally capable and below the level expected of the employee. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity, and timeliness.

0 = UNSATISFACTORY- Performance at this level is unacceptable. The employee often fails to achieve basic requirements of the position and has exhibited little or no improvement in job performance. The employee performing at this level should not be continued in this position; or where extenuating circumstances exist, should be retained only upon significant improvements within a fixed period of time.

NA = No knowledge of performance given my MPA role

NAME OF EVALUATOR AND ROLE WITHIN MPA: _____

NAME OF EXECUTIVE DIRECTOR (ED): _____

MPA PRESIDENT'S NAME: _____

ED Signature: _____ **Date:** _____

MPA President Signature: _____ **Date:** _____

Evaluator Signature: _____ **Date:** _____

Association Administration	
Establish and maintain an office with necessary fax, computer, and telephone equipment to support MPA functions (includes preparing & distributing MPA letterhead) etc. Example:	4 3 2 1 0 NA Comments:
Processing, organizing and maintenance of organizational archives/records, finances, applications, dues notice mailings, lists, etc. Example:	4 3 2 1 0 NA Comments:
Management of office-responses to inquiries (receive, refer & return phone calls) Example:	4 3 2 1 0 NA Comments:
Support for council, task forces & committee meetings –including advance work such as preparing necessary materials for meetings, providing staff at	4 3 2 1 0 NA Comments:

meetings to take minutes and reporting on Association activities (Executive Director's report) Example:	
Responsibility for year-round organizational functioning, reports, budgets, position vacancies, nominating process, APA requests Example:	4 3 2 1 0 NA Comments:
Coordination with divisions, representatives, volunteers Example:	4 3 2 1 0 NA Comments:
Follows written MPA policies, procedures and bylaws Example:	4 3 2 1 0 NA Comments:
Serves as liaison between Governing Council and Legislative, Membership and Communications Committees Example:	4 3 2 1 0 NA Comments:
Assist in the development and implementation of an organizational strategic plan Example:	4 3 2 1 0 NA Comments:
Fiscal Management	
Assist the Treasurer in developing MPA's annual budget and maintaining accurate financial records Example:	4 3 2 1 0 NA Comments:
Monitor spending and make appropriate adjustments, (develop monthly financial reports, maintain Accounts Receivable/Accounts Payables, issue checks for authorized expenditures). Example:	4 3 2 1 0 NA Comments:
Coordinate and/or supervise the timely preparation of the MPA annual report as well as federal and state tax returns by the MPA accountant	4 3 2 1 0 NA Comments:
Invoice, receive, and deposit monies on behalf of the organization (i.e. dues, conference registrations, deposits and donations)	4 3 2 1 0 NA Comments:
Maintain appropriate insurance, bonding & other coverage is sufficient to protect MPA from fiduciary loss	4 3 2 1 0 NA Comments:
Advocacy	
Alerts association to current events and other matters that effect Minnesota psychologists and recommends action Example:	4 3 2 1 0 NA Comments:
Knowledgeable of legislative process, acts effectively as a liaison between MPA Chief Professional Officer, lobbyist and legislative committee Example:	4 3 2 1 0 NA Comments:
Effectively responds to member concerns/questions Example:	4 3 2 1 0 NA Comments:
Effectively directs and coordinates public projects and activities of the organization Example:	4 3 2 1 0 NA Comments:

Conferences and Meetings	
Completes functions necessary to manage conferences, (plan/coordinate annual meeting, E &T, other conferences) Example:	4 3 2 1 0 NA Comments:
Completes functions necessary to produce high quality timely publications (including creating flyers, registration support and event staff time). Example:	4 3 2 1 0 NA Comments:
Seek sponsorship for meetings & conferences; recognize sponsors Example:	4 3 2 1 0 NA Comments:
Membership Development	
Mail dues notices, renewal notices, and reminders	4 3 2 1 0 NA Comments:
Generate new memberships by actively marketing the organization Example:	4 3 2 1 0 NA Comments:
Provide reports to the Board summarizing membership data and pertinent information	4 3 2 1 0 NA Comments:
Completes functions necessary for successful recruitment and retention of members Example:	4 3 2 1 0 NA Comments:
Communications	
Maintain MPA Directory online	4 3 2 1 0 NA Comments:
Coordinate publication of MPA directory	4 3 2 1 0 NA Comments:
Prepare conference and meeting brochures and on-site information	4 3 2 1 0 NA Comments:
Use of communication vehicles (Minnesota Psychologist)	4 3 2 1 0 NA Comments:
Email, web page to inform members of MPA activities Example:	4 3 2 1 0 NA Comments:
Sell advertising in organization publications Example:	4 3 2 1 0 NA Comments:
Coordinate the timely publication of bi-monthly newsletter (Minnesota Psychologist)	4 3 2 1 0 NA Comments:
Demonstrated Characteristics	
Professionalism – e.g. appearance, objectivity, ethics, relations with others (able to collaborate, coordinate) Example:	4 3 2 1 0 NA Comments:

Independence/Innovative thinking– initiative, goal setting, problem solving, originality Example:	4 3 2 1 0 NA Comments:
Attitude – willingness to work, learn, comply with regulations, and positively represent MPA Example:	4 3 2 1 0 NA Comments:
Acceptance of supervision – instruction following, acceptance of assignments, acceptance of negative feedback. Example:	4 3 2 1 0 NA Comments:
Communications skills, written and oral – clear, concise, accurate, uses tact and discretion, listens well Example:	4 3 2 1 0 NA Comments:
Adaptability – flexibility, work under pressure, adapts well to change, internally and externally Example:	4 3 2 1 0 NA Comments:
Efficiency – organization, time management, promptness Example:	4 3 2 1 0 NA Comments:
Dependability – honesty, responsibility, attendance, punctuality Example:	4 3 2 1 0 NA Comments:
Industriousness – quantity of output, reasonable speed of accomplishments Example:	4 3 2 1 0 NA Comments:

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 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.

GOVERNING COUNCIL MEMBER DUTIES & RESPONSIBILITIES

Our mission is to serve the science of psychology and its applications throughout Minnesota so the interest of public welfare and psychologists are mutually enhanced. Be trustworthy and diligent in carrying out the duties and obligations in his or her role as a council member. 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. The Council Member's role is separate and distinct from the role of the committees, who determines the means of implementation.

Governing Council members are expected to:

- (1) Be familiar with all governing documents of the Association.
- (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, and to leave their personal [and corporate] prejudices out of all council discussions.
- (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 annual strategic planning retreat, (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.

Governing Council members and officers are expected to resign if they are not able to fulfill their obligations as outlined above. By signing below I agree to adhere to the policies and practices set forth above.

Signed: _____ **Date:** _____

MEMBER ENGAGEMENT POLICIES

COMMUNICATION

On-line Communication: The Executive Director of the Association is the administrator of all Association listservs and forums. 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.

