AMENDED AND RESTATED
POLICIES AND PROCEDURES
OF
SAN DIEGO PSYCHOLOGICAL ASSOCIATION

BOARD APPROVED 12-17-20

TABLE OF CONTENTS

CHAPTER 1 MEMBERSHIP
1.1 Bylaws……1
1.2 Membership Records……1
1.3 Membership Levels and Dues……1
1.4 Membership Management Roles……2
1.5 Applications for Membership……3
1.6 Welcome New Members……4
1.7 Membership Renewals……5
1.8 Membership Suspensions/Terminations and Reinstatement……6
1.9 Membership Benefits……6
1.10 Membership Directory……6
1.11 Find a Psychologist Directory……7
1.12 Member Recruitment……7

CHAPTER 2 BOARD OF DIRECTORS
2.1 Bylaws……8
2.2 Nominations and Elections of Directors……8
2.3 Board Oversight/Approval and Board Committee Liaisons……8
2.4 Board Meetings……9
2.5 Strategic Plan/Budget……9
2.6 Directors and Officers Liability Insurance……10

CHAPTER 3 EXECUTIVE OFFICERS
3.1 Bylaws……11
3.2 President……11
3.3 President-Elect……13
3.4 Immediate Past President……13
3.5 Secretary……13
3.6 Treasurer……13
3.7 Treasurer-Elect……14

CHAPTER 4 COMMITTEES AND TASK FORCES
4.1 Bylaws……15
4.2 Committee Oversight/Management Roles……15
4.3 SDPA Office Support for Committees……16
4.4 Operating Committee Creation/Termination……16
4.5 Task Force Chairs/Members……17
4.6 Committee Chairs……17
4.7 Committee Members……18
4.8 SDPA Liability for Committees……18

4.9 Committee Meetings……..19
4.10 Committee Events/Activities……..19
4.11 Committee Funding……..19
4.12 Committees and Continuing Education……..20
4.13 Committees and The San Diego Psychologist……..20
4.14 Committee Chairs Meeting……..20
4.15 Committee Reports……..20

CHAPTER 5 FINANCIAL
5.1 Bylaws……..23
5.2 General Description of Finances……..23
5.3 Accounting System……24
5.4 Financial Roles……..25
5.5 Financial Procedures……..26
5.6 Government Filings……31
5.7 Record Retention Requirements……32

CHAPTER 6 CONTINUING EDUCATION
6.1 Bylaws……33
6.2 APA Approved Sponsor of Continuing Education for Psychologists……..33
6.3 Continuing Education Roles……40

CHAPTER 7 ETHICS AND STANDARDS
7.1 Bylaws……..43
7.2 Ethics and Standards Committee……..43
7.3 Ethics on Call……..44
7.4 Minutes and Records……45
7.5 Confidentiality……..45
7.6 Education in Ethics……..46

CHAPTER 8 COMMUNICATIONS
8.1 Bylaws……..47
8.2 Communications……47
8.3 Website……47
8.4 Office E-News……47
8.5 E-Blasts……..48
8.6 Social Media……48
8.7 The San Diego Psychologist……..48
8.8 Advertising……..48

CHAPTER 9 EVENTS
9.1 Bylaws.....49
9.2 Events.....49
9.3 Events Committee.....51
9.4 Board Approval and Contracts.....51
9.5 Calendar of Events.....52

CHAPTER 10 AWARDS
10.1 Bylaws.....53
10.2 Distinguished Contribution to Psychology Award.....53
10.3 Legislative Award.....53
10.4 Media Award.....54
10.5 Local Hero Award.....54
10.6 Fellow Award.....54
10.7 President's Award.....55
10.8 Nomination and Presentation of Awards.....55

CHAPTER 11 OFFICE
11.1 Bylaws.....56
11.2 SDPA Office.....56
11.3 Hours of Operation.....56
11.4 Office Lease.....56
11.5 Office Security.....56
11.6 Office Furniture and Equipment.....57
11.7 Office Manager.....57
11.8 Independent Contractors.....57
11.9 Office Referrals.....57
11.10 Office Telephone Greeting Messages.....58
11.11 Forms.....59
11.12 Locked Safe File Cabinet.....59
11.13 Office Notebook.....59
11.14 Computer Notebook.....60
11.15 Office Calendar of Events.....61

CHAPTER 12 CALIFORNIA PSYCHOLOGICAL ASSOCIATION (CPA)
12.1 Bylaws.....62
12.2 California Psychological Association (CPA) Bylaws.....62
12.3 The California Psychologist.....62
12.4 CPA-PAC.....63
12.5 CPA Convention.....63
12.6 CPA Leadership and Advocacy Conference (LAC) and Lobby Day.....63
12.7 Local Advocacy Network Representative (LAN REP).....64
12.8 CPA Awards.....64

APPENDICES

A.1 Membership Levels and Dues Schedule……66
A.2 Membership Benefits Chart……67
A.3 Applications for Membership Checklist……68
A.4 Membership Renewals Checklist……70
A.5 Applicants Qualified for Membership Form……71
A.6 Board Election Checklist……72
A.7 Board Installation Procedures……74
A.8 Board Notebook List……77
A.9 Sample Board Committee Liaisons for Website……78
A.10 Attorney Memorandum……80
A.11 Board Meeting Standing Rules……81
A.12 Board Meeting Agenda Form……89
A.13 Sample Board Meeting Agenda……91
A.14 Sample January Board Installation Luncheon Agenda……93
A.15 Sample June Board Retreat Agenda……94
A.16 Board Approval Chart……96
A.17 Strategic Plan Worksheet……99
A.18 Sample Strategic Plan……103
A.19 Sample Budget……110
A.20 Board Meeting Special Motion Form……112
A.21 Sample Board Meeting Minutes……113
A.22 Article Leadership Competencies……117
A.23 Committee Handbook……124
A.24 Committee Chairs/Members Chart……136
A.25 Operating Committees and Purposes……138
A.26 New Committee Proposal Form……143
A.27 New Committee Chair/Member Proposals Form……144
A.28 Committee Action Plan Form……145
A.29 Event/Activity Proposal Form……146
A.30 Sample Event/Activity Budget……147
A.31 Committee Update Form……148
A.32 Committee Final Report Form……149
A.33 Member Request For Reimbursement Form……150
A.34 Sample Committee Meeting Minutes……151
A.35 General Ledger Accounts……153
A.36 Sample Balance Sheet……158
A.37 Sample Profit and Loss……159
A.38 Sample Budget vs. Actuals……163
A.39 Sample Member Counts……167
A.40 Sample Membership Dues……168
A.41 Sample Letter to Bank……169
A.42 Credit Card Charge Form……170
A.43 On-Site Event Receipts Form……171

A.44 Record Retention Requirements……172
A.45 Continuing Education Content for Website……174
A.46 Continuing Education Content for Registration/Promotion Materials……178
A.47 CE Committee Description for Website……181
A.48 CE Course Proposal Procedures……182
A.49 CE Course Proposal Form……183
A.50 CE Course Proposal Review Procedures……189
A.51 CE Course Proposal Review Form……190
A.52 CE Course Sign In/Out Sheet Form……194
A.53 CE Course Evaluation Questions……195
A.54 CE Course Certificate Form……203
A.55 CE Course Honoraria……204
A.56 CE Course Registration Fees……205
A.57 APA Annual Report Procedures……206
A.58 APA Sponsor Renewal Procedures……207
A.59 Ethics and Standards Committee Description for Website……208
A.60 Ethics on Call Content for Website……209
A.61 Ethics on Call Content for Office E-News……212
A.62 Award Nomination Form……213
A.63 Website Content……215
A.64 Office E-News Content……217
A.65 Advertising Fees……218
A.66 Events/Activities Approval Chart……219

CHAPTER 1
MEMBERSHIP

1.1 BYLAWS

Article II of the Bylaws sets forth rules related to membership in SDPA. The Article discusses levels of membership, dues, applications for membership, ethical standards required of members, and suspension and termination of membership. Article VI of the Bylaws sets forth the responsibilities of the Membership Committee and the rules related to chairs and members of that committee. Consistent with the Bylaws, the Board establishes the following polices and procedures related to membership.

1.2 MEMBERSHIP RECORDS

Prior to 2017, the Board utilized Vieth Consulting Association Management Software for membership processing. Paper membership files were kept that contained documents presented by applicants in support of membership. In 2017, the Board approved a shift to Wild Apricot Membership Management Software for membership processing. Board policy is to no longer maintain paper membership files. Membership records are maintained online. Documents provided by applicants in support of membership are attached to membership profiles in .pdf form. Membership .pdf documents are kept for administrative purposes only and are hidden from member or public view. Once a year, membership data is exported from the Website to an excel file that is kept securely at the SDPA Office.

1.3 MEMBERSHIP LEVELS AND DUES

The Bylaws set forth basic levels of membership in SDPA. As a matter of policy, the Board creates sublevels of membership and establishes dues amounts and benefits for each sublevel each year. A schedule of Board approved sublevels of membership and the dues required at each sublevel is included in the Appendices (see A.1 Membership Levels and Dues Schedule in the Appendices).

Board policy is that new members of SDPA pay first year dues that are prorated based upon the date the new member joins. Proration of dues is offered only for individuals who have not been members of SDPA during the past three calendar years.

Board policy is to refund dues if a member cancels membership within 30 days from the date the membership became active for the current year. Otherwise, membership dues are nonrefundable. The Board may make exceptions to this rule on a case-by-case basis.

Board policy is that if a membership is suspended or terminated for other than member request, the Board will decide whether dues are refundable on a case-by-case basis.

1.4 MEMBERSHIP MANAGEMENT ROLES

There are a number of processes involved in the management of SDPA memberships. These include applications for membership, welcoming new members, membership renewals, membership suspensions/terminations, and membership reinstatements. Board policies regarding roles for management of these membership processes are as follows.

Office Manager

The Office Manager is responsible for processing membership transactions in the Website. The Office Manager is assisted in these tasks by the Accounting Supervisor and the membership management software technical advisor. The Office Manager is responsible for regularly interfacing with members with regard to membership processes and issues. The Office Manager is responsible for researching qualifications for membership and reporting these to the Membership Committee (see A.5 Applicants Qualified for Membership Form in the Appendices).

President

The President is responsible for supervising the work of the Office Manager.

Membership Committee

The Membership Committee is responsible for verifying to the Board that applicants for membership have met qualifications for membership. The Membership Committee recommends to the Board changes in levels, dues or benefits of membership. The Membership Committee welcomes and mentors new members. The Membership Committee develops plans and resources for recruiting members.

Member-at-Large Membership

The Member-at-Large Membership is liaison between the Board and the Membership Committee and presents to the Board the list of qualified applicants for Board certification (see A.5 Applicants Qualified for Membership Form in the Appendices).

Board

Per the Bylaws, the Board is responsible for certifying applications for membership. As a matter of policy, unless a formal objection has been made, the Board will rely on the representation by the Membership Committee that applicants presented to the Board meet qualifications for membership.

1.5 APPLICATIONS FOR MEMBERSHIP

Board policy is that there are two ways of applying for membership in SDPA. First, the applicant may join on the Website. The Website contains information for the applicant related to membership levels, benefits and dues and guides the applicant through the process of providing required information and dues payment needed to complete the application. The second way is for the applicant to contact the Office Manager to hand enter the application information and dues payment into the Website. A checklist of procedures for applications for membership is included (see A.3 Applications for Membership Checklist in the Appendices).

For an application for membership to be considered complete, the applicant must submit evidence of qualification for membership, complete membership profile information, supply a photo, and pay dues.

Evidence of Qualifications for Membership

Board policy is to accept the following evidence as qualification for membership.

