**The Council of Rehabilitation Psychology Postdoctoral Training Programs**

**By-Laws**

Ratified March 5, 2012 by an e-mail ballot of the officers.

ARTICLE I. NAME

Section 1: Name

1. The name of this organization shall be The Council of Rehabilitation Psychology Postdoctoral Training Programs, hereinafter referred to as the Council.

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1: Purpose

1. The purpose of the Council is to promote the advancement of Rehabilitation Psychology training at the postdoctoral level. The Council seeks to promote postgraduate psychology training that results in the production of competent Rehabilitation Psychologists who are able to assist individuals with disabilities and chronic health conditions, their families, and rehabilitation teams, to maximize health and welfare, independence and choice, functional abilities, social role participation, and to minimize secondary health complications.
2. The Council is a membership body open to any and all postdoctoral training programs that prepare professional psychologists for practice in the field of Rehabilitation Psychology. The Council seeks to facilitate maximal training program participation while also encouraging and supporting best practices.
3. The Council is a non-profit organization. No part of the net earnings or other assets of the Council shall inure to the benefit of, be distributed to or among, or revert to any Director, Officer, contributor or other private individual having, directly or indirectly, any personal or private interest in the activities of the Council, except that the Council may pay reasonable compensation for services rendered and may make payments and distributions in furtherance of the non-profit purposes.

Section 2: Objectives The objectives of the Council are to:

1. Develop and communicate coherent and consistent policies and procedures that promote quality, consistency, and excellence in the education and training of Rehabilitation Psychology practitioners, and to promote competence in their practice
2. Review and recognize postdoctoral training programs in compliance with the *Guidelines for Postdoctoral Training in Rehabilitation Psychology* developed at the Baltimore Conference on Post-Doctoral Training in Rehabilitation Psychology (April, 2011), hereinafter referred to as the *Guidelines* and the *Baltimore Conference*.
3. Offer assistance to postdoctoral training programs that are not in compliance with the *Guidelines* to meet the *Guidelines*, if they so desire.
4. Develop a set of general conceptual and operational documents which can assist Rehabilitation Psychology postdoctoral training programs in their organization and management.
5. Provide a forum for consultation and discussion of common issues among postdoctoral training programs in Rehabilitation Psychology to enhance collaboration and cooperation.
6. Disseminate information about postdoctoral training in Rehabilitation Psychology to other organizations within psychology, to potential trainees, and to the general public
7. Develop a partnership with other professional organizations involved in policy formation, planning and coordination of education and training standards relevant to accreditation and certification procedures for postdoctoral training programs in Rehabilitation Psychology, including the Commission on Accreditation, the American Board of Professional Psychology, the American Psychological Association, the Association of State and Provincial Psychology Boards, the National Register of Health Service Providers in Psychology, the Council of Specialties in Professional Psychology, the Council of Chairs of Training Councils, and the Commission for the Recognition of Specialties and Proficiencies in Professional Psychology.

ARTICLE III. MEMBERSHIP

Section 1: Qualifications

1. Any and all postdoctoral training programs that prepare professional psychologists for practice in the field of Rehabilitation Psychology and that are interested in the purposes and objectives of the Council shall be eligible for membership.

Section 2: Admission to Membership

1. Postdoctoral training programs may apply for membership by submitting a self-study document to the Secretary/Treasurer that describes their training program and its compliance with the *Guidelines*.
2. The self-study will be reviewed by all Council Officers, and a majority vote will determine membership. Programs approved for full or affiliate membership will be admitted as members in the appropriate membership category upon payment of initial annual membership dues.
3. Once admitted as members, programs will continue to be members of the Council, and will continue to pay annual membership dues.

Section 3: Classes and Rights

1. Postdoctoral training programs in full compliance with the *Guidelines* will be eligible for full membership with voting privileges, and representatives of those programs can serve as Council officers.
2. Postdoctoral training programs not in full compliance with the *Guidelines* shall be eligible for affiliate membership without voting privileges, and representatives of those programs cannot serve as Council officers.
3. Programs that are in compliance with the *Guidelines* but change to become partially compliant and programs that are partially compliant with the *Guidelines* but change to become compliant may change membership status accordingly by submitting a revised self-study.

Section 4: Termination of Membership

1. Membership in the Council may be terminated for the following reasons:

* Non-payment of annual dues for a one-year period
* Voluntary withdrawal
* Dissolution of the training program
* Censure by a credentialing body
* Substantial changes to the training program that substantially compromise training
* Behavior that is antithetical to the Mission, Vision, Goals, Objectives and Values of the Council.

1. Programs may be reinstated to membership upon payment of back dues provided that payment shall be made within one year following termination of membership due to non-payment of dues. Programs that fail to pay back dues within the one-year period must reapply for membership.
2. Programs that are terminated from membership may re-apply.

ARTICLE IV. OFFICERS

Section 1: Officers

1. The Officers of the Council shall be the Chair, Vice-Chair, Secretary/Treasurer, Member-at-Large, and Student Representative, who shall perform the usual duties of those positions as described in Keesey's Modern Parliamentary Procedures unless otherwise indicated by these Bylaws. The Officers serve as the Board of Directors of the Council.
2. The Chair will preside, or delegate the authority to do so, at the business meetings of the Council. The Vice-Chair shall act in the absence of the Chair and, when so acting, shall have all the power and authority of the Chair.
3. The Secretary/Treasurer is responsible for monitoring and reporting on the Council finances. At least annually, the Secretary/Treasurer will recommend to the Council a budget. The Secretary/Treasurer shall have charge and custody of, and be responsible for, all funds of the Council, shall deposit such funds in such bank or banks as the Officers may from time to time determine, and shall make reports to the Officers and membership as requested by the Officers. The Secretary/Treasurer shall see that an accounting system is maintained in such a manner as to give a true and accurate accounting of the financial transactions of the Council, that reports of such transactions are presented promptly to the Officers, that all expenditures are presented promptly to the Officers, that all expenditures are made to the best possible advantage, and that all accounts payable are presented promptly for payment.
4. The Secretary/Treasurer is responsible for recording and reporting the activities and business of the Council.