Rules

- Postings should pertain to psychology and psychological issues only.
- Differences of opinion are acceptable and should be communicated respectfully. The following behavior is not acceptable: making derogatory or profane comments; disparaging another on the basis of age, sex, race, national origin, religion, or sexual orientation; making any type of threat; and, using abusive and/or profane language.
- If members have concerns about any postings to a listserv or forum, they are first encouraged to directly address that individual to attempt resolution of the concern. If this does not resolve the matter, the listserv/forum administrator should be consulted.
- Listservs and forums may be used for legal purposes only. Illegal and/or unacceptable uses of listservs or forums include: defamation, violation of intellectual property laws, violation of anti-trust or unfair competition laws, or criminal acts.
- Members should be treated with respect. Intentional interference with or disruption of other members' network services or network equipment is a violation of listserv rules. Members must take care to avoid propagation of computer viruses and worms. Use of the network to make unauthorized entry to any other machine is prohibited.
- With the exception of Association events or enterprises, listservs and forums are to be used for non-commercial purposes only. Commercial uses that are prohibited include the distribution of unsolicited advertising, any form of chain letters, and any postings designed for personal financial gain. Postings to lists that even appear to have a commercial intent or result in personal gain are prohibited. This policy applies to both for-profit and non-profit enterprises. Individuals who want to advertise to members should contact the Association office for information on how to do so through other means.
- Listservs and forums are not to be used to advertise for or announce non-Association activities, including charitable events, unless explicitly approved by the listserv administrator.

Etiquette

- In an initial message, introduce yourself, give your professional affiliation, and pose any questions or make any comments you may have.
- Use the subject line to describe the content of your message. Since Association listservs and forums are used for different functions, identify the function first: urgent business, routine business, or discussion. Following this indicator, use a specific, detailed heading. For example: "Urgent business: approving committee chair by (date)"; "Routine business: establishing agenda for next executive committee meeting"; or, "Discussion: psychologist

training of police". As the first example demonstrates, dates should be included in the heading when a timely response is needed.

- Keep all messages concise and to the point.
- Sign all messages. Participants are also encouraged to sign listserv/forum posts with a signature block that includes name, address, and phone number. This provides alternative means of access to members.
- Proofread messages before sending them.
- If you use software that repeats the message in your response, please repeat only that portion of the message that is essential, deleting the rest.

Removal

- Failure to adhere to the rules could result in removal from the listserv or prohibition from posting to a forum by the administrator. 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. 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.
- In egregious cases, the list administrator has the authority to immediately suspend the violator.

LIAISONS AND COORDINATORS

Approved/Last Reviewed: 1/16/ 2010

General Guidelines:

- The Governing Council establishes liaisons as may be necessary to represent the association at the APA, within the professional community, at the state or local level, or as otherwise deemed necessary or appropriate to serve the best interests of the association and its members.
- Unless otherwise indicated, liaisons and coordinators identified in this policy 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 shall nominate members to fill vacancies for liaison and coordinator positions. The Governing Council is responsible for approving nominees to these positions.
- Funding for implementation of the main functions performed by the liaisons and coordinators may be requested through the association prior to the beginning of each fiscal year when the association announces a request for budgets. Other funding requests may be submitted to the Executive Committee for review and are subject to approval 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.

BUSINESS OF PRACTICE NETWORK

Description: The Business of Practice Network (BOPN) is a network of more than 50 psychologists representing both state, provincial and territorial psychological associations (SPTAs) and practice divisions of the American Psychological Association. The BOPN is overseen by APA's Committee for the Advancement of Professional Practice (CAPP) and supported by the Practice Directorate's Corporate Relations and Business Strategy Department. The network meets twice per year at SLC and APA Convention and uses written and electronic communication to facilitate the network's agenda between meetings.

Coordinator and Committee: The BOPN is comprised of a chair and a committee. The chair maintains the responsibility for establishing and maintaining the committee. The chair represents the MPA to the APA and attends the state leadership committee as the BOPN representative to the APA.

Main Functions: The BOPN's main function is to strategically position psychology in a leadership role within the marketplace by developing strong collaborative relationships with the business and employer community and educating them about the roles and value of psychology in the workplace. The BOPN is one of the many Practice Directorate initiatives intended to address marketplace concerns, and is intended to function in the employer community. Currently, the BOPN is carrying out its mission through the vehicle of the Psychologically Healthy Workplace Program (PHWP), which includes state- and national-level awards that recognize employers for their efforts to foster employee health and well-being, while enhancing organizational performance.

DISASTER RESPONSE NETWORK

Description: The Disaster Response Network (DRN) is a network of licensed psychologists with training in disaster response. The program is structured like an umbrella with APA providing overarching guidance, support and information to more than 50 individual DRN programs that are organized by state, provincial or territorial psychological associations (SPTAs). APA communicates with DRN programs through DRN Coordinators that are appointed by SPTAs. SPTA DRN programs also share information with APA and one another about response activities, challenges, trainings, etc. APA works to address concerns and issues raised by SPTA DRN programs.

Most DRN programs engage in disaster response work through American Red Cross chapters and some through state Voluntary Organizations Active in Disaster (VOAD). Some DRN members also work with other disaster organizations such as the National Disaster Medical System (DMAT and DMORT), state departments of emergency services, and local fire and rescue. The psychologists follow the procedures of these organizations when participating in disaster relief operations.

APA's primary partner in disaster response work is American Red Cross (ARC). Recognized by Congress as the nations' leading disaster relief organization, ARC provides the infrastructure and organization to incorporate the volunteer contributions of DRN members. APA has maintained a partnership with ARC since December 1991.

Coordinator and Committee: Some of the APA DRN programs are informal (phone and e-mail contact with members) and others are more formal (regular meetings and elected positions). The DRN within the MPA is part of the Red Cross Stress Team. It is multidisciplinary in nature. The Stress team is comprised of co-chairs, committees and Stress Team members. The co-chairs maintain the responsibility for establishing and maintaining the committee. The co-chairs represent the MPA to the APA and attend the state leadership committee as the DRN representative to the APA.

Main Functions: DRN psychologists offer volunteer assistance to relief workers and survivors in the aftermath of disaster. They also engage in disaster preparedness and recovery activities such as teaching courses on disaster mental health, participating in planning meetings with a variety of governmental and non-governmental agencies, and educating the public about common reactions to trauma.

HEALTH PROFESSIONALS SERVICE PROGRAM

Description: The MPA representative to the State of Minnesota's Health Professionals Service Program (HPSP) serves as the licensed psychologist member of the advisory committee. The HPSP mission is to enhance public protection and provide support for regulated health care professionals whose ability to practice with reasonable skill and safety may be impaired due to illness. The authority for establishment of the HPSP in Minnesota state statute is in section 214.31.

Coordinator and Committee: The MPA appointee to the HPSP serves as the association's representative to the Advisory Committee. The MPA may appoint an alternate representative to attend Advisory Committee meetings in the absence of the primary representative.

Representatives to the HPSP are appointed annually on November 1 of odd number years. In odd number years, the president-elect is responsible for nominating a MPA member to serve as the association's representative to the advisory committee by September 1.

Main Functions: The HPSP is intended to protect the public from persons regulated by the boards who are unable to practice with reasonable skill and safety by reason of illness, use of alcohol, drugs, chemicals, or any other materials, or as a result of any mental, physical, or psychological condition. The program does not affect a board's authority to discipline violations of a board's practice act.