Full Member Licensed. An applicant will be considered qualified for status as a Full Member Licensed if, throughout the application period, the California Board of Psychology lists the applicant as a licensed clinical psychologist with Active status.

Full Member Licensed 1-2 Years. An applicant will be considered qualified for status as a Full Member Licensed 1-2 Years if, throughout the application period, the California Board of Psychology lists the applicant as a licensed clinical psychologist with Active status and the license will have been in effect for less than two years as of the first day of the membership term.

Full Member Licensed 3-4 Years. An applicant will be considered qualified for status as a Full Member Licensed 3-4 Years if, throughout the application period, the California Board of Psychology lists the applicant as a licensed clinical psychologist with Active status and the license will have been in effect for more than two years and less than four years as of the first day of the membership term.

Full Member Aged 70. An applicant will be considered qualified for status as a Full Member Aged 70 if, throughout the application period, the California Board of Psychology lists the applicant as a licensed clinical psychologist with Active status and the applicant represents their age to be 70 or older as of the first day of the membership term. A Full Member aged 70 or older may, if desired, be classified as a Full Member Licensed.

Full Member Non-Licensed/Retired. If the applicant is non-licensed or has retired (Inactive license status), the applicant will be considered qualified for status as a *Full Member Non-Licensed/Retired.* If non-licensed, the applicant must provide evidence

they have earned a doctorate in psychology or a diploma from the American Board of Professional Psychology (ABPP). The Board may determine that a degree earned in another country is the equivalent of a doctorate in psychology.

Graduate Student Member. An applicant will be considered qualified for status as a Graduate Student Member if the applicant presents evidence they will be registered in a doctoral program in psychology as of the first day of the membership term.

Affiliate Member. An applicant will be considered qualified for status as an Affiliate Member if the applicant represents that they are in a field loosely affiliated with the field of psychology. Verification of affiliate licensure is not necessary as SDPA does not represent those members to the public as properly credentialed in their respective fields. An applicant with a doctorate in psychology but practicing in another field (e.g. MFT) may choose to be classified as Full Member Non-Licensed/Retired or as an Affiliate Member.

Friend Member. An applicant will be considered qualified for status as a Friend Member if the applicant produces any type of evidence demonstrating that they will be age 18 or older as of the first day of the membership term.

1.6 WELCOME NEW MEMBERS

Board policy is to welcome new members in the following ways.

Website
Once a new member is certified by the Board, the new member is recorded as Active in the Website.

Welcome Letter
A welcome letter is sent to the new member that contains information about SDPA and the benefits of membership. The letter describes the resources on the Website for members. The welcome letter may be automatically sent from the Website upon activating the membership or may be sent by e-mail.

Office E-News
Names of new members are published in the next Office E-News following Board certification.

Committee Chairs
Committee chairs are notified if new members have indicated interest in participating on committees.

Membership Committee

Membership Committee members personally contact new members to welcome them into SDPA. Membership Committee members mentor new members.

1.7 MEMBERSHIP RENEWALS

Board policy is to conduct the membership renewal process according to the timeline and procedures indicated below. The Office Manager is responsible for the processing of renewals (see A.4 Membership Renewals Checklist in the Appendices). Membership renewals require re-verification of membership qualifications and updating of membership profiles. A member renews membership at the level for which the member is qualified as of the first day of the membership term. Membership renewals do not require re-certification by the Board. Membership renewals with unpaid invoices are not Active memberships for member benefits and are cancelled after 30 days.

November 1st

Personalized letters are sent notifying members that their memberships will expire on January 1st and the renewal period has begun. A front page Website banner is inserted that indicates that memberships will expire and the renewal period has begun.

December 1st

An E-Blast is sent notifying pending renewal members that memberships will expire on January 1st. The E-Blast will provide information about events/activities planned for the upcoming year and encouraging the members to renew.

December 25th

Personalized letters are sent notifying pending renewal members that memberships will expire in one week.

January 1st

Personalized letters are sent notifying pending renewal members that memberships have expired. Members continue to be able to renew memberships.

January 8th

Personalized letters are sent notifying pending renewal members that memberships have expired. Members will have a 60-day grace period in which to renew before non-renewed memberships are suspended. Suspended members will have to contact the SDPA Office to reinstate. Suspended members will not receive the Office E-News, member discounts or be able to access the Members section of the Website.

February 1st

Beginning on February 1st, the Office Manager makes personal calls or sends personal e-mails to pending renewal members to encourage renewal.

March 1st

Personalized letters are sent notifying pending renewal members that memberships are now suspended. Members will need to contact the SDPA Office to be reinstated. Suspended members will not receive the Office E-News, member discounts or be able to access the Members section of the Website. Non-renewed members are suspended in the Website with membership invoices voided.

1.8 MEMBERSHIP SUSPENSIONS/TERMINATIONS AND REINSTATEMENT

Memberships are suspended/terminated in a number of ways that are set forth generally in the Bylaws. Members are suspended if they fail to renew membership by March 1st. Members are suspended if they indicate to the SDPA Office that they no longer wish to be members. The Board may terminate a membership if it determines that the member no longer meets qualifications for membership (including death or other physical or mental condition). The Board may terminate the membership of a Full Member if it determines that the Full Member's license is revoked without a stay by the California Board of Psychology. The Board may suspend or terminate a membership due to "Disciplinary Action".

Board policy is that suspended/terminated members may only be reinstated by contacting the Office Manager. The Website may not be used for reinstatement. Members are entitled to reinstatement if they indicate a desire to resume membership, pay dues for the current calendar year and if the events precipitating suspension/termination have been resolved or no longer exist. The Office Manager is responsible for updating the reinstating member's profile and re-verifying their qualifications for the level of membership sought. Membership reinstatements do not require re-certification by the Board.

1.9 MEMBERSHIP BENEFITS

In addition to rights of membership provided in the Bylaws, the Board may grant additional benefits of membership. A chart of Board approved benefits of membership at each sublevel is included (see A.2 Membership Benefits Chart in the Appendices).

1.10 MEMBERSHIP DIRECTORY

SDPA maintains a Member Directory in the Members section of the Website that is accessible only to members. Board policy is to hide cell phone numbers, e-mails and home addresses from view. Members may direct the Website to hide other information in their profiles as well. Board policy is that SDPA no longer prints Member Directories due to cost.

1.11 FIND A PSYCHOLOGIST DIRECTORY

Board policy is to maintain a Find a Psychologist feature on the Website to assist the public in identifying members of SDPA who are licensed to practice clinical psychology in California on Active status. With the exception of Full Members Non-Licensed/Retired, Full Members are automatically included in the Find a Psychologist feature on the Website. Psychologists included in this directory can be searched by areas of focus, location, and insurance, and by other profile features through an advanced search mechanism.

1.12 MEMBER RECRUITMENT

Board policy is to encourage the acquisition and updating of lists of e-mails for psychologists in San Diego to aid in member recruitment. The Membership Committee is responsible for recruiting/maintaining members.

CHAPTER 2
BOARD OF DIRECTORS

2.1 BYLAWS

Article IV of the Bylaws sets forth rules related to the Board of Directors. Article IV describes the powers held by the Board and the number, qualifications, and terms of office for Directors. Article IV sets forth rules related to the nominations and elections, resignations, removals and the filling of vacancies of Directors. Article IV sets forth rules related to the number and timing of Board meetings and rules related to voting at Board meetings. Article IV sets forth rules related to standards of conduct for Directors. Article IX of the Bylaws sets forth rules related to parliamentary authority at Board meetings. Consistent with the Bylaws, the Board establishes the following polices and procedures related to the Board.

2.2 NOMINATIONS AND ELECTIONS OF DIRECTORS

Board policy is that the election of Directors is accomplished in October of each year by electronic ballot rather than at the Full Member Meeting (State of the Association) held earlier in the year. A special election may be held at another time in the year as needed to properly fill a vacancy on the Board.

Per the Bylaws, the Nominations, Elections and Awards Committee manages the Board election process (see A.6 Board Election Checklist in the Appendices). Board policy is to make necessary appointments to this Committee by the May Board meeting. Board policy is that periodic E-Blasts be sent to Full Members from June 1st to August 15st soliciting nominations for election to the Board. The E-Blasts include descriptions of Board positions and Board election procedures. The members of the Nominations, Elections and Awards Committee also make calls to Full Members and to committee chairs soliciting nominations. Per the Bylaws, the Nominations, Elections and Awards Committee members verify the qualifications of the nominees. Board policy is for the Committee to present the list of qualified nominees to the Board at the September Board meeting for certification of candidates. The Board certifies the results of the election at the November Board meeting.

2.3 BOARD OVERSIGHT/APPROVAL AND BOARD COMMITTEE LIAISON ROLES

According to California law and the Bylaws, the Board has full authority over and responsibility for overseeing the affairs of the Association. The Executive Officers and the committees are responsible for doing the work of the Association in carrying out its Mission. The Board oversees the activities of the Executive Officers and the committees to ensure that the work is being accomplished and that it is being

conducted in a manner consistent with the SDPA governing documents and applicable state and federal law.

In overseeing the affairs of the Association, it is Board policy to avoid micromanagement of Executive Officers, however, it is expected that Executive Officers will regularly report on their work to the Board. It is also expected that the Executive Officers will promptly and properly bring to the Board's attention matters arising outside normal operating parameters. It is sometimes difficult to determine when it is necessary for the Board to explicitly approve decisions made by the Executive Officers and the committees and when it is sufficient simply to advise the Board of decisions made. As a general guideline, the Board should explicitly approve any decision involving significant financial, legal, or tax issues, or any major program-related matters. See A.16 Board Approval Chart in the Appendices.

While it is the job of the President to manage the day-to-day activities of the committees, to ease the burden on the President and to more effectively carry out its oversight function, the Board delegates to each individual Director the responsibility to serve as liaison to a group of committees (see A.9 Sample Board Committee Liaisons for Website in the Appendices). Committees are grouped based upon common themes or features of activity. Individual Directors report at each Board meeting any activities or issues arising in their group of committees. From time to time, the Board may be asked to assist the President in identifying volunteers to act as chairs or members of committees or to assist in solving various committee problems that might arise.

2.4 BOARD MEETINGS

Board policy is to approve each year informal rules for conducting Board meetings called Board Meeting Standing Rules that supersede or supplement the rules of order specified in the Bylaws (see A.11 Board Meeting Standing Rules in the Appendices). Board Meeting Standing Rules cover types of board meetings, attendance at Board meetings, Board meeting minutes, confidentiality of Board meetings, conflict resolution, Board education/training, roles at Board meetings, Board meeting agenda, preparation for Board meetings, order of business at Board meetings, and Board meeting administration.

2.5 STRATEGIC PLAN/BUDGET

Board policy is to approve in November of each year a Strategic Plan/Budget for the following year (see A.18 Sample Strategic Plan and A.19 Sample Budget in the Appendices). Board policy is to set forth this yearly Strategic Plan/Budget as a guide for Executive Officers who manage the Association on behalf of and under the control of the Board.

2.6 DIRECTORS AND OFFICERS LIABILITY INSURANCE

Board policy related to maintenance of Directors and Officers Liability Insurance is discussed in the Financial chapter. In order for this insurance to cover a claim, the Board must properly exercise its duties to SDPA (see A.10 Attorney Memorandum in the Appendices).

CHAPTER 3
EXECUTIVE OFFICERS

3.1 BYLAWS

Article V of the Bylaws sets forth the duties of the Executive Officers. Board policy expanding on the duties of the Executive Officers is presented below.