ARTICLE V. NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

Section 1: Nominations

1. In order to form the inaugural Council, participants in the Baltimore Conference will nominate Baltimore Conference participants who are directors or faculty of postdoctoral training programs in Rehabilitation Psychology, and the Baltimore Conference participants will vote to elect by simple majority the Officers of the Council from among those nominated.
2. After the inaugural Council is formed, subsequent Officers will be nominated by the Council members and elected by simple majority of the Council members.
3. Individuals nominated for the position of Student Representative must be a current trainee in a Rehabilitation Psychology postdoctoral training program that is a full member of the Council. All other nominees must be licensed, practicing psychologists who direct or serve as training faculty in a Rehabilitation Psychology postdoctoral training program that is a full member of the Council.
4. Nominees will be elicited for each office in September of each year.

Section 2: Elections

1. Elections will occur in November of each year. Only full members in good standing may vote in elections. Officer terms will begin and end immediately following the annual Council meeting in February of each year.
2. In the inaugural Council, the Chair, Member-at-Large, and Student Representative will serve a term of two years following enrollment of member programs. The Vice-Chair and Secretary/Treasurer will serve a term of three years following enrollment of member programs so as to stagger the rotations. Subsequent Officers will serve a term of two years each. A second Member-at-Large will be added to the Officers once member programs are enrolled, and this term will be timed to stagger rotations with the first Member-at-Large.
3. The Chair shall serve as Immediate Past-Chair for the two years following the election of a new chair.
4. No elected officer may serve more than two consecutive terms in any one office. The member must not hold the elected position for a minimum of one election cycle before running for that office again.
5. The Student Representative may continue in office until the end of the elected term even if that individual is no longer in training during part of that term.

*Section 3: Vacancy, Resignation and Removal*

1. Any officer may be removed by the vote of a majority of the Officers at any meeting of the Council. Any officer may resign at any time by giving written notice to the Officers, the Chair or the Secretary/Treasurer. Any such resignation shall take effect at the time specified therein; and unless otherwise specified therein, the acceptance of a resignation shall not be necessary to make it effective.
2. In the event of a vacancy, removal or resignation of an officer position a nomination and election process will occur as soon as possible, but not longer than three months.

ARTICLE VI. FINANCES

Section 1: Fiscal Year

1. The fiscal year of the Council shall begin on January 1 and end on December 31 of each year.

Section 2: Dues

1. The membership shall determine the amount of dues to be paid by the membership.

Section 3: Disbursements

1. Unless authorized by a majority of the Officers or the Chair, no member, including the Secretary/Treasurer, may obligate the Council to the payment of any funds.
2. All requests for payment of funds must be made through the Secretary/Treasurer.

Section 4: Annual Budget

1. The Secretary/Treasurer shall prepare a budget for consideration by the Officers, who will review, amend and approve the annual budget. The Chair may alter the approved budget in conjunction with the Secretary/Treasurer, who must agree to such changes. These changes in the budget cannot exceed the total amount of the entire budget approved by the Officers by more than an amount equal to two percent of the total budgeted expenses of the Council, and a change in the amount allocated for any major budget category cannot exceed an amount equal to two percent of the total budgeted expenses of the Council. Any budget increase of more than this amount must be approved by a majority of the Officers.

ARTICLE VII. BY-LAWS AND AMENDMENTS

Section 1: Establishing By-Laws and Proposal of Amendments

1. The initial By-Laws may be approved by a simple majority of the Officers, and may be modified by the same prior to enrolling members in the Council.
2. Following the enrollment of members in the Council, amendments to these By-Laws may be proposed by any full or affiliate member in good standing by submitting such proposal to the Officers in writing through the Secretary/Treasurer.
3. Proposals for amendments shall be considered at the next regular meeting of the Council.

Section 2: Ratification

1. Proposed amendments must be approved by a two-thirds vote of the membership.

ARTICLE VIII. RULES OF ORDER

Section 1: Keesey's Rules

1. Quorum

A majority of the Officers shall constitute a quorum for the transaction of business at any meeting of the Council.

1. Presence at Meetings

Officers may participate in a meeting of the Council by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall constitute presence in person at the meeting.

1. Action by Consent

Any action which is required to be, or may be, taken at a meeting of the Officers may be taken without a meeting if consents in writing, setting forth the action so taken are signed by all of the officers. The consent shall have the same force and effect as a unanimous vote at a meeting duly held and may be stated as such in any certificate or document. The Secretary/Treasurer shall file the consents with the minutes of the meeting.

1. Manner of Acting

The act of the majority of the Officers present at a meeting shall be the act of the Council.

1. Salary

The Officers shall receive no salary for serving. Officers may be reimbursed for expenses incurred in the performance of their duties.

1. Parliamentary Authority

Keesey's Modern Parliamentary Procedures shall govern all proceedings of the Council unless otherwise contradicted by the provisions of this these Bylaws