MINNESOTA HEALTH CARE REFORM REVIEW COUNCIL

Description: The MPA representative to the Minnesota Health Care Reform Review Council fills a position on the Council created by the 2009 Minnesota State Legislature. The representative is appointed by MPA to represent the organization explicitly, and implicitly to represent psychologists and consumers of psychological services in the state of Minnesota, as the Council reviews and comments on the health care reform activities prescribed by the Legislature in the 2008 session.

The Minnesota Health Care Reform Review Council was created by the Minnesota State Legislature in its 2008 session as one part of a major legislative effort to reform the delivery of health care services in Minnesota. The Council is comprised of appointed representatives from professional health care organizations, payers, purchasers, labor and business representatives. The original

legislation in 2008 did not include a representative for MPA. In 2009, MPA was added through legislative efforts.

Coordinator and Committee: The MPA representative reports to the Executive Committee and the Governing Council of MPA and coordinates with the Legislative Committee.

Main Functions: The main functions of this representative are to: make MPA visible to the legislature and with regulatory agencies, and seen as an important part of the health care system; to represent interests of MPA members to regulatory agencies charged with implementing the 2008 legislation; and, to regularly inform MPA leaders and members about the changes coming from the health care reform process.

RURAL HEALTH COORDINATOR

Description: The Rural Health Coordinators (RHCs) are a grassroots network of psychologists who work at the state, provincial, or territorial level to promote mental health services for rural and frontier populations. The Rural Health Coordinators work to carry out the mission of the APA Committee on Rural Health of improving rural healthcare through psychology and increasing psychologists' awareness of rural perspectives and issues.

Coordinator and Committee: The MPA RHC is served by a chair who acts as liaison to APA Committee on Rural Health (CRH). The RHCs are not CRH members; they are part of the state, province, and territory-wide network of psychologists that work in conjunction with CRH on rural issues.

Main Functions: The RHC network is designed to be flexible, as the needs of rural communities vary in different areas and at different times. The Committee on Rural Health also has two nation-wide goals in which it encourages all RHCs to participate:

Connecting psychologists with internships and jobs in rural and frontier areas, particularly through the National Health Service Corps (NHSC) Loan Forgiveness Program. The NHSC sponsors a loan-forgiveness program for licensed psychologists who work in designated Health Professional Shortage Areas (HPSA). CRH encourages all RHCs to join the NHSC Ambassador program, which provides training and support for individuals who are willing to serve as liaisons in their states to educate psychologists and state agencies about the NHSC program;

The RHC is also encouraged to find ways to integrate psychologists into primary care organizations, possibly through working with state or other local primary care associations.

Beyond these national initiatives, the RHC may promote rural psychology by:

- Serving as a liaison to the MPA either as a board member or an observer;
- Writing an article or series of articles for the MPA newsletter;
- Serving as the point person for legislation and the media on rural issues affecting Minnesota;
- Working in conjunction with the MPA's Public Education Campaign (PEC) Coordinator, Federal Advocacy Coordinator (FAC), and Legislative Chair as a resource on rural populations;
- Connecting with Minnesota's Office of Rural Health; and,
- Working with the MPA to promote prescriptive privileges for properly trained psychologists as a way to combat the access to care issues often faced by rural populations.

PUBLIC EDUCATION COORDINATOR

Description: The Public Education Coordinator (PEC) is responsible for gathering and disseminating information to be used in the education of the public. The PEC attends the APA Public Education meetings to help develop education materials and learn about any new materials and updates. The campaign began in 1996 to communicate the value of psychology to the public and provide information about when and how to seek help.

Coordinator and Committee: The MPA PEC is served by a chair who acts as liaison to APA Public Education Campaign. The chair represents the MPA to the APA and attends the state leadership committee as the PEC representative to the APA.

Main Functions: The PEC is responsible for informing association psychologists of educational information developed by and available from the APA. Psychologists may use the materials as tools to make personal connections with the public in their own communities or are used to do workshops on a variety of topics. The materials are also provided to communities through the media, community activities, and placed in medical offices and other venues. The PEC may serve as the MPA representative at events or to the media whereat educational information of importance and relevance to the public is delivered.

THE MINNESOTA PSYCHOLOGIST

The Minnesota Psychologist, the official publication of the Minnesota Psychological Association, is published quarterly.

Articles and Letters:

- All articles and letters to the editor should be submitted by the announced issue deadline by e-mail as a Word document and sent to editor@mnpsych.org.
- The editor reserves the right to accept or reject, in part or in full, any articles or letters sent for submission to the Minnesota Psychologist.
- All articles and letters should be written in a respectful and collegial manner. Any articles or letters that defame or impugn the reputations of others will not be accepted for publication in the Minnesota Psychologist.
- APA style is to be used in all articles and letters and appropriate citations are to be used when available.

Advertising Policy:

- The publication of any advertisement is not an endorsement of the advertiser or of the products or services.
- Classified ads should be submitted by the announced issue deadline by e-mail as a Word document and sent to editor@mnpsych.org or sent via fax to (651) 290-2266.
- Advertising mail should be submitted by the announced issue deadline by e-mail as a Word document and sent to editor@mnpsych.org or sent via fax to [952.252.8096](tel:952.252.8096). Display ads (camera-ready) should be submitted on disk or by e-mail (PC or MAC format) along with the designated format, application and version used and accompanied with an original copy of the advertisement.
- Fees: The Communications Committee will set the rates for advertising in the Minnesota Psychologist. The Communications Committee will notify the Executive Committee and Executive Director when it makes any changes to advertising rates.

VOLUNTEER APPLICATION FORM

Our mission is to serve the science of psychology and its applications throughout Minnesota so the interest of public welfare and psychologists are mutually enhanced.

ADOPTED: 3/23/2013

DESIRED QUALIFICATIONS:

- Can bring a variety of skills, experience, and diversity to the organization
- Have concern for the organization's development, and are willing to learn about all program areas of the organization.
- Are prepared to set aside any potential conflict between their personal or individual business interests to support the wellbeing of the organization
- Have a developed sense of MPA's mission and values.
- Are sensitive to and tolerant of views and opinions different from their own\
- Are friendly, responsive, patient, and have a sense of humor.
- Work well with individuals and groups.
- Can listen, analyze, and think clearly and creatively.
- Not hesitant to ask questions.
- Can recruit other volunteers for committee involvement
- Are willing to develop skills they need in order to be effective (e.g., the ability to read and understand financial statements).
- Can attend meetings

Name: _____

Job Title: _____

Address:

Work Phone: ()

Cell Phone: ()

Email Address:

MPA Position of Interest:

Please State Why You are Interested in this Position:

Nature of your work – What are the primary activities you engage in as part of your job?

Do you have previous or Current Board Experience? ____Yes ____No

If yes, how many boards are you currently serving on?

Please list the board(s) on which you currently serve:

How long have you served on these boards?

Describe previous involvement with MPA (committee involvement, conference attendance, etc.):

I have experience in the following areas (circle all that apply):

Administration Marketing/Advertising/Graphic Design Public Relations
Accounting/Financial Management Program Development Speaking
Legal Other: _____

Please provide two (2) professional references. Include each reference's name, company, relationship to you, and phone number.

By signing below I certify that the above information is accurate and complete. I also certify that I have read and support the Mission Statement of MPA and the Desired Qualifications of Volunteers.