3.2 PRESIDENT

General

The President is responsible for managing the activities of SDPA on behalf of the Board. The President manages in a manner that is consistent with the directives of the Board and the laws and rules that govern SDPA. It is the President's job to accomplish the SDPA Mission by getting the work of the Association done. The President performs this job not through power or authority but through leadership; that is by recruiting, inspiring and directing the efforts of volunteers. Thus, a critical part of the President's job is calling upon members to assume various roles and positions needed to accomplish SDPA's Mission. The President needs to continually put out the call through SDPA communications media and, when necessary, to personally contact individuals to urge them to participate. When a role proves particularly hard to fill, the President calls on the Board for assistance. The President develops a vision (Strategic Plan) to carry out the SDPA Mission that is presented to the Board for approval. The President translates the vision into reality by effectively directing the efforts of the volunteers.

Board Meetings

The President acts as presiding officer at Board meetings. The role of the presiding officer is to administer rules of order at the Board meetings and to do so impartially with the intent of serving the group as a whole. The President makes arrangements for the January Board Installation Luncheon and the June Board Retreat. The President makes arrangements for the annual Full Members meeting (State of the Association) early in the year and presides over that meeting. At that meeting, the President presents to the membership the Board approved Strategic Plan for the year.

SDPA Office

The President manages the day-to-day operations in the SDPA Office. The President commits to regular office hours so that the activities of the Office Manager, Bookkeeper, Accounting Supervisor and other Executive Officers can be broadly supervised and coordinated. The President acts as spokesperson for SDPA to members and the public.

CE Events

The President is responsible for developing themes for the workshops and conferences. The President works with the CE Committee chair to develop continuing education goals for the year. These goals are described in the Strategic Plan that is approved by the Board. The President works with the CE Committee to ensure that CE courses presented at events reflect these goals. The President is responsible for ensuring that CE event/activity proposals are completed and approved by the President or the Board as appropriate (see A.66 Events/Activities Approval Chart in the Appendices) and that CE events/activities are carried out in a manner consistent with those approvals. The President works with the Events Committee that administers these events and supports the CE Committee in ensuring that CE courses are administered in a manner consistent with APA sponsor standards. The President supervises the completion and submission of reports required to maintain SDPA's status as an APA sponsor.

Non-CE Events

The President is responsible for developing themes for the mid-year networking party and the year-end celebration. The President is responsible for ensuring that non-CE event/activity proposals are completed and approved by the President or the Board as appropriate (see A.66 Events/Activities Approval Chart in the Appendices) and that events/activities are carried out in a manner consistent with those approvals. This is true whether the event/activity is produced by a committee or is conducted in collaboration with another organization. The President works with the Events Committee that administers these events.

Committees

The President is responsible for managing the activities of the committees. The President is the chair of the Executive Committee that ensures development and implementation of the Strategic Plan for the year and that reviews and researches major issues faced by the Association. The President serves on the Finance Committee that manages the finances of SDPA and advises the Board in its financial decision-making. The President serves on the Governance Committee that advises the Board in all matters related to the corporate governance of SDPA and its proceedings, including compliance with and proposed amendments to the SDPA governing documents. The President serves as ex-officio voting member of all other committees. The President is responsible for recommending to the Board for approval new chairs of operating committees. The President is responsible for arranging the Committee Chairs Meeting held in January and presides at this meeting. The President attends a dinner offered by the Past Presidents' Committee to support the President.

CPA

The President attends the CPA Leadership and Advocacy Conference/Lobby Day and participates in CPA meetings and conference calls for local association presidents. The President submits local association blurbs for The California Psychologist. The President submits reports requested by CPA.

3.3 PRESIDENT-ELECT

The President-Elect is responsible for assisting the President. The President-Elect works closely with the President to gain experience necessary to be President the following year. The President-Elect develops a Strategic Plan/Budget for the following year. This is accomplished by outlining a vision to the Board at the June Board Retreat and working with the Executive and Finance Committees to finalize the Strategic Plan/Budget for Board approval in November. The President-Elect assists the Nominations, Elections and Awards Committee in identifying qualified nominees for next year's Board and serves on the Governance Committee to better understand rules that govern SDPA activity. The President-Elect attends the Committee Chairs' Meeting. The President-Elect attends events/activities where possible.

3.4 IMMEDIATE PAST PRESIDENT

The Immediate Past President supports the current President with the knowledge and experience gained from recent service as President-Elect and President. The Immediate Past President serves on the Executive Committee and the Governance Committee and is chair of the Nominations, Elections and Awards Committee. The Immediate Past President attends the Past Presidents' Committee Dinner for the President. The Immediate Past President attends the Committee Chairs' Meeting. The Immediate Past President presents a report to the annual Full Members meeting (State of the Association) on the prior year's Strategic Plan and the accomplishment of its objectives. The Immediate Past President attends events/activities where possible.

3.5 SECRETARY

As the custodian of SDPA corporate records, the Secretary is responsible for taking minutes at Board meetings and keeping copies of minutes taken at Full Member meetings or at committee meetings. The Secretary acts as agent for SDPA for legal processes. The Secretary is responsible for corporate filings. The Secretary is responsible for safeguarding membership records and certain prior year documents/records required to be retained.

3.6 TREASURER

As chief financial officer and custodian of SDPA funds, the Treasurer reviews financial reports and financial activity and asks appropriate questions of those in the SDPA Office involved in the accounting. The Treasurer makes financial presentations to the Board monthly and to the members yearly. The Treasurer is entitled to rely on information presented by sources deemed credible, such as the Bookkeeper, Accounting Supervisor, CPA, and Attorney (per the California Nonprofit Mutual Benefit Code and the Bylaws). That is, the Treasurer is not expected to personally participate in every financial transaction that occurs during the year or to personally verify that

every entry into the books is correct. The Treasurer is responsible for ensuring that tax returns are completed in a timely manner. The Treasurer serves on the Executive Committee and chairs the Finance Committee. The Treasurer works with the Finance Committee to ensure that procedures are being observed to safeguard SDPA assets. The Treasurer works with the Finance Committee to develop a Budget for the following year that is presented to the Board for approval.

3.7 TREASURER-ELECT

The Treasurer-Elect is responsible for assisting the Treasurer. Treasurer-Elect works closely with the Treasurer to gain experience necessary to be Treasurer the following year. The Treasurer-Elect serves on the Executive Committee and the Finance Committee.

CHAPTER 4
COMMITTEES AND TASK FORCES

4.1 BYLAWS

Article VI of the Bylaws sets forth rules related to SDPA Committees and Task Forces. Article VI creates standing committees and describes activities and responsibilities assigned to each. Article VI sets forth rules related to the creation and termination of operating committees and task forces. Article VI describes the qualifications needed for individuals to become committee chairs and members and the procedures for these individuals to assume their positions. Article VI sets forth rules related to terms for committees, committee chairs and committee members and rules for resignation and removal of committee chairs and members. Article VI discusses the need for regular committee meetings and who may call regular meetings. Consistent with the Bylaws, the Board establishes the following polices and procedures related to committees and task forces.

4.2 COMMITTEE OVERSIGHT/MANAGEMENT ROLES

SDPA accomplishes its Mission largely through the work of its committees. The Board oversees the activities of the committees to ensure that the Mission of SDPA is being fulfilled and that the work is being conducted in a manner consistent with the SDPA governing documents and applicable state and federal law. The Board accomplishes its oversight responsibility through Board committee liaisons. The work of managing and supporting the committees on a daily basis is accomplished by the President under the control of the Board and by the Office Manager under supervision of the President. Board policy is to include a committee handbook on the Website to provide guidance for those who serve SDPA committees and task forces (see A.23 Committee Handbook in the Appendices).

Board Committee Liaisons

To effectively accomplish its oversight responsibilities, the Board assigns each Board member to be liaison to a specific group of committees. Committees are grouped based upon common themes or features of activity. The Board committee liaisons communicate with committee chairs regularly and report at each Board meeting on committee events/activities. Board committee liaisons bring to the attention of the Board any committee issues or problems. When requested to do so, Board committee liaisons work with the President to solve committee problems or to assist the President in obtaining volunteers to act as chairs or members of committees.

President

Board policy is that the President is responsible for managing the committees on a day-to-day basis. The President supervises the Office Manager to ensure that the SDPA Office meets its obligations of support to committees. When committee chairs resign, the President works to recruit new chairs. The President works to develop solutions to problems encountered by committees and to assist in the development of new operating committees for the Board to create. When necessary, the President is assisted in this work by Board committee liaisons.

Office Manager

Board policy is that the Office Manager is responsible for providing SDPA Office support to committees. It is the job of the Office Manager to hold committee chairs responsible for timely submission of reports. The President immediately supervises the Office Manager in this work.

4.3 SDPA OFFICE SUPPORT FOR COMMITTEES

Board policy is that the SDPA Office will support the committees as follows:

- Including committee events/activities in the Website Calendar.
- Publicizing committee events/activities on Website front page banners.
- Publicizing committee events/activities in Office E-News.
- Publicizing committee events/activities in E-Blasts to members and the public.
- Providing event/activity registration through the Website.
- Including committee updates/reports on the Website.
- Including committee updates/reports in the Office E-News.
- Producing flyers or other materials for events/activities.
- Providing staffing for event/activities including registering attendees.
- Maintaining and updating Website information about committees.
- Maintaining and updating Website directories of committee chairs/members.
- Providing forms for committees.
- Maintaining SDPA Office files of committee reports.

4.4 OPERATING COMMITTEE CREATION/TERMINATION

Board policy is that any SDPA member may propose the creation of a new operating committee. The SDPA member completes a new committee proposal form (see A.26 New Committee Proposal Form in the Appendices) and submits the form to the SDPA Office. The form includes the name and proposed statement of purpose for the new committee, how will this committee fulfill the SDPA Mission, SDPA members interested in serving as chairs or members of this committee, possible events/activities for this committee (if known), SDPA Office support that might be needed (if known), and other

information related to the proposal for the new committee. The form should indicate the name of the person submitting the form, their contact information and the date submitted. The Office Manager works with the Board committee liaison (the Board member who would properly become liaison to the new committee based upon the nature of the committee). When all needed information is complete, the Board committee liaison presents the proposal to the Board for approval.

In creating an operating committee, Board policy is for the Board to review and approve the statement of purpose proposed for the new operating committee. The Board also reviews and approves any changes to the statement of purpose proposed by an operating committee. A list of Board approved operating committees with statements of purpose is maintained. It is anticipated that this schedule will be periodically revised and approved as new operating committees are created. See A.25 Operating Committees and Purposes in the Appendices.

4.5 TASK FORCE CHAIR/MEMBERS

Board policy is that the chair and members of a task force do not have to be SDPA members.

4.6 COMMITTEE CHAIRS

The Bylaws set forth rules related to specifications or appointments of committee chairs and the qualifications they need to serve. Board policy is that committees may have two chairs (co-chairs). See A.24 Committee Chairs/Members Chart in the Appendices.

Standing Committees

In appointing standing committee chairs, with the exception of the Governance Committee, Board policy is to give preference to any recommendations made by current standing committee members provided the individuals recommended meet qualifications to serve. If no recommendations are made, the Board will appoint the standing committee chairs on its own initiative.

Operating Committees

In appointing operating committee chairs, Board policy is to give preference to any recommendations made by the President provided the individuals recommended meet membership qualifications to serve. If no recommendations are made, the Board will appoint the operating committee chairs on their own initiative. Board policy is that the Board may consider relevant experience, however, no formal specialty certification is required to chair an operating committee.

Committee Chair Terms of Office

If a standing committee chair assumes office during the year, that year will count as a one-year term. It is Board policy to allow standing committee chairs appointed by the Board to serve multiple terms if they are willing to do so. In that event, the Board will formally reappoint standing committee chairs when their terms of office are expired. Chairs of operating committees continue to serve until they resign or are removed by the Board.

4.7 COMMITTEE MEMBERS

The Bylaws set forth rules related to specifications or certifications of committee members and the qualifications they need to serve. Unless the Bylaws specify otherwise, Board policy is that there are no minimum or maximum number of committee members required for a committee. However, it should be noted that if the number of committee members is too small or too large the ability of the committee to fulfill the Mission of SDPA might be compromised. See A.24 Committee Chairs/Members Chart in the Appendices.

Standing Committees

In appointing standing committee members, with the exception of the Governance Committee, the Finance Committee, and the Nominations, Elections and Awards Committee, Board policy is to give preference to any recommendations made by current standing committee members provided the individuals recommended meet qualifications to serve.

Operating Committees

Board policy is to certify as operating committee members individuals whose names have been given to the Board by committee chairs provided these individuals meet membership qualifications to serve. Any SDPA member may be a member of an operating committee.

Committee Member Terms of Office

If a standing committee member assumes a position on a committee during the year, that year shall count as a one-year term. It is Board policy to allow standing committee members appointed by the Board to serve multiple terms if they are willing to do so. In that event, the Board will formally reappoint standing committee members when their terms of office are expired. Members of operating committees continue to serve until they resign or are removed by the Board.

4.8 SDPA LIABILITY FOR COMMITTEES

As a matter of law, SDPA is liable for the events/activities of committees. Because of this, it is important that there be a process in place to identify who are the individuals currently involved in committee activities/events. Once committee chairs or

committee members have been specified, appointed, or certified by the Board, the SDPA Office will cause their member profiles in the Website to reflect their committee chair or member statuses and they will automatically be included in the Committee Chairs Directory or Committee Members Directory on the Website. It is important these directories be regularly updated and kept current, again, so that SDPA may properly manage its exposures to liability.

4.9 COMMITTEE MEETINGS

Board policy is to require committees and task forces to have regular committee meetings so that programs can be properly produced to fulfill the Mission of SDPA. Committees may decide how frequently regular meetings need to occur. Minutes must be taken at regular committee meetings and submitted to the SDPA Office and to the Board committee liaison. Periodically committees may need to vote on recommendations for new committee chairs or on various proposed courses of action. Committee members should be solicited for vote either in person at a meeting or by e-mail. An affirmative vote by a majority of those properly listed as members of that committee on the Website will carry a motion. It is Board policy that expenses related to regular committee meetings are not paid for by SDPA. Committee meetings may be held in SDPA Office conference rooms.

4.10 COMMITTEE EVENTS/ACTIVITIES

Board policy is to encourage and support events/activities produced by committees. SDPA is legally responsible for committee events/activities so it is crucial that committees coordinate the production of committee events/activities with the SDPA Office. Board policy is that committees must submit events/activity proposals (see A.29 Event/Activity Proposal Form in the Appendices) to the SDPA Office so that the President and the Board may properly exercise their duties respectively to approve, manage and oversee. See Chapter 9 Events for more detail. Board policy is that all marketing materials produced by committees for events/activities must be approved by the SDPA Office. Board policy is that the SDPA Office must manage registration if the committee is charging a fee for attendance. Board policy is that committee events/activities must allow all SDPA members to attend.

4.11 COMMITTEE FUNDING

Board policy is to include in the yearly SDPA budget provision for the costs of committee events/activities. Costs of conducting regular committee meetings are not covered by SDPA. The Board may set a limit on the total amount an individual committee may request for the year or for an individual event/activity. In their event/activity proposals committees must request a specific amount to be approved for the event/activity. Board policy is that the President may approve committee events/activity proposals that fall within the yearly SDPA budget limits (see A.66

Events/Activities Approval Chart in the Appendices). This is not true for major events such as workshops, networking parties, conferences, or year-end celebration. Committee event/activity proposals that exceed budget limits must be approved by the Board. Board policy is to approve events/activities that exceed the budget if the Board in its discretion believes the event/activity to be worthy and if other SDPA funding needs permit. Board policy is that only the President or Treasurer may sign on behalf of SDPA contracts with vendors or venues.

4.12 COMMITTEES AND CONTINUING EDUCATION

Most committee events/activities present educational information that is informal without provision of APA sponsored CEs. However, a committee may sponsor an SDPA stand- alone CE course. Board policy for proposing CE courses is presented in the CONTINUING EDUCATION chapter. For policy related to approval of CE Events, see A.66 Events/Activities Approval Chart in the Appendices.

4.13 COMMITTEES AND THE SAN DIEGO PSYCHOLOGIST

Board policy is to encourage committees to submit articles to The San Diego Psychologist, the official SDPA newsletter, as part of their work to carry out the SDPA Mission.

4.14 COMMITTEE CHAIRS MEETING

Board policy is for the President to conduct a Committee Chairs Meeting in January of each year. Other committee chairs meetings may be conducted during the year if needed. Committee chairs and Board committee liaisons are invited to attend. The purpose of the meeting is to familiarize committee chairs with rules and procedures related to committees and to provide an opportunity for committee chairs to network and collaborate with each other and with their Board committee liaisons in carrying out the Mission of SDPA. The purpose of the January meeting is to kick off the committee year and to set the stage for the submission of committee action plans for the year.

4.15 COMMITTEE REPORTS

Board policy is to require committee chairs to submit reports to the SDPA Office and to the Board committee liaisons to facilitate management and oversight of committees. These required reports are described below. Forms for these reports are included in the Appendices.

Committee Action Plan

Committees chairs are each required to submit a report at the beginning of the year outlining the committee action plan for the year (see A.28 Committee Action Plan Form in the Appendices). This report should include the year of the report, the name of the

committee, the names of the chair(s) with contact information, the name of the Board committee liaison, names of members of the committee at the beginning of the year, a general description of the goals for the year, frequency and location of regular meetings planned, requested changes in committee information in the Website, events/activities planned for the year (if known), how the events/activities planned fulfill the SDPA Mission, description of support needed from the SDPA Office (if known) and other information/questions for the SDPA Office. The form should indicate the name of the person submitting the form and the date submitted. If the information is available, event/activity proposal forms should be attached (see below). Committee action plans are due to the SDPA Office by February 1st. The committee action plan should be included in the Website in the Committee Updates/Reports section.

Event/Activity Proposals

Committee chairs are required to submit event/activity proposals for events/activities planned (see A.29 Event/Activity Proposal Form in the Appendices). If the event/activity requires APA sponsored CEs, committee chairs should work with the Office Manager to complete the event/activity proposal (see A.66 Events/Activities Approval Chart in the Appendices). The proposal forms should each include the name of the committee, names of chair(s), name of the Board committee liaison, the date, time, and location planned for the event/activity, planned attendees, description of the event/activity, how the event/activity will fulfill the SDPA Mission, description of the proposed budget including income as well as expenses, how the event will be promoted (Website calendar, E-Blasts, flyers, other), description of support needed from the SDPA Office (promotion, staffing, registration, etc.), and will committee members pay for expenses and seek reimbursement or will the SDPA Office need to pay the vendors/venue. The form should indicate the name of the person submitting the form, their contact information and the date submitted. The form should have a space for the name of the person approving and the date. Event/activity proposals should be submitted to the SDPA Office and the Board committee liaison no later than 30 days prior to the date of the event/activity.

Member Requests for Reimbursement

After an event/activity, members may submit requests for reimbursement to the SDPA Office (see A.33 Member Request for Reimbursement Form in the Appendices). Member request for reimbursement forms should indicate the name of the committee and the chair(s), the Board committee liaison, the date and description of the event/activity, description of the expenses for reimbursement with a list of the expenses that matches receipts submitted with the form, were these expenses included in the approved event/activity proposal, and the name and address of the person to whom the check should be made payable. The form should indicate the name of the person submitting the form, their contact information and the date submitted. Committee requests for reimbursement must be submitted to the SDPA Office within 60 days after the date of expenditure.

Committee Updates

Committees should submit updates to the SDPA Office during the year to report on events/activities that have occurred or to communicate other information/requests to SDPA members (see A.31 Committee Update Form in the Appendices). The committee update form should include the name of the committee, names of chair(s) with contact information, the text of the update including a description of the event/activity that was held, information about attendees, pictures if available, information/requests for SDPA members), requests for information/assistance from the SDPA Office. The form should indicate the name of the person submitting the form, their contact information and the date submitted. Committee updates should be submitted to the SDPA Office no later than 30 days after a specific event. Committee updates are included in Website in the Committee Updates/Reports section and are also included in the Office E-News that is sent to all members.

Committee Minutes

Minutes must be taken at regular committee meetings. A sample of committee minutes is included in the Appendices (see A.34 Sample Committee Meeting Minutes). Minutes should include the name of the committee, the date and location of the meeting, and committee members present and absent. The minutes should describe any motions made to the committee noting whether approved or not. Minutes typically indicate the date of the next regular meeting and the name of the person reporting with the date. Minutes should be submitted to the SDPA Office and the Board committee liaison within 60 days of the meeting. Chairs should keep copies of meeting minutes.

Committee Final Reports

Committee chairs are each required to submit a final report for the year (see A.32 Committee Final Report Form in the Appendices). The committee final report should include the year of the report, the name of the committee, the names of the chair(s), the names of new chair(s) for the upcoming year, the name of the Board committee liaison, description of event/activities held during the year, how the events/activities met goals set forth in the committee action plan for the year and fulfilled the SDPA Mission, suggestions for the committee for the upcoming year and other information/questions for the SDPA Office. The form should indicate the name of the person submitting the form, their contact information and the date submitted. Committee final reports are due to the SDPA Office and to the Board committee liaison by January 31st. The committee final report should be included in the Website in the Committee Updates/Reports section.

CHAPTER 5
FINANCIAL

5.1 BYLAWS

Article IV of the Bylaws provides that SDPA shall have powers to the full extent allowed by law. Except for those actions required by law to be approved by Full Members, all corporate powers are exercised by or under the direction of the Board. California Nonprofit Mutual Benefit Corporation Code Section 7140 discusses corporate powers related to finances and contracts. Article II of the Bylaws discusses membership dues including refunds of dues. Article II also discusses nonliability of members personally for the debts, liabilities or obligations of SDPA. Article IV provides rules related to Board member standards of conduct, duties of care, self-dealing, reimbursements for expenses, and execution of contracts. Article V describes the duties of the Treasurer and Treasurer-Elect. Article VI describes the duties of the Finance Committee. Consistent with the Bylaws, the Board establishes the following polices and procedures related to financial matters.

5.2 GENERAL DESCRIPTION OF FINANCES

SDPA financial assets are composed of petty cash, cash in bank checking and savings accounts and fixed assets including furniture and equipment maintained in the SDPA Office. Cash in the savings account is considered in reserve “for a rainy day”.

SDPA maintains no financial liabilities.

SDPA revenues are generated from a number of sources. Members pay dues. Participants in SDPA events/activities pay registration fees. Members or other individuals purchase advertising on the Website, Office E-News or E-Blasts. Royalties may be paid to SDPA for use of the SDPA name or relationships. The bank credits SDPA for interest on funds invested.

SDPA expenses are generally of two types. First, SDPA pays administrative expenses related to the operation of the SDPA Office, such as rent, telephone, office supplies, insurance, Office Manager, promotion, and independent contractors. Second, SDPA pays expenses associated with programs approved by the Board to carry out the SDPA Mission. In addition, SDPA reimburses its landlord for property taxes assessed on its office space. SDPA is generally exempt from income taxes but pays a small fee to the California Franchise Tax Board and to the California Secretary of State (see below).

5.3 ACCOUNTING SYSTEM

Board policy is to maintain an accounting system that includes the following components.