Signed: _____ **Date:** _____

RETURN THIS DOCUMENT WITH A COPY OF YOUR BIO TO rsullivan@intrinsec.com OR FAX TO 952.252.8096

Office Use only:

- Candidate Interviewed By:

- References Contacted By:

- Interviewer Comments:

OPERATIONS AND ORGANIZATIONAL STRUCTURE POLICIES

AMENDMENT OF POLICIES

Approved/Last Reviewed: 1/16/ 2010

- The Governing Council may adopt, modify, or rescind provisions of the Policy and Procedures Documents by majority vote.
- The Governing Council must maintain current Bylaws and Policies in a location that is accessible to all members, such as an Association website.
- When a policy is adopted, modified, or rescinded, this shall be documented in the minutes of the meeting at which the action was taken.
- When a policy is modified, meeting minutes will include language specifying the wording and location of the modification(s) to the policy.
- The Executive Director is responsible for revising the policies and procedures in accordance with decisions made by the Governing Council within one business week of the approved changes.
- The Secretary shall be responsible for ensuring that updates are made

AWARDS

APPROVED/LAST REVIEWED: 8/29/2008

The Association recognizes esteemed colleagues within the Association by presentation of annual awards.

- Awards are presented at the Association Annual Convention.
- Names of previous award recipients are printed annually in the *Minnesota Psychologist*.
- Each nomination 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 four weeks prior to the Annual Convention unless otherwise specified.
- 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.

Nominees and recipients will be sought for the following awards:

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.

PSYCHOLOGICALLY HEALTHY WORKPLACE AWARD

- The Psychologically Healthy Workplace Award program is designed to recognize organizations that make a commitment to programs and policies that foster employee health and well-being while enhancing organizational performance and productivity.
- Nominations should include the name of the organization and an explanation of those organizational characteristics that qualify it for the award.
- Nominations will be reviewed and awarded by the Psychologically Healthy Workplace Committee.
- Nominations are to be sent to the chair of the Psychologically Healthy Workplace Program via the MPA office.
- The nomination/application deadline for this award is ten weeks prior to the Annual Convention.

RECOGNITION OF ELDERS FOR LEADERSHIP IN MINNESOTA MENTAL HEALTH

- 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 OUTSTANDING CONTRIBUTION TO PSYCHOLOGY AWARD

- 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:
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.

LETTERHEAD AND LOGO USE POLICY

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
- Improper or unauthorized use of the logo should be reported to MPA staff or leadership. Upon notification, appropriate follow up will 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.

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.

MEMBERSHIP

APPROVED/LAST REVIEWED: 07/12/2012

The Governing Council, in conjunction with the Membership Committee, will periodically review member categories, dues, and benefits.

The membership categories and corresponding dues are:

Membership Category	Dues	Notes
Full	\$295	
Introductory	\$122	Dues includes full membership benefits for new members for their first year or for returning members who have not been members for at least 3 years
Sustaining	\$410	Receive three coupons – two free First Friday Forums and one 50% off annual convention
Academic	\$128	
Retired (replaced Life)	\$38	Receive one First Friday Forum coupon
Recent Graduate	\$96	Same fee for first five years post-graduation from doctoral psychology training program. Must provide proof of year of graduation.
Student	\$64	First year free, but only receive electronic copy of the Minnesota Psychologist. Must be actively pursuing degree in psychology and enrolled in undergraduate, master’s degree, or doctoral training program. Licensed psychologists not eligible for this membership category.
Associate	\$160	Qualified members include individuals from a variety of disciplines interested in psychology who do not qualify for Full membership. Same benefits as Full membership but may not vote or hold office.

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 work in psychology. Retired members retain all 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.

MOTIONS

APPROVED/LAST REVIEWED: 1/10/2009

The following policies apply to motions of the Association:

- Keesey, Ray E. (1994) Modern Parliamentary Procedure, American Psychological Association, shall guide introduction, voting, and passage of motions except as might otherwise be established in Association Bylaws or Policies and Procedures.
- At regularly scheduled meetings of the Governing Council, motions may be introduced at any time and without prior notification of the Governing Council.
- Motions may be introduced and voted on electronically. Determinations as to which motions are to be voted on electronically are made by the Executive Committee or by majority vote of the Governing Council. No less than seventy-two business hours shall be given to allow for electronic voting on motions.
- Association motions shall be binding when passed by a majority of members voting so long as a quorum is present.
- All motions that pass shall be recorded by the Secretary or other duly established record keeper at the meeting and recorded and stored by the Executive Director or designee of the Association.
- Proxy voting is not allowed.

- Motions that are passed are to be recorded in meeting minutes. When a policy or procedure is modified, language specifying the wording and location of the modification(s) is also to be recorded in the meeting minutes.
- When resolutions are adopted, the resolution will be recorded in the meeting minutes at which the resolution is adopted and in appendix C of the Association Policies and Procedures Manual.
- Voting in absentia is allowed on specific motions by general governing council members, the FAC, the APA Council Rep and the presidential line of succession. When a motion on which the voting in absentia will be utilized is being considered, friendly amendments made to the motion will be considered to be acceptable to the person wishing to vote in absentia. The vote must be submitted to the executive director in advance of the meeting. Comments from the member voting in absentia are also allowed regarding the motion but will not be reflected in the minutes.
- An organized record of passed motions shall be available at Association meetings at the request of the chair of the meeting, be it a committee or a division. A record of all previously passed motions shall be available at all Governing Council and Executive Committee meetings.
- Any motion which passes with majority support shall require a vote of two-thirds of those present at any following meeting to rescind that motion.

OPERATIONS PLAN

APPROVED/LAST REVIEWED: 8/29/2008

The Executive Director will develop the operations plan for the following year for presentation to the Governing Council at the time of the Annual Leadership meeting. At minimum, the Operations Plan will include:

- Education and Training events
- Governing Council meeting dates
- Committee Meetings
- Due dates for membership renewal reminders and invoices
- Due dates for proposals for the Annual Convention
- Notices/deadlines:
- On-line news
- Submissions for the Minnesota Psychologist
- Annual Convention brochure
- Psychologically Healthy Workplace annual award deadline
- Award information and deadline dates
- Membership drop and drop letter mailings
- Member renewal letters
- Phone-a-thon date
- Ordering date for the Minnesota Licensed Psychologist list
- Governing Council nomination, ballot printing and mailing, and election dates
- Date of the Leadership Planning meeting
- State Leadership Conference dates
- Dates for annual evaluation of the Executive Director/Association and Director of Professional Affairs

PROPOSING NEW PROJECTS POLICY

APPROVED/LAST REVIEWED: 7/27/2013

The proposal of new projects should be forwarded to the Administrative Director Rhea Sullivan. The Executive Committee (EC) will review proposals and make recommendations to the author(s) and/or Governing Council as deemed appropriate by the EC. Authors of proposals should complete and turn in the **MPA Decision-Making Rubric Project Abstract Form** along with their **proposal**.

Decision-Making Rubric Project Abstract Form (please limit responses to one page total):

- What is the idea?
- How does it bring value to MPA?
- What are the volunteer and staff resources/cost (e.g., time, money, commitments)?*
- What is the break-even time/date?
- How does it fit with strategic priorities of MPA?

* For assistance in estimating Intrinsec staff time, email Rhea Sullivan (rsullivan@intrinsec.com) or the Executive Committee.