Books

SDPA books are maintained using a commercial online accounting software. The books are calendar year and are kept on the cash basis of accounting. The books are composed of general ledger accounts (see A.35 General Ledger Accounts in the Appendices) that have been customized for SDPA's particular financial activities. Entries are made into the general ledger accounts to record transactions. Financial reports are generated from the accounting software.

Membership Management Software (Website)

Membership management software is used to record all information about membership and event registration. This software serves as the platform for the Website. Members each have profiles on the Website that they may edit as needed. Members go online to pay dues or to register for events or they may call the Office Manager to make the entries on their behalf. Website transactions automatically link to a separate company that processes credit card transactions. Website transactions are not automatically linked to the books.

Credit Card Processing Company

When credit cards are used to pay SDPA for dues, event registrations or other services, a credit card processing company processes the charges for SDPA and charges SDPA for the service. Credit card transactions are managed through the credit card processing company online system. Credit card charges may be processed automatically through the Website or entered manually. Credit card transactions are manually recorded into the books.

Reconciliations

Each month, the books need to be reconciled with the bank statements. Each month, the dues and event registration transactions in the Website need to be reconciled to the dues and event registration transactions in the books. Balances in individual member and contact accounts on the Website need to tie to individual customer account balances in the books.

Financial Reports

Financial reports are generated from the books. The financial reports have been customized for SDPA (see A.36 Sample Balance Sheet, A.37 Sample Profit-Loss, A.38 Sample Budget vs. Actuals in the Appendices). These reports are provided to the Board monthly and at year-end. In addition to the financial reports, the Board is provided with subsidiary reports that detail membership activity (see A.39 Sample Member Counts and A.40 Sample Membership Dues in the Appendices). Once an event is

complete, the Board is provided with a detailed statement of revenues and expenses from the event. Once a year at the annual Full Member meeting (State of the Association), the Treasurer gives a financial presentation to the membership.

Financial reports are not published on the Website due to risk of capture by outsiders from the Internet. The Treasurer's yearly report to the Full Member meeting (State of the Association) is posted on the Member's only section of the Website under Governance.

Budget

Board policy is to make use of budgeting as part of its financial operations. At the November meeting each year, the Board approves a budget (see A.19 Sample Budget in the Appendices) for the following year. The Budget is drafted by the Finance Committee in conjunction with the development of a Strategic Plan by the President-Elect and the Executive Committee. The Budget reflects anticipated revenues from dues and other sources based upon past history. The Budget anticipates administrative expenses for the upcoming year based upon past history. Budgeting for events may be done generally with detailed budgeting accomplished when event plans have been more clearly formulated. Once the Budget is approved, it cannot be amended, however, the Board, in its discretion, may approve expenditures beyond those provided in the Budget.

5.4 FINANCIAL ROLES

Board policy is to engage the services of individuals to fill roles in the financial system as follows.

Accounting Supervisor

The Accounting Supervisor is an experienced accountant who provides consult regarding proper maintenance of the books and the Website accounting system. This professional may be a paid independent consultant or a member volunteer with specialized background. The Accounting Supervisor immediately supervises the Office Manager and the Bookkeeper in day-to-day financial transactions. She will periodically request that adjustments be made to the books or the Website accounting system. At month end, she reconciles the Website dues and event registration transactions with the dues and event registration transactions in the books. She produces the monthly and yearly financial reports and subsidiary schedules. She provides schedules that detail financial activities for events. She assists in preparation of the yearly budget. She oversees the preparation of the tax returns by the CPA and other governmental filings. The Accounting Supervisor reports to the Treasurer and the Finance Committee. The Accounting Supervisor typically provides two to three hours per month of service with additional hours needed at year-end.

Office Manager

The Office Manager is responsible for managing membership and event transactions on the Website. She is the point of contact with members and the public related to these transactions. She receives the SDPA Office mail. She is immediately supervised in this work by the Accounting Supervisor but reports generally to the Treasurer and the Finance Committee.

Bookkeeper

The Bookkeeper is responsible for entering all transactions into the books. She manages all bank deposits and all disbursements by cash, check or bank debit card. She reconciles the books with the bank statements. She makes sure that there is proper compliance with related safeguarding procedures related to deposits and disbursements. She maintains the accounting files in the locked safe file cabinet. She is immediately supervised in this work by the Accounting Supervisor but reports generally to the Treasurer and the Finance Committee. The Bookkeeper is a paid independent contractor that provides two to three hours of service per week.

Treasurer

Article V of the Bylaws specifies the duties of the Treasurer. The Treasurer, along with the Finance Committee, ensures that proper procedures are being followed for safeguarding of assets. The Treasurer reviews financial reports and subsidiary schedules produced by the Accounting Supervisor and exercises due diligence in asking questions. The Treasurer makes a monthly financial presentation to the Board. The Treasurer is a signatory on the bank accounts and has read-only administrative access to the Website, the books, and the credit card company. The Treasurer works with the Finance Committee to draft the yearly budget for Board approval. The Treasurer makes a financial presentation to the members at the annual Full Member meeting (State of the Association) once a year.

Finance Committee

Article VI of the Bylaws sets forth the purpose for the Finance Committee and describes its members. The Finance Committee works with the Treasurer to draft the yearly budget for Board approval. The Finance Committee is responsible for overseeing investment of cash reserves.

5.5 FINANCIAL PROCEDURES

Board policy is to maintain the following financial procedures.

Safeguarding of Assets

The foundation for SDPA's policy for safeguarding assets is the division of duties between multiple individuals, the requirement of approval by two Executive Officer signatories for disbursements, and the storing of financial records in a locked safe file cabinet in a locked SDPA Office in a secured building.

Books

The books are maintained solely by the Bookkeeper, however, the Accounting Supervisor and the Executive Officer signatories maintain read-only administrative access to review transactions.

Website

The Website membership management system is maintained solely by the Office Manager and the Accounting Supervisor, however, the Executive Officer signatories maintain read-only access to review transactions.

Credit Card Processing Company Online System

The credit card processing company online system is maintained solely by the Office Manager and the Accounting Supervisor, however, the Executive Officer signatories maintain administrative access to review transactions.

Petty Cash

The petty cash fund is maintained in the locked safe file cabinet. The fund does not exceed $200. It is used by the Office Manager for incidental expenses. The Office Manager provides a receipt to the "Petty Cash" file for any expenditures from petty cash. The fund can be replenished by any of the bank debit cardholders who withdraw cash from the checking account for that purpose. The Bookkeeper periodically records activity in the petty cash fund into the books.

Bank Accounts

The President, President-Elect, Immediate Past President and Treasurer are the authorized signatories on the SDPA bank account. Two signatures are required to sign checks. In addition, the Office Manager, President and Treasurer are provided with bank debit cards to use for SDPA expenditures. Each bank debit card can charge up to a limit of $2,000 per day. The President, Treasurer, Accounting Supervisor and Bookkeeper are authorized for online banking access to check balances and to transfer funds between the two SDPA accounts, checking and savings. No one, including Executive Officer signatories, may transfer funds outside the bank.

At the beginning of each year, the bank requires the Immediate Past President to write a letter (see A.41 Sample Letter to Bank in the Appendices) indicating to the bank who are new signatories for the SDPA accounts and who are outgoing signatories to be removed from the system. The Immediate Past President also indicates who are the individuals to have bank debit cards issued to them for the upcoming year and which bank debit cards should be cancelled. The Immediate Past President also indicates who has authorization for online banking access.

Cash reserves are maintained in an amount equal to at least one year of operating expenses. Cash reserves are invested in an interest bearing savings account. Generally, amounts in the savings account are not used unless needed due to

unforeseen circumstances. At times during the year, when expenses are high for events and the Association is between dues renewal periods, it may be necessary for Executive Officers to transfer funds temporarily from savings to checking to cover the short-fall in the checking. Amounts are returned to reserve when receipts allow. The Finance Committee is responsible for reviewing reserve investments to be sure that a reasonable rate of return is achieved without imprudently locking up funds or exposing SDPA to risk.

Fixed Assets

SDPA maintains fixed assets that support the SDPA Office. These include furniture and equipment. The books reflect the fixed assets and depreciation that has been accumulated to date. Financial report balances for fixed assets tie to the detailed schedule of fixed assets in the tax return for a given year. The tax return fixed asset schedule is used as the subsidiary accounting schedule for fixed assets. A sample fixed asset schedule is included in the OFFICE NOTEBOOK. The Bookkeeper records monthly depreciation in the books that is consistent with that recorded in the tax return.

Liabilities

SDPA operates in cash rather than on credit. Except in extraordinary circumstances, SDPA does not borrow money.

Receipts in Cash

Cash or checks for membership dues and event registrations and also from other sources are sometimes delivered to the SDPA Office or received in the SDPA Office mail. The Office Manager indicates on the check what the check is for (dues, specific events, ads). She records the payment into the Website accounting system settling the payment against the appropriate invoice that was generated when a membership dues, event registration or other transaction took place. She then places the checks in the locked safe file cabinet for the Bookkeeper.

The Bookkeeper stamps the back of the check with the SDPA deposit stamp, prepares the deposit ticket, makes a copy of the deposit ticket and the check for the accounting file “Deposits”, records the deposit in the books and takes the deposit to the bank. She brings the deposit receipt back to the SDPA Office and files it in “Deposits” stapled to the appropriate deposit ticket.

Receipts by Credit Card

SDPA receives most of its revenue through credit cards. When individuals go onto the SDPA Website to pay dues or register for events the transactions are automatically processed by the credit card processing company. Periodically, members or registrants may simply provide credit card information to the SDPA Office for payment. When this happens, the Office Manager completes a credit card charge form (see A.42 Credit Card Charge Form in the Appendices) and records in the Website that the relevant invoice has been paid (“settled”). The Office Manager might also charge the credit card

through the Website for the transaction. If the latter is not the case, the Office Manager puts the credit card charge form in the locked safe file cabinet for the Bookkeeper to charge the payment manually into the credit card processing online system.

The credit card processing company deposits proceeds from credit card transactions directly into the SDPA bank account in batches and charges the SDPA bank account for merchant processing fees. The Bookkeeper records credit card transactions into the books using information from bank statements and from the credit card processing company online system. The Bookkeeper also records the merchant fees charged for the month into the books.

In mid 2019, SDPA changed its credit card processing company to Affinipay, as Wild Apricot now requires users of its member association software to use only Affinipay. Wild Apricot is an independent company from Affinipay but has a relationship with Affinipay and is gearing its software to work best with that particular processing system. As of 2019, Affinipay does not charge more for its merchant fees than other competitors like Stripe, Pay Pal, First Data. SDPA previously used Stripe. The SDPA Stripe online account continues to be active so that previous transactions can be researched if needed. This is possible, as Stripe does not charge a monthly fee to maintain the account. SDPA used First Data prior to Stripe. The First Data account had to be cancelled as that company does charge a monthly fee. Transactions processed through First Data may still be researched by calling the company to request the data. As of 12/31/19, Affinipay does not provide for automatic refunds to credit cards when there are cancellations of dues or event registrations on the Website. Refunds have to be handled manually. Affinipay is promising automatic refund capabilities in the near future.

Receipts at Events

Cash, checks and credit card payments are sometimes received onsite at an event. The Office Manager brings an envelope to the event into which cash, checks and credit card charge forms are placed. The amounts received are listed on an on-site event receipts form (see A.43 On-Site Event Receipts Form in the Appendices) with names of on-site registrants, descriptions of purchase and amounts. In addition, the names of the onsite registrants and amounts received should be recorded into the Website. An Executive Officer signatory should be present at registrations along with the Office Manager for proper security. Both should agree as to the accounting tallies for the onsite registration. After the event, the envelope with the cash/checks/credit card charge forms/on-site event receipts form should be placed in the locked safe file cabinet for deposit preparation and manual entry by the Bookkeeper. The Office Manager should record in the Website event the registrants who actually attended the event. As of 12/31/19, Affinipay does not provide mobile swiping of credit cards for events. However, Affinipay is promising that capability in the near future.