RECORD STORAGE

APPROVED/LAST REVIEWED: 8/29/2008

All Association documents and records shall be stored and archived by staff. Documents shall be maintained in hard copy and electronically. A redundant electronic back-up system of all records shall be maintained to insure 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, his designees, and the President of the Association or as directed by a majority vote of the Governing Council.

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,
- All 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 Operations Plans, and
- Past Bylaws and Policies and Procedures, recorded annually.

RESEARCH POLICY

APPROVED: 12/7/2013

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 Executive Committee. The Executive Committee 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 by the Executive Committee. MPA will provide a mechanism for members to opt out of research requests.

RESOLUTIONS

APPROVED: 11/15/2008

MINNESOTA PSYCHOLOGICAL ASSOCIATION COUNCIL SAMPLE MOTION FORM

Member name: Sy Gross

Issue: Resolution in support of prescriptive authority for psychologists and support for those psychologists who favor prescriptive authority for psychologists.

Implementation proposal: The Governing Council of MPA authorized with financial support from APA a survey to assess the degree to which MPA members support prescriptive authority for psychologists. The 2008 survey results found that 64% of respondents support the issue, and 63% believe that the MPA should take a position to support prescriptive authority for psychologists (March, 2008, Minnesota Psychologist). Given the data from the survey the Governing Council of MPA should affirm a resolution of support signifying that MPA endorses this issue and is supportive for those psychologists who actively seek to obtain legislation to allow appropriately trained psychologists the authority to prescribe. It is relevant policy that the Governing Council endorse the position voiced by a majority of members and non-member psychologists of MPA. It is forward-looking for MPA to take a proactive stance on this issue to establish our Association as supportive and invite members to advance their professional training for the betterment of the citizens of Minnesota whom we serve.

Council/point person: Sy Gross, Ph. D., LP

Target timeline: Immediately

Fiscal implications for the association: None

Fiscal plan: N/A

Main motion: The Governing Council of the Minnesota Psychological Association (MPA), seeking to further the value of being an Association that promotes inclusiveness and diversity of opinion, and recognizing that the majority of psychologists within and outside of the MPA support prescription privileges for psychologists, endorses the following resolution:

The Governing Council of the MPA endorses and supports as an explicit policy prescriptive authority for psychologists who complete qualified training.

The MPA Governing Council resolves to empower the prescription privileges task force constituted by the MPA Executive Committee to gather information relevant to the pursuit of prescription privileges for well-trained psychologists, and, from time to time, present this information to the MPA Governing Council in order to promote decision-making regarding action by MPA to allocate

organizational resources and resources obtained from external sources to implement prescriptive authority for psychologists to benefit Minnesota citizens.

RULES OF ORDER

APPROVED/LAST REVIEWED: 8/29/2008

Rules of order for Association meetings shall follow:

1. Association Bylaws,
2. Association Policies and Procedures, and
3. Keesey, Ray E. (1994) *Modern Parliamentary Procedure*, American Psychological Association, where not inconsistent with A and B above.

SOCIAL MEDIA POLICY

APPROVED/LAST REVIEWED: 7/27/2013

The Minnesota Psychological Association social media are intended for all MPA members to engage in an informal exchange of knowledge, sharing of experiences, posting of questions and answers, requests for organizational activities, and any other comments of general interest to our members.

MPA has a strict Antitrust Policy that prohibits any discussion that could result in anticompetitive activities. If you post something that fringes on a violation, the posting will be immediately removed and you will be contacted by the site administrator.

Messages will be received by everyone who subscribes to the Discussion group and/or blog. Please do not send personal messages through these communication vehicles unless you are sure you want everyone to see them.

The following rules apply to the use of all MPA hosted social media activities:

- Do not post commercial messages. Contact people directly with product and service information if you believe it would help them.
- Use caution when discussing products. Information posted is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Do not post any information or other material protected by copyright without the permission of the copyright owner.

USE OF ASSOCIATION RESOURCES OR 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 use of resources or sponsorship of events. If an individual, group, committee, or Division or Regional Affiliate wishes to have the Association commit resources or 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 given to the Executive Director or President of the Association for review and approval by the Executive Committee.

As a guiding principle, use of Association resources or association 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.

APPENDIX

BYLAWS

This instrument constitutes the Bylaws of Minnesota Psychological Association (the “Association”), a Minnesota nonprofit corporation, adopted for the purpose of regulating and managing the internal affairs of the Association.

ARTICLE I: CORPORATE SEAL

The seal of the Association shall be of such design as may be determined by the Governing Council of the Association.

ARTICLE II: MEMBER CATEGORIES AND RIGHTS

2.1. Categories of Members/Qualifications/Rights. The membership of the Association shall consist of the following main categories of Members: Full, Associate and Student Members. All members shall be required to subscribe to the APA Code of Ethics of the Association.

2.1.1. Full Members. Full Members shall possess a Doctoral degree or a Masters degree in Psychology, or related field, from an institution accredited by a regional accrediting association to grant the degree.

The “Full Members” category includes several subcategories, which the Governing Council may establish from time to time. All subcategories of Full Members shall have the following rights.

- To vote in Association elections for Governing Council members.
- To be eligible to hold office in the Association as a voting member of the Governing Council.
- To receive Association publications and all other benefits of Full Membership.

Full Members shall not have voting rights with respect to any matters other than: (1) the right to vote in Association elections for Governing Council members; and (2) the right to approve amendments to these Bylaws which would delete or substantially alter the Full Members’ rights as set forth in this.

2.1.2. Associate Members. Degree-holding individuals from a variety of disciplines (e.g., nursing, social work, rehabilitation counseling, education, psychiatry, training and development, management consulting) who have a special interest in psychology and are not qualified for Full Membership may request membership as an Associate Member. Associate Members do not have any right to vote with respect to the Association, and are not eligible to hold office in the Association. Associate Members shall enjoy only the following rights.

- To receive the same publications as Full Members.
- To receive reduced fees for educational seminars in the same manner as Full Members.

2.1.3. Student Members. Students who are actively engaged in the formal study of psychology at either the graduate or undergraduate level and who are not otherwise engaged in the practice of psychology and/or qualified for Full membership status may request membership as a Student Member. Student Members do not have any right to vote and are not eligible to hold office in the Association with the exception of Student Representative to the Governing Council. Student Members shall enjoy only the following rights.

- To receive the same publications as Full Members.

- To receive reduced fees for educational seminars in the same manner as Full Members.
- Vote for student representative.

2.2. Dues or Fees. The Governing Council may require the payment of an application fee and/or dues as a prerequisite to membership. The application fees and annual dues assessed to any membership category or sub-category need not be equal or in proportion to fees and annual dues paid by other membership categories or sub-categories. In order to qualify for membership, a member must pay any applicable enrollment and/or application fee. The Governing Council may establish other special designations of membership for persons paying dues to support the general work of the Association. All current or future membership categories shall be subject to all rules and regulations pertaining to their respective membership categories.

2.3. Members' Rights. Only Full Members are entitled to vote in Association elections for Governing Council members, and have equal rights and preferences in matters not otherwise provided for by the Governing Council. Only Full Members and the representative of the student division may hold office as voting members of the Governing Council. None of the members of any other category of membership may vote or hold office with the exception of student members who may vote for their representative to Governing Council. Members may not vote by proxy.

2.4. Term of Membership. Unless otherwise provided by the Governing Council, the term of membership shall be one year, renewable upon the payment of all applicable dues and fees.

2.5. Termination of Membership. A member may be expelled for cause by a majority vote of the Governing Council. A member shall not be expelled or suspended, and a membership may not be terminated or suspended, except for nonpayment of dues or fees, or loss of appropriate licensure as a psychologist, unless the member is given:

- (a) Not less than fifteen (15) days' prior written notice of the expulsion, suspension, or termination, and the reasons for it; and
- (b) an opportunity for the member to be heard, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination by a person authorized to decide that the proposed expulsion, termination, or suspension not take place.

In all other cases, membership shall terminate at the end of the term of membership.

2.6. Meetings of Full Members. Meetings of Full Members shall be held as follows:

2.6.1. Annual Meeting of Full Members. An Annual Meeting of the Full Members shall be held at a time and place fixed by the Governing Council. Notice of the Annual Meeting indicating the date, time and place of the meeting shall be given as determined by the President in an official publication of the Association mailed to all Full Members at least ten (10) days in advance of the meeting.

2.6.2. Special Meetings of the Full Members. Special meetings of the Full Members may be called at any time by the President, or at the written request of at least fifteen percent (15%) of the current Full Members of the Association. Within thirty (30) days of a valid written request for a Special Member meeting, the Governing Council shall cause a Special meeting to be held no later than 90 days after written notice of the date, time, place, and purpose of the special meeting shall be given to all Full Members either in an official publication of the Association mailed to all Full Members, or by written notice provided to all Full Members at least ten (10) days in advance of the meeting.

2.6.3. Members' Right to Call Meetings. If a regular meeting of Full Members has not been held during the preceding fifteen (15) months, at least fifty (50) Full Members or ten percent (10%) of the Full Members, whichever is less, may demand a regular meeting of the Full Members by notice of demand given to the

President of the Association. Within thirty (30) days after receipt of the demand, the Governing Council shall cause a regular meeting of Full Members to be called and held on notice no later than ninety (90) days after receipt of the demand at the expense of the Association.

2.7. Quorum for Membership Meeting. Unless otherwise provided by law or by these Bylaws, a quorum for a meeting of the Full Members is five percent (5%) or fifty (50) Full Members, whichever is less.

2.8. Number Required for Action by Full Members. Except where a larger portion or number is required by law or by these Bylaws, the Full Members may take action by the affirmative vote of a majority of the Full Members present at a duly held meeting.

2.9. Action by Written Ballot. Any action that may be taken at a meeting of the Full Members may be taken without a meeting if the Association mails or electronically delivers a written ballot to the Full Members. A written ballot must: (a) set forth each proposed action; and (b) provide an opportunity to vote for or against each proposed action. Approval by written ballot under this is valid only if the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting conducted in a manner consistent with state law

ARTICLE III: GOVERNING COUNCIL

3.1. Management. The affairs of the Association shall be managed by or under the direction of the Governing Council. The Governing Council shall determine and direct the Association's activities, policies and general procedures, and hire and fire the person(s) responsible for day-to-day management of the Association. All divisions and committees report to the Governing Council. In the time between meetings of the Governing Council, divisions and committees report to the executive committee.

3.2. Composition of Governing Council, Election Method. The Governing Council shall consist of nine (9) voting members elected by the Full Members of the Association. These members will include the President-Elect, President, Immediate Past President, American Psychological Association (APA) Council Representative, the Federal Advocacy Coordinator, and four (4) general members. The Governing Council shall also include a Student Representative elected by the Student Division members, an Early Career Psychologist elected by the New Psychologist Network, and a member elected by the Multicultural division. In the event that the Student, New Psychologist Network, or Multicultural division ceases to operate as a division, nominees from those groups will be solicited from the general membership. The Governing Council will also include voting members elected by other Divisions who meet the criteria of "Active Divisions" in accordance with policies and procedures determined by the Governing Council.

A Nominating Committee appointed under a process established by the Governing Council shall solicit feedback regarding nominations for the Governing Council from the Members. The Nominating Committee shall attempt to secure no less than two (2) candidates willing to serve on the Governing Council for each open Governing Council seat. No later than six (6) weeks prior to the election, the Nominating Committee shall send a ballot containing the names of the person(s) nominated for the open Governing Council member seat(s) to the Members eligible to vote. The Members eligible to vote shall be given three (3) weeks to complete and return ballots to the Nominating Committee. The Nominating Committee will be responsible for reviewing all ballots, ascertaining whether enough ballots were received so as to allow the election results to be certified, and determining the person(s) who have received the most votes for the open Governing Council member seat(s). The Nominating Committee will certify the election results to the Governing Council. The Nominating Committee will coordinate with

APA on its election process to choose the APA Council Representative from eligible MPA members.

3.3. Terms. Elected Governing Council members shall serve for a term of three (3) years each, and shall be so elected that approximately one-third (1/3) of the Governing Council members is elected each year. No person shall serve as a Governing Council member for more than two (2) consecutive terms, with two exceptions. First, where a Governing Council member is elected to fill a vacancy. The Governing Council member filling the vacancy may complete the original term during which the vacancy occurred, and may be elected for no more than two (2) consecutive three (3) year terms thereafter. Second, the Federal Advocacy Coordinator may serve an unlimited number of terms. Governing Council members shall serve until their successors have been elected and certified.

The terms of Division Governing Council members shall be three (3) years, and no person shall serve as a Division Governing Council member for more than two (2) consecutive terms.

3.3.1. Beginning Date of Term. Unless a Governing Council member has been elected to fill a vacancy, a Governing Council member's term shall begin on January 1 following the election of the Governing Council member. If a Governing Council member has been elected to fill a vacancy, the Governing Council member's term shall begin at the first meeting of the Governing Council following the election of the Governing Council member.

A Division Governing Council member's term shall begin at the first meeting of the Governing Council following the annual Division election.

3.4. Quorum. At all meetings of the Governing Council a majority of the Governing Council members then in office shall be necessary and sufficient to constitute a quorum for the transaction of business.

3.5. Number Required for Action by Governing Council. Except where otherwise required by law these Bylaws, the affirmative vote of the voting Governing Council members present at a duly held meeting shall be sufficient for any action.

3.6. Written Action. Any action required or permitted to be taken at a meeting of the Governing Council may be taken by written action signed by the number of Governing Council members required to take the same action at a meeting of the Governing Council at which all Governing Council members were present. The written action is effective when signed by the required number of Governing Council members, unless a different effective date is provided in the written action. When written action is taken by less than all of the Governing Council members, all Governing Council members shall be notified immediately of its text and effective date. Failure to provide such notice does not invalidate the written action.

3.7. Resignation. A Governing Council member may resign at any time by giving notice to the Secretary of the Association. The resignation is effective immediately without acceptance when the notice is given to the Association, unless a later effective time is specified in the notice.