Disbursements Generally

SDPA makes disbursements to pay administrative and program expenses. Some disbursements are to recurring vendors and independent contractors for ongoing services approved by previous Boards. A list of recurring vendors/independent contractors with detail is included in the OFFICE NOTEBOOK. Other disbursements are to non-recurring vendors for expenses included in the Board approved budget or separately authorized by the Board. SDPA reimburses members for expenses incurred for SDPA activities that were previously approved in the budget or by the Board. Most commonly, expenses are paid by checks. Expenses may also be paid for by Executive Officer signatories and the Office Manager using their bank debit cards. Automated clearing house (ACH) processing is used for payrolling expense, telephone invoices and various software program invoices.

Vendor Invoices

The Office Manager receives a vendor invoice in the mail and notes on the invoice the nature of the expense and a description of the proper general ledger account to charge. The Office Manager might also note whether the expense is included in the budget or was separately approved by the Board. The Office Manager then places the vendor invoice in the locked safe file cabinet for the Bookkeeper.

Member Requests for Reimbursement

Members may submit a request for approval of proposed expenses for program activities such as committee events/activities (see A.29 Event/Activity Proposal Form in the Appendices). An Executive Officer signatory may approve the expense as included in the budget or the Board may need to approve separately. Once the event-activity proposal has been approved, the member may make the necessary purchases and submit a request for reimbursement (see A.33 Member Request for Reimbursement Form in the Appendices) for the previously approved expenses. The member request for reimbursement form must be accompanied by receipts.

Board policy is that the Office Manager should not be burdened by the need to advance monies for expenses for reimbursement. The Office Manager is provided with a debit card to use for expenses (see below).

The Office manager receives the member request for reimbursement form and attaches it to the previously approved event/activity proposal and places the packet into the locked safe file cabinet for the Bookkeeper.

Disbursements by Check

The Bookkeeper drafts checks to pay for vendor invoices or member requests for reimbursement. The Bookkeeper notes the check number and date of the check on the invoices or forms indicating “paid”. The Bookkeeper creates a packet of the check, the supporting material, and an envelope for mailing. The Bookkeeper places the packet in a “Checks to be Signed” file in the locked safe file cabinet. Two Executive Officer

signatories must sign the drafted check. The check with envelope is then given to the Officer Manager to mail.

The Bookkeeper records the disbursements into the books and files the paid invoice or member reimbursement form in the proper vendor file in the locked safe file cabinet. Recurring vendor invoices are filed in files for those specific vendors. Non-recurring vendor invoices are filed in a file entitled "Vendors". Paid member reimbursements are filed in a file entitled "Member Reimbursements".

Disbursements by Bank Debit Card

Executive Officer signatories and the Office Manager may make purchases for administrative or program activities online or in stores. Bank debit cards may be used to purchase routine office supplies and food/beverages/supplies for meetings/events that have already been approved in the budget or separately by the Board. However, other purchases by bank debit card require prior approval by e-mail from two other Executive Officer signatories.

The receipt that is generated for the bank debit card transaction (in person or online) should be placed in the "Checks to be Signed" file in the locked safe file cabinet along with a copy of the e-mail(s) from Executive Officer signatories approving the purchase. A note should be made on the receipt indicating the name of the purchaser and describing the proper general ledger account to charge. Executive Officer signatories should indicate on the receipts that the items have been reviewed.

The Bookkeeper records the bank debit card payments into the books and files the receipts with attachments in the file called "Bank Debit Cards" in the locked safe file cabinet.

5.6 GOVERNMENT FILINGS

Federal and State Income Tax Returns

SDPA is required to file tax returns for Federal (IRS Form 990-EZ) and California (FTB Form 199). These tax returns are for Organizations Exempt From Income Tax and are due on May 15th. There is generally no tax due for the Federal return. California charges a small fee (usually $10). Each year the SDPA tax returns are prepared by an independent certified public accountant (CPA). The Accounting Supervisor notifies the CPA that the books are finalized for the year so the CPA can go online and retrieve the information using his special accountant access authorization that is already set up in the online books. The Accounting Supervisor provides the CPA with subsidiary information needed to complete the tax return. A sample tax return and sample tax returns info sheet are included in the OFFICE NOTEBOOK. The Accounting Supervisor reviews the completed tax returns before submitting to the Treasurer for approval to file. A sample tax returns reconciliation is included in the OFFICE NOTEBOOK. The CPA requires that the Immediate Past President sign and return two forms (IRS Form 8879-

EO and FTB Form 8453-EO) authorizing the CPA to electronically file the returns. The CPA files the tax returns electronically and provides SDPA with both a hard copy and a disc copy of the tax returns. SDPA must file FTB Form 3586 Payment Voucher for E-Filed Returns along with a check for $10 made out to FTB. All copies of tax returns are kept in a file "Tax Returns" in the locked safe file cabinet (including for prior years) so they can be easily accessed.

Federal Forms 1099

SDPA is obligated to file IRS Forms 1099 for individuals to whom it has paid in excess of a certain specified amount and that are not otherwise exempt. The Bookkeeper prepares the 1099s based upon information recorded in the books. These forms must be filed with the IRS by January 31st.

California Secretary of State Statement of Information Form SI-100

SDPA is obligated to file Form SI-100 every two years between September and February. This form can be filed online at https://businesssearch.sos.ca.gov/?filing=corp. There is a $20 filing fee that can be paid online using a bank debit card. The Secretary of State sends out a postcard to the SDPA Office as a reminder for filing. A copy of the Form SI-100 is included in the OFFICE NOTEBOOK.

Annual Registration Renewal Fee Report to Attorney General of California Form RRF-1

SDPA is exempt from the need to register with the Attorney General of California.

California Property Tax

SDPA's landlord is obligated to pay property tax assessed on its building. Most of the tenants of the building are exempt from property tax as IRS 501(c)3 charitable entities. Unfortunately, IRS 501(c)6 organizations like SDPA are not exempt. The landlord passes through to SDPA the property tax assessed on the SDPA Office space. Twice a year, the landlord will invoice SDPA for this tax.

5.7 RECORD RETENTION REQUIREMENTS

Per Federal and California law, records must be retained for specific periods of time depending upon the nature of the record. See A.44 Record Retention Requirements prepared by the SDPA attorney in the Appendices.

CHAPTER 6
CONTINUING EDUCATION

6.1 BYLAWS

Article I Section 3 of the Bylaws sets forth the Mission of SDPA to improve or advance the field of psychology and the benefit the public may derive from its work. According to Section 3, one of the explicit means by which SDPA accomplishes its Mission is improving the qualifications and effectiveness of psychologists through education. Article VI of the Bylaws establishes the Continuing Education Committee (CE Committee) as a standing committee for the purpose of managing the process of developing and reviewing continuing education courses to meet the training interests and needs of SDPA members and ensuring compliance with standards associated with SDPA's status as an American Psychological Association (APA) sponsor of continuing education for psychologists. Article VI sets forth rules related to the appointment and qualifications of the chair and members of the CE Committee. CE Committee members must have knowledge and experience reviewing proposals for continuing education courses. Consistent with the Bylaws, the Board establishes the following policies and procedures related to continuing education.

6.2 APA APPROVED SPONSOR OF CONTINUING EDUCATION FOR PSYCHOLOGISTS

Board policy is that SDPA maintain its status as an APA approved sponsor of continuing education for psychologists. To maintain its status, SDPA must submit an application for renewal every five years (see A.58 APA Sponsor Renewal Procedures in the Appendices). In 2019, SDPA was renewed for five years. To maintain its status, SDPA is required to file annual reports (see A.57 APA Annual Report Procedures in the Appendices). To maintain its status, SDPA must follow APA standards (see APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists in the OFFICE NOTEBOOK) in developing, reviewing and presenting its continuing education courses. The material presented below describes how SDPA meets specific APA standards and should be referenced in future applications for APA sponsor renewal.

Standard A: Goals

The goals of SDPA's continuing education program are to provide psychologists and other allied professionals with learning activities that are relevant to the professional practice of psychology; that assist in the development, maintenance, and improvement of clinical and educational competencies; that are based on established scientific evidence and professional knowledge related to relevant legal, statutory, regulatory, and leadership issues.

Standard B: Program Management

Administration of Continuing Education Program

The administrator of SDPA's continuing education program is the chair of the CE Committee. The chair works with the President and the Board to set continuing education goals for the year to meet the training interests and needs of SDPA members. The chair works with and gains the direct input of the CE Committee in all phases and aspects of producing continuing education programs to ensure that courses are developed, reviewed and presented in a manner consistent with APA standards.

The CE Committee develops continuing education courses by soliciting course proposals via the Website, Office E-News and E-Blasts (see A.48 CE Course Proposal Procedures and A.49 CE Course Proposal Form in the Appendices). When a course proposal is submitted, the chair and the President determine whether the proposed course is consistent with approved current year continuing education goals. The CE Committee then reviews and approves the course proposal (see A.50 CE Course Proposal Review Procedures and A.51 CE Course Proposal Review Form in the Appendices). Once a proposed course is approved by CE Committee assigned reviewers, the Board is sent a copy of the approved course proposal (or an abbreviated version). If the Board receives a copy of the CE Committee reviewer approved course proposal in a timely manner, the Board does not need to further approve the course. The Board does retain the right to reject a proposal if the Board has concerns about the propriety of producing that course. It is expected that such rejection will occur only under extraordinary circumstances. After the course is approved, the Events Committee (see Events chapter) administers the course under the management of the CE Committee.

Security of Tests and Proprietary Information

The CE Committee ensures the security of tests and proprietary information included in the presentation of a course. The CE Committee will request information from prospective presenters regarding their use of test materials, test data, and proprietary information as well as their proposed security plans. When necessary, additional staff and instructions to participants are provided to maintain the integrity and security of materials consistent with the Ethics code, relevant laws, and contractual obligations.

Confidentiality of Individuals or Organizations

The CE Committee ensures the confidentiality of individuals and organizations. Course presenters utilizing clinical data (e.g. test data, assessment and treatment data) are required to protect the privacy and confidentiality of the individuals or organizations whose data is shared. This includes requiring the presenter to include only information germane to the purpose of the presentation, to take reasonable steps to disguise the person or organization, or to obtain and provide written consent by the person or organization involved.

Grievance Procedures

The CE Committee provides written procedures for dealing with participant complaints in a reasonable, ethical and timely fashion. Procedures for dealing with participant complaints are included in the Website (see A.45 Continuing Education Content for the Website in the Appendices) and are referred to or linked into promotion and registration materials for a course.

Respect for Diversity

The CE Committee selects presenters and develops program content that respects cultural, individual and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status. SDPA maintains committees whose focuses are on diversity issues. These committees are encouraged to work with the CE Committee, the President and the Board to propose culturally competent educational programming. In addition, the President and Board work to increase recruitment of psychologists from diverse communities into membership and leadership positions in SDPA; to recruit prospective continuing education course presenters from these communities as well as those with education, training and clinical experience working with persons from these diverse communities. SDPA's diversity policy is included in the Website (see A.45 Continuing Education Content for Website).

Accommodations for Disabilities

The CE Committee ensures that all continuing education programs accommodate individuals with disabilities, according to the requirements of the Americans with Disabilities Act (ADA). Particular attention is paid to issues of accessibility, customer service and publicity. Most continuing education programs are presented at the SDPA Office that is located in an ADA compliant building. When larger continuing education events are scheduled, the CE Committee ensures that the venues selected are accommodating as well. Signage is utilized to communicate the locations of accessible parking, toilets and communication resources.