3.8. Removal. A Governing Council member or Division Governing Council member may be removed from office, with or without cause, by the affirmative vote of a majority of the Governing Council members present at a duly held meeting; provided that not less than five (5) days and not more than thirty (30) days notice of such meeting stating that removal of such Governing Council member or Division Governing Council member is to be on the agenda for such meeting shall be given to each Governing Council member. The Governing Council may also remove any Governing Council member who has been absent for two (2) regular or special meetings of the Governing Council, or three (3) total meetings of the Governing Council in a fiscal year for any reason.

3.9. Filling Vacancies. In the event of the death, removal or resignation of a Governing Council member, a successor to fill the unexpired term shall be recommended by the Nominating Committee of the Association, and elected by the affirmative vote of a majority of the Governing Council members present at a duly held meeting. The term of the appointment will extend to the next election of the Governing Council. At that election, the Governing Council shall elect an individual to serve as a Governing Council member for the remainder of the term of the original vacancy. The position of a Division Governing Council member who has died, been removed or resigned from office shall be filled by the Division that elected the Division Governing Council member to the office.

3.10. Regular Meetings. The Governing Council shall have regular meetings at least quarterly at such places and times as it shall establish by resolution. A written notice of the date, time and place of the regular meetings shall be given to each Governing Council member and Division Governing Council member at least ten (10) days in advance of the meeting.

3.11. Special Meetings. Special meetings of the Governing Council may be called at any time upon the request of the President or any three (3) Governing Council members, provided that any such request shall specify the purpose or purposes for the meeting. The President shall set the date for the special meeting within three (3) working days of making or receiving such a request and shall give not less than five (5) nor more than ten (10) days written notice of the time, place and purpose of such special meeting.

3.12. Place of Meetings. The Governing Council may hold its meetings at such places, whether in this state or in any other state, as a majority of the Governing Council members then in office may from time to time appoint. Upon failure to appoint any other place, such meetings shall be held at the principal offices of the Association.

3.13. Electronic Communications. A conference among Governing Council members by a means of communication through which the

Governing Council members may simultaneously hear each other during the conference is a meeting of the Governing Council members if the same notice is given of the conference as would be required for a meeting of the Governing Council, and if the number of Governing Council members participating in the conference is a quorum. A Governing Council member may participate in a meeting of the Governing Council by any means of communication through which the Governing Council member, other Governing Council members so participating, and all Governing Council members physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by any of the above-mentioned means is personal presence at the meeting.

3.14. Form of Notice. Whenever under the provisions of these Bylaws notice is required to be given to any Governing Council member, notice is given:

- (a) when mailed to the Governing Council member at an address designated by the Governing Council member, at the last known address of the Governing Council member or at the address of the Governing Council member in the corporate records;
- (b) when communicated to the Governing Council member orally;
- (c) when handed to the Governing Council member;
- (d) when left at the office of the Governing Council member with a clerk or other person in charge of the office, or if there is no one in charge, when left in a conspicuous place in the office;
- (e) when sent via fax to a fax number, or via email at an email address provided by the Governing Council member to the Association for use in contacting the Governing Council member regarding Association business;
- (f) if the Governing Council member's office is closed or the Governing Council member has no office, when left at the dwelling or usual place of abode of the Governing Council member with a person of suitable age and discretion residing in the house; or

- (g) when the method is fair and reasonable when all the circumstances are considered.

Notice by mail is given when deposited in the United States mail with sufficient postage. Notice is considered received when it is given.

3.15. Waiver of Notice. Any Governing Council member may execute a written waiver of notice of any meeting required to be given by statute or by any provision of these Bylaws before, at or after that meeting, and such waiver when signed and filed as hereinafter provided shall be equivalent to notice. Such waiver shall be filed with the Secretary, who shall enter it upon the minutes or other records of that meeting. Appearance at a meeting by a Governing Council member shall be deemed a waiver of notice thereof, unless the appearance is solely for the purpose of asserting the illegality of the meeting.

3.16. Compensation. Governing Council members and Division Governing Council members shall not be compensated for their duties as Governing Council members. Governing Council members may be reimbursed for expenses incurred on behalf of the Association.

ARTICLE IV: OFFICERS

4.1. Appointment of Officers/Term. The officers of the Association shall be a President, a President-Elect, Immediate Past President, a Secretary, a Treasurer, and such other officers as the Governing Council may, from time to time, appoint. Officers shall serve for a term of one (1) year, or until a successor is elected and qualified. The positions of Secretary and Treasurer will be recommended by the President, and approved by the Governing Council.

4.2. Duties of Officers. The duties of the officers of this Association shall be:

4.2.1. President. The President shall preside at all meetings of the Governing Council and shall oversee the long term goals and purposes of the Association. The President shall recommend for

approval by the Governing Council the members of all committees described in these Bylaws, and any other committees established by the Governing Council. The President of the Governing Council shall be the chair of the Executive Committee. He or she shall also perform such other duties as may be determined from time to time by the Governing Council.

4.2.2. President-Elect. The President-Elect shall perform such duties as may be determined from time to time by the Governing Council. The President-Elect shall be vested with all powers of and perform all the duties of the President of the Governing Council in the President's absence or inability to act, but only so long as such absence or inability continues.

4.2.3. Secretary. The Secretary or his or her designee shall see that the minutes of meetings of the Governing Council and any committee thereof are kept, prepare any necessary certified copies of corporate records, and perform such other duties as may be determined from time to time by the Governing Council.

4.2.4. Treasurer. The Treasurer shall have charge of the corporate treasury, receiving and keeping the monies of the Association, disbursing corporate funds as authorized, and shall have all of the powers and duties normally belonging to the Treasurer of a Minnesota nonprofit corporation.

4.2.5. Immediate Past President. The Immediate Past President shall perform such duties as may be determined from time to time by the Governing Council.

4.3. Officers as Members of Governing Council. All officers shall be Governing Council members.

4.4. Resignation of Officers. An officer may resign at any time by giving written notice of the resignation to the Secretary of the Association.

4.5. Removal of Officers. An officer may be removed, with or without cause, by the affirmative vote of a majority of the Governing Council members present at a duly held meeting

of the Governing Council for which notice stating such purpose has been given.

4.6. Filling Vacancies. Any vacancy in an officer's position shall be filled by the Governing Council of the Association.

ARTICLE V: EXECUTIVE DIRECTOR

5.1. Executive Director's Salary/Duties. The Governing Council may hire a person or persons or a management company to serve in the role of an Executive Director who shall report to the Governing Council and carry out the policies and programs of the Association. The terms of the contract with the person(s) serving in the role of the Executive Director shall be determined by the Governing Council.

The Executive Director shall hire and fire employees in accordance with the policies established by the Governing Council. Together with the Treasurer, the Executive Director shall supervise all expenditures that relate to the work of the Association in accordance with policies determined by the Governing Council. The Executive Director shall report to the Governing Council and Full Members of the Association at each meeting of the Governing Council and at each meeting of the Full Members regarding the work of the Association.

The Executive Director shall also maintain minutes of all meetings of the Full Members, the Governing Council, and the Executive Committee, and shall prepare and give proper notice of all meetings of the Governing Council and Full Members.

5.2. Ex Officio, Non-voting Status. The Executive Director shall be a non-voting, ex officio member of the Governing Council and the Executive Committee of the Association.