The Website and Course registration and promotion materials clearly state SDPA's commitment to nondiscrimination and accessibility and work to communicate to prospective participants the availability of ADA compliant resources (see A.45 Continuing Education Content for Website and A.46 Continuing Education Content for Registration/Promotion Materials in the Appendices). Course registration materials request specific information regarding accommodations necessary for participants.

The CE Committee prepares all staff and volunteers at the continuing education events to serve individuals with disabilities in a knowledgeable and sensitive manner. This includes respect for autonomy and agency; accommodation for the need for more time to communicate, complete required tasks, and move from one location to the next; and availability of information regarding the location of communication equipment,

accessible bathrooms, and ramps. Program staff members ensure the identification and availability of staff members to handle inquiries and requests related to disability.

Course promotional materials are offered in multiple formats and media (print, internet based, radio or television) to ensure wide dissemination. Print materials are reviewed to increase accessibility for the visually impaired and are also disseminated on internet-based platforms (website, social media) to increase accessibility. When necessary, CE Committee staff members will work with local disability advocacy groups to publicize events to members of the community who may not be reached by traditional media.

Collaboration

Board policy is for SDPA to take advantage of opportunities to collaborate with others in the production of continuing education. There are two ways in which SDPA might collaborate. SDPA may co-sponsor an event (assume joint liability) with another organization. A second way in which SDPA might collaborate is to provide APA sponsored CEs units without co-sponsorship of the event itself. In these cases, language must be included in registration and promotional material for the event making clear SDPA's limited role. SDPA may sometimes purchase a "sponsorship" (e.g. platinum, gold, silver) for an event produced by another organization, however, in these common cases SDPA provides no APA sponsored CEs nor does it assume liability for the event. This latter case does not involve actual collaboration, only support. In all cases in which SDPA provides APA sponsorship of CEs in collaboration, the CE Committee ensures that APA standards are followed in the same manner that it would if SDPA were solely responsible for the continuing education event.

Standard C: Educational Planning and Instructional Methods

Learning Objectives

The CE Committee ensures that CE courses have predetermined learning objectives. Learning objectives clearly define what the participant would know or be able to do as a result of having attended the course. Learning objectives must be stated in measurable terms. The CE Committee follows APA guidelines with respect to the quantity of learning objectives required based upon length of the program:

2-3 Learning Objectives for 1-3 Hours
3-4 Learning Objectives for 3-4 Hours
5-6 Learning Objectives for 7-8 Hours

Instructional Methods

The CE Committee ensures that CE course presenters use instructional methods that actively engage the learner to enhance acquisition of knowledge and, where appropriate, facilitate translation into practice. The CE Committee typically approves CE credit for three instructional methods; stand-alone CE courses, workshops and

conferences. Stand-alone CE courses are typically less than a day in length and are held at the SDPA Office. Workshops are generally a day or less in length and may be held either at the SDPA Office or at another venue such as a commercial conference space or a hotel. Conferences may be one or two days in length and are generally held at a hotel. Conferences typically include more courses (in break out sessions) than workshops and also include more exhibitors.

Presenter Competency

The CE Committee does not require that CE course presenters be psychologists, however, they must demonstrate expertise in the program content and competency to teach the program content at a level that builds upon a completed doctoral program in psychology. Evidence of competency might be demonstrated by doctoral degree in psychology, experience in teaching or research, experience presenting continuing education, clinical experience, teaching reputation and references.

Standard D: Curriculum Content

Types of Content

The CE Committee ensures that CE course content reflects evidence-based information. CE courses must aim to improve service to the public and enhance contributions to the profession. CE courses must present content that meets one of the following criteria:

1.) Content that focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach.

2.) Content that focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education or research.

3.) Content that focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.

Presenter Statements Re CE Course Content

The CE Committee ensures that presenters include statements in their presentations that describe the accuracy and utility of the material presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and most common risks. In the CE course proposal form, the CE Committee asks each presenter to explicitly document in writing these statements in preparation for inclusion during the CE course. The CE Committee lets presenters know that their CE course evaluation

form will ask participants whether or not these statements were included in the CE course.

Content Building on Foundation of Completed Doctoral Program in Psychology

The CE Committee approves only CE courses suitable for a primary audience of psychologists. Members of the CE Committee have completed doctoral programs in psychology and most are or have been directly involved in psychology doctoral programs as regular or adjunct faculty, or program administrators. These members have an active understanding of the contents of a doctoral program and the type of CE course content that would build on that previous education.

Content Relevant to Psychology Practice, Education or Science

The CE Committee asks presenters to demonstrate that CE course content is relevant to psychological practice, education, and/or science. At SDPA, the CE Committee approves CE courses targeted primarily for practicing psychologists. Programs generally fall into one of two broad categories: (1) those that deepen or intensify knowledge and skill in areas of participants' current mastery; and (2) those that focus on specialty areas within the field, thus offering a broadening of knowledge and skills to those who participate.

Conflicts of Interest

The CE Committee is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery and evaluation of continuing education. Potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery or evaluation of continuing education where personal, professional, legal, and financial or other interests could reasonably be expected to impair his or her objectivity, competence or effectiveness. SDPA policy related to conflicts of interest is included in the Website and in registration and promotional materials (see A.45 Continuing Education Content for Website and A.46 Continuing Education Content for Registration/Promotional Materials in the Appendices).

In the CE course proposal form, the CE Committee asks presenters to specify any commercial support or other compensation they expect to receive for presentation of the CE course. Presenters are asked to disclose any other relationships that could be reasonably construed as conflicts of interest related to the CE course presentation.

Because there may be delays in receiving conflict of interest information from presenters, the CE Committee requires that CE course registration materials provide participants with a phone number to call (typically the SDPA Office) to receive information about the existence of conflicts of interest related to presentation of the CE course.

The CE Committee requires presenters to include at the beginning of the CE course presentation (after the title slide and before the content slides) a conflict of interest disclosure slide. This slide may be prepared by the CE Committee describing conflict of interest information disclosed by presenters in their CE course proposal forms. The slide may be a conflict of interest slide standardly used by the presenter to provide information about research funding, authored books, and the like. If the presenter has no information to present related to conflicts of interest, the conflict of interest slide will simply read "No Disclosures".

Standard E: Program Evaluation

The CE Committee provides CE course participants with CE course evaluations following CE course presentation (see A.53 CE Course Evaluation Questions in the Appendices). Participants are asked rather than required to complete CE course evaluation forms. Participants are asked how well each learning objective in the CE course was achieved. Participants are asked about their levels of satisfaction with the overall program and the individual presenter(s). Presenter satisfaction evaluations include presenter's level of knowledge and expertise and teaching ability. Participants are asked how much they learned from the CE course and their sense for how useful the CE course content would be for their practices or other professional development. The CE Committee provides results of CE course evaluations to presenters for feedback. The CE Committee uses the results of CE course evaluations to improve or plan future courses. Results of CE course evaluations are also discussed at Board meetings to assess overall success of the continuing education program.

Standard F: Standards for Awarding Credit

The CE Committee awards participants one CE credit per one hour of instructional time during a CE course. Variable CE credit for partial attendance may not be awarded. For programs that involve a variety of CE courses, CE credit is awarded on a course-by-course basis. The CE Committee provides documentation of CE credits to each CE course participant that includes the APA approval statement, the name, date and location of the activity, the number of CE credits earned and a signature from the President (see A.54 CE Course Certificate Form in the Appendices). The CE Committee maintains records of CE credits awarded to participants for at least three years following CE course presentation so that CE credits can be verified to individuals who request the information.

<u>Attendance Policy</u>

The CE Committee requires CE course participants to sign-in and sign-out of a CE course in order to receive CE credit (see A.52 CE Course Sign In/Out Form in the Appendices). SDPA Policy related to attendance is included in the Website and in registration and promotional materials (see A.45 Continuing Education Content for Website and A.46 Continuing Education Content for Registration/Promotion Materials). CE credit will not

be issued to those that arrive more than ten minutes after the start time or leave prior to sign-out. Sign-in sheets are taken up ten minutes after the start time and replaced for sign-out at the end of the program. This policy is strictly enforced.

Cancellation Policy

The CE Committee provides no refund to a registered participant that is a no-show to a CE course. Any registrant cancelling within 72 hours of a CE course will be refunded 50% of the CE course fee. SDPA Policy related to cancellation is included in the Website and in registration and promotional materials (see A.45 Continuing Education Content for Website and A.46 Continuing Education Content for Registration/Promotion Materials).

Standard G: Promotion and Advertising of Programs

The CE Committee requires that CE course registration and promotional materials contain accurate and complete information for prospective CE course participants. Promotional materials must include learning objectives, target audience, instructional level of activity (introductory, intermediate, or advanced), CE course schedule, CE course fees, presenter credentials (including professional degree and discipline, current professional position, expertise in course content), CE credits offered, and activities within a program that are NOT offered for CE credit. Promotional materials must clearly disclose commercial support and conflicts of interest. If registration and promotion materials fail to provide information above, a means of obtaining this information must be provided (phone number, Website, etc.). Promotion material must include proper language related to APA approval as follows (the APA logo may not be used alone).

San Diego Psychological Association (SDPA) is approved by the American Psychological Association to sponsor continuing education for psychologists. SDPA maintains responsibility for this program and its content.

6.3 CONTINUING EDUCATION ROLES

Board policy related to continuing education is presented below by role.

President

The President is responsible for working with the CE Committee chair to develop and propose continuing education goals for the year. These goals are included in the Strategic Plan that is ultimately approved by the Board. The President recommends themes for workshops and conferences and the Board gives preference to those recommendations in approving these events. The President serves as an ex-officio member of the CE Committee and supports the CE Committee in its role of administering the continuing education program consistent with APA standards. The

President oversees continuing education events to be sure that the events are administered in a manner consistent with the approved event/activity proposals. It is suggested that the President attend all continuing education events and provide introductory remarks where appropriate. The President may act as master of ceremonies for a continuing education event but is not obligated to do so. The President supervises the Office Manager and the Events Committee in their roles in administering continuing education events. The President acts as spokesperson to the public regarding continuing education events and programs.

Board

Under California Nonprofit Mutual Benefit Corporation Law, the Board is responsible for all SDPA activities. Because of this, the Board must approve either explicitly or implicitly the production of CE events (see A.66 Events/Activities Approval Chart). It is important that those involved in the development, review and presentation of CE courses and CE events/activities communicate with the Board as the work progresses. The CE Committee reports to the Board through its liaison the Member-at-Large Continuing Education and the Events Committee reports to the Board through its liaison the Member-at-Large Events. Absent specific Board directives, CE courses and CE events/activities must be produced in a manner consistent with the current Strategic Plan/Budget approved by the Board. The Board sets policy related to CE course honoraria and CE course registration fees (see A.55 CE Course Honoraria and A.56 CE Course Registration Fees in the Appendices).

CE Committee

As discussed above, the CE Committee plays the key role in administering SDPA's continuing education program and in ensuring that APA standards for sponsors of continuing education for psychologists are met (see A.47 CE Committee Description for Website in the Appendices).

Board policy is to maintain in any given year at least five members on the CE Committee including the chair. In appointing the chair and members of the Committee, Board policy is to give preference to recommendations of the Committee. The Board encourages, but does not require, the Member-at-Large Continuing Education to also serve as chair of the CE Committee to facilitate communication between the CE Committee and the Board. Board policy is to allow up to two additional SDPA members to attend CE Committee meetings as non-voting trainees for future CE Committee membership.