5.3. Executive Director's Authority to Sign Documents. The Executive Director is authorized to sign all documents necessary to the operation of the Association and may specifically delegate (in writing) the right to execute any such documents to any of the other officers of the Association.

5.4. Evaluation of Executive Director's Performance. If the Executive Director is a direct employee of the Association, the Executive Committee shall evaluate the Executive Director's performance annually. A written appraisal of each evaluation shall be placed in the Executive Director's personnel file. The Governing Council President shall ensure that the annual evaluation is performed by the Executive Committee. If the Executive Director duties are filled through a Management Company, the Executive Committee shall evaluate the Management Company's performance annually. The evaluation of the Management Company will be used by the Governing Council in determining whether to continue the agreement with the Management Company or to make changes in the agreement, including the possibility of ending the agreement.

ARTICLE VI: COMMITTEES

6.1. Establishment of Committees. The Governing Council may establish one or more committees having the authority of the Governing Council in the management of the business of the Association to the extent determined by the Governing Council. Except as otherwise provided in these Bylaws, the President of the Governing Council shall annually recommend for the Governing Council's approval, the appointment of all of the Chairs and Vice-Chairs of committees established by the Governing Council. Chairs and Vice-Chairs of a committee need not be Governing Council members and shall hold such office for a term of one (1) year from their appointment or until their successors are appointed, whichever occurs first. Meetings of a committee may be called, from time to time, upon request of the President, or the chair of the committee. Notice requirements shall be the same as for special meetings of the Governing Council.

6.2. Executive Director's Involvement with Committees. The Executive Director shall be a non-voting member of the Executive Committee. The Executive Director shall not

participate in the part of a meeting of the Executive Committee at which the Executive Director's performance is evaluated.

6.3. Compensation of Committee Members. Members of Committees may be reimbursed for expenses incurred on behalf of the Association if such expenses were approved by the Governing Council via the budget or special action.

6.4. Standing Committees. There shall be the following standing committee of the Association:

6.4.1. Executive Committee. There shall be an Executive Committee consisting of five (5) Governing Council members recommended by the President and approved by the Governing Council of the Association. Those members shall include: the current president, the immediate past president and the president-elect. The current president will recommend two additional members from the governing council to serve as secretary and treasurer. The Executive Committee shall exercise the authority of the Governing Council during the time period between meetings of the Governing Council, and shall be at all times subject to the control and direction of the Governing Council. The Executive Committee shall also review special personnel situations or problems not covered by the Association's personnel policies with the Executive Director, and make recommendations to the Governing Council as necessary. The Executive Committee shall periodically review and update personnel practices, including job descriptions, salary ranges, and working conditions with the Executive Director, and make recommendations to the Governing Council as necessary.

The President shall serve as chair of the Executive Committee. All actions taken by the Executive Committee shall be reported for ratification by the Governing Council at the next regular or special meeting of the Governing Council.

ARTICLE VII: STANDARD OF CARE AND CONFLICTS OF INTEREST

7.1. Standard of Care. It is the responsibility of each Governing Council member of this Association to discharge his or her duties in good faith, in a manner the Governing Council member 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.

7.2. Conflicts of Interest. A contract or other transaction between this Association and:

- (a) one or more of its Governing Council members, or a member of the family of a Governing Council member;
- (b) a director of a related organization, or a member of the family of a director of a related organization; or
- (c) an organization in or of which one or more of the Association's Governing Council members or a member of the family of the Governing Council member are directors, officers or legal representatives or have a material financial interest is not void or voidable because the Governing Council member(s) or the other individual or organization are parties or because the Governing Council member(s) are present at the meeting of the Governing Council or a committee of the Governing Council at which the contract or transaction is authorized, approved or ratified, if:
 - 1. the contract or transaction was, and the person asserting the validity of the contract or transaction sustains the burden of establishing that the contract or transaction was, fair and reasonable as to the Association at the time it was authorized, approved or ratified; or
 - 2. the material facts as to the contract or transaction and as to the Governing Council member's or Governing Council members' interest are fully disclosed or known to the Governing Council or a committee, and the Governing Council or committee authorizes, approves or ratifies the contract or transaction in good faith by a

majority of the members of the Governing Council or committee, but the interested Governing Council member(s) shall not be counted in determining the presence of a quorum and shall not vote.

For the purpose of this a “member of the family” of a Governing Council member includes the spouse, parents, children and spouses of children, brothers and sisters, spouses of brothers and sisters of the Governing Council member.

ARTICLE VIII: FINANCE

8.1. Receipts. Any dues, contributions, grants, bequests or gifts made to the Association shall be accepted or collected only as authorized by the Governing Council.

8.2. Deposits. All funds of the Association shall be deposited to the credit of the Association under such conditions and in such banks as shall be designated by the Governing Council.

8.3. Contracts; Orders for Payment. All contracts, checks and orders for the payment, receipt or deposit of money, and access to securities of the Association shall be as provided by the Governing Council. All checks drawn upon any account of the Association shall be signed by the Treasurer, the President, and/or the Executive Director.

8.4. Title to Property. Title to all property shall be held in the name of the Association.

8.5. Annual Budget. The annual budget of estimated income, income expense and capital expense shall be approved by the Governing Council.

8.6. Summary Financial Report. A summary report of the financial operation of the Association shall be made by the Treasurer at least quarterly to the Governing Council.

ARTICLE IX: INDEMNIFICATION/INSURANCE

9.1. Indemnification. To the full extent permitted by the Minnesota Nonprofit Corporation Act, as amended from time to time, or by other applicable provisions of law, each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of the Association), whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Governing Council member, an ex-officio Governing Council member, or officer of the Association, or he or she is or was serving at the specific request of the Governing Council of the Association as a director, officer, committee member, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Association by the affirmative vote of a majority of the Governing Council members present at a duly held meeting of the Governing Council for which notice stating such purpose has been given against expenses, including attorneys’ fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding; provided, however, that the indemnification with respect to a person who is or was serving as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise shall apply only to the extent such person is not indemnified by such other corporation, partnership, joint venture, trust or other enterprise, and, provided further, that no such indemnification shall be available in the event of the Governing Council member’s or officer’s malfeasance or nonfeasance. The indemnification provided by this Article shall inure to the benefit of the heirs, executors and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this provision of the Bylaws.

9.2. Insurance. The Association may buy and maintain insurance on behalf of a person in that

person's official capacity against liability asserted against and incurred by the person in or arising from that capacity, whether or not the corporation would have been required to indemnify the person against the liability under the terms of these Bylaws.

ARTICLE X: AMENDMENT OF BYLAWS

These Bylaws may be amended by the affirmative vote of a majority of the Governing Council members who are present at a duly held meeting, provided that notice of the meeting and of the proposed amendment of these Bylaws is given to all Governing Council members. Amendments to the Articles of Incorporation or Bylaws of the Association that delete or substantially alter the Full Members' rights as set forth in 2.2 of these Bylaws, shall be submitted for approval by the Full Members, and will not be effective until approved by the Full Members.

ARTICLE XI: ANTI-TRUST POLICY STATEMENT

The Association prohibits its members, Governing Council members, ex-officio Governing Council members, officers and staff from engaging in any activity or conduct which has the effect or intent of restraining trade. This prohibition includes efforts to fix prices, divide markets, allocate production or impose boycott