The CE Committee is responsible for soliciting, receiving and reviewing CE course proposals. The President in collaboration with the CE Committee chair sets continuing education goals for the year. The CE Committee provides policies and procedures related to continuing education (see A.45 Continuing Education Content for Website in the Appendices). The CE Committee solicits submission of CE course proposals through the continuing education section on the Website, through the Office E-News and

through periodic E-Blasts to members and the community. Members of the CE Committee may also individually solicit CE course proposals from presenters with expertise in areas of current interest, including those with national impact. CE course proposals are most commonly received from SDPA members, SDPA committees or local mental health related professionals.

The CE Committee is responsible for monitoring the presentation of CE courses. At least one CE Committee member must be present at each continuing education event to ensure compliance with APA standards. CE Committee members work with the President to introduce presenters.

Events Committee

SDPA maintains an Events Committee that handles administration for all SDPA events (registrations, publicity, venue, staffing etc.). The Events Committee is managed by the CE Committee and works closely with the Office Manager to carry out its duties. In any given year there may be individual events committees each for the benefit of just one event, such as a workshop, conference or the year-end celebration (see EVENTS chapter).

Office Manager

The Office Manager assists the President and the CE Committee in carrying out their respective roles in developing, reviewing and presenting continuing education at SDPA. The Office Manager works closely with the Events Committee to administer events.

CHAPTER 7
ETHICS AND STANDARDS

7.1 BYLAWS

Article I Section 3 of the Bylaws sets forth the Mission of SDPA to improve or advance the field of psychology and the benefit the public may derive from its work. According to Section 3, one of the explicit means by which SDPA accomplishes its Mission is improving the qualifications and effectiveness of psychologists through high standards of ethics. Article VI of the Bylaws establishes the Ethics and Standards Committee (Ethics Committee) as a standing committee for the purpose of providing consultation, education and peer advocacy to the members of SDPA. The Ethics Committee shall work to protect the interests of the public by enhancing professional knowledge and conduct, promoting public awareness of ethical issues related to psychologists, providing individuals having a complaint with resources and referrals to appropriate regulatory agencies, and making recommendations to the Board regarding professional and ethical issues of general relevance. Article VI sets forth rules related to the appointment and qualifications of the chair and members of the Ethics Committee. This section indicates that Ethics Committee members must be Full Members and have knowledge and experience applying ethical principles. Article VI provides that the terms for Ethics Committee chair and members shall be two years, however, members may be reappointed for additional terms. Consistent with the Bylaws, the Board establishes the following policies and procedures related to ethics and standards.

7.2 ETHICS AND STANDARDS COMMITTEE

Board policy is to maintain in any given year at least five members on the Ethics Committee with eight or more members considered optimal. In appointing the chair and members of the Committee, Board policy is to give preference to recommendations of the Committee. Board policy is to appoint a chair-elect to serve for one year on the Committee prior to serving as chair for two years. Board policy is for no more than three and no less than two members to rotate off the Committee each year to assure continuity of experience. See A.59 Ethics and Standards Committee Description for Website in the Appendices.

In addition to the other committee members, Board policy is to appoint an "associate member" on recommendation of the Committee. The associate member is a psychologist licensed at least two years but no more than five years. The associate member is eligible to be a full member after having served for two years on the Committee or until they have been licensed for five years, whichever comes first. The associate member does not participate in Ethics on Call and does not vote. The associate member will participate in the rotation for taking meeting minutes.

Board policy for appointment of new Committee members is as follows. Committee members create a list of nominates that is distributed to all Committee members. Committee members review the list for any possible conflicts of interest. If any member perceives a legal, ethical or clinical conflict they may veto the nomination without providing further explanation. The veto process remains confidential. The list of nominees is then submitted to the Board. The Board appoints the nominees recommended by the Committee subject only to its further review for legal, ethical or clinical conflict.

Board policy is that the Committee will meet monthly to conduct its business. At the discretion of the chair, conference call or electronic meetings may be held in between regular meetings for matters requiring urgency. For the latter, normal meeting rules must be met. At the discretion of the majority of the members, the December meeting may be eliminated. Members are expected to miss no more than two scheduled meetings per year and to inform the chair of any anticipated absences. The chair may remove any member unable to fulfill this requirement.

A quorum is necessary for voting at a meeting. The chair votes only to break a tie but is included in the quorum count. In the case of an urgent matter between meetings, the chair may call for a vote by e-mail, provided the vote to approve is unanimous and the members are given at least 48 hours to vote. The chair will retain hard copies of any votes by e-mail and any motions approved will be reflected in the minutes for the next meeting. Votes by e-mail must be conducted in a manner that ensures confidentiality.

Committee members will abstain from voting whenever there is a potential or existing conflict of interest. The member will disclose having a conflict of interest and the nature of the conflict, unless this would entail a breach of confidentiality or other legal or ethical violation. The member remains eligible to participate in any discussion prior to a vote.

7.3 ETHICS ON CALL

Board policy is for the Ethics Committee to offer ethics consultation in the form of Ethics on Call. The service is provided only to Full Members Licensed or Graduate Student Members. Others are referred to appropriate sources for ethics consultation. Information about Ethics on Call is included on the Website under the Members section that requires login (see A.60 Ethics on Call Content for Website in the Appendices). Information about Ethics on Call is included in the Office E-News (see A.61 Ethics on Call Content for the Office E-News). The Committee offers ethics consultation that is educational and collegial only. The Ethics Committee is not responsible for providing clinical or legal consultation, nor is it responsible for investigating complaints or filing complaints based upon information received.

At the beginning of the year, Committee members sign up to be either secretary or person on call for each month of the year. The chair does not have responsibility to fill a position. If a member is unable to fulfill the duty in a given month, the member must find a replacement and communicate the change(s) to the chair.

Secretary

The secretary is responsible for presenting minutes for approval that includes Committee proceedings, motions and decisions from the previous month. In addition, the secretary presents a summary of Ethics on Call activity from the previous month for discussion and records Committee proceedings, motions and decisions for the current month. The summary of Ethics on Call activity does not include identifying information so that caller confidentiality can be respected.

Person on Call

The person on call is responsible for answering calls by the end of the next business day. The person on call clarifies the issues, provides information and consultation where appropriate and, based upon established APA guidelines, provides appropriate procedural steps regarding ethical issues, identifies potential clinical and legal issues and provides resources as needed. When the person on call needs to find further information or conduct research regarding an issue they follow up with the caller in a timely manner. The person on call will refer questions outside their area of competence to the appropriate source or will bring the inquiry to the attention of the Committee for further discussion. The person on call during a previous month will report on calls received that month to the secretary for the current monthly meeting. Any recommendations of the Committee will be made by that person on call to the caller.

7.4 MINUTES AND RECORDS

All Committee topics, motions and decisions are reflected in the minutes that are available to the SDPA membership. Personal commentary is not included in the minutes nor is identifying information re callers, clients and organizations with respect to issues brought forth to the person on call or the overall Committee. Board policy is that all meeting minutes will be retained for a period of not less than seven years. The minutes will be kept in the locked safe file in the SDPA Office. Only the chair, the President, and the Office Manager will have access to the records. Board policy is to not retain original notes taken by Ethics on Call psychologists.

7.5 CONFIDENTIALITY

It is the responsibility of Committee members to maintain confidentiality regarding the identities of member callers, clients and organizations with respect to issues brought forth to the person on call or the overall Committee. In addition, the statements, opinions and individual votes of the Committee members shall remain confidential.

7.6 EDUCATION IN ETHICS

It is the responsibility of the Committee to produce education in ethics. The Committee maintains its Committee information section on the Website (see A.59 Ethics and Standards Committee Description for Website in the Appendices) and also an Ethics on Call section on the Website that describes its services to members (see A.60 Ethics on Call Content for Website in the Appendices). The Committee may periodically provide an ethics update to the Board at a Board meeting. The Committee may publish articles in The San Diego Psychologist. The Committee may include ethics education material in the Committee Update section of the Office E-News. The Committee may produce committee events/activities at which current topics in ethics are discussed. The Committee may produce stand-alone courses or include courses at a workshop or conference. If APA sponsored CEs are offered, the Committee will follow continuing education course procedures (see CONTINUING EDUCATION chapter).

CHAPTER 8
COMMUNICATIONS

8.1 BYLAWS

The Bylaws do not specifically set forth rules related to communications, however communications are fundamental to carrying out SDPA's Mission. Consistent with the Bylaws, the Board establishes the following polices and procedures related to communications.

8.2 COMMUNICATIONS

SDPA communicates with its membership and the community in a number of ways. SDPA maintains a Website. SDPA publishes the Office E-News that is the regular communication of information to the membership. Periodically E-Blasts are published to members and/or the community with information related to important SDPA events/activities. SDPA publishes The San Diego Psychologist that is the official newsletter for the Association available to members and the community. SDPA maintains social media presence.

8.3 WEBSITE

Board policy is that SDPA maintain a Website to provide information to members and the community about SDPA and its events/activities. The Website is managed on a day-to-day basis by the Office Manager with direct oversight by the President. The Office Manager is assisted by the Web Manager who provides technical oversight and support. Information related to the membership management software program and technical support for this software is included in the OFFICE NOTEBOOK. Instructions related to use of the membership management software program is included in the COMPUTER NOTEBOOK. The Board establishes policy related to the content on the Website (see A.63 Website Content in the Appendices).

8.4 OFFICE E-NEWS

Board policy is for SDPA to publish an Office E-News that regularly provides information for members. The Office E-News should be published no less often than once a month and may be published as often as weekly if time and resources are available. The Office E-News is administered by the Office Manager under the direction of the President. The Office E-News importantly includes President Messages to the membership. The Office E-News communicates key Board decisions and committee updates. The Board establishes policy related to the content in the Office E-News (see A.64 Office E-News Content in the Appendices).

8.5 E-BLASTS

Board policy is for SDPA to periodically issue E-Blasts to advise members and the community of SDPA activities or other important information. E-Blasts are used to market SDPA events but not community events. E-Blasts are used to notify members of important administrative matters such as Board elections. E-Blasts may be used to disseminate information from CPA to our members and community.

8.6 SOCIAL MEDIA

Board policy is for SDPA is to publish its Website information on SDPA social media accounts as resources and opportunities permit.

8.7 THE SAN DIEGO PSYCHOLOGIST

The San Diego Psychologist is the official SDPA newsletter published quarterly by digital means to both SDPA members and the community. Each quarterly issue compiles professional articles on a particular theme. Themes are often developed to coincide with content presented at SDPA continuing education events. Board policy is to make available past digital issues of The San Diego Psychologist through a link in the online newsletter. The San Diego Psychologist Committee manages the publication of the newsletter. For many years, The San Diego Psychologist was published in hard copy. Prior issues are maintained in the SDPA Office.

8.8 ADVERTISING

Board policy is for SDPA to offer advertising on the Website and in SDPA communications. SDPA offers classified ads to members and non-members. Classified ads are published through a banner on the front page of the Website and a link in the Office E-News. Fees for classified ads are based upon member status and length of publication. Members and non-members may purchase ads to be published on the front page of the Website and in the Office E-News. Fees for ads are based upon member status and length of publication. Featured Partners, individuals and organizations that exhibit at SDPA events, are entitled to ads that are published on the front page of the Website, in the Office E-News and also in event registration and promotional material. The Board establishes advertising fees (see A.65 Advertising Fees in Appendices).

CHAPTER 9
EVENTS

9.1 BYLAWS

Article I Section 3 of the Bylaws sets forth the Mission of SDPA to improve or advance the field of psychology and the benefit the public may derive from its work. According to Section 3, SDPA accomplishes its Mission by…improving the qualifications and effectiveness of psychologists through education…increasing and promoting psychological knowledge through meetings…and fostering a professional community through networking. Article IV Section 13 of the Bylaws requires that all contracts entered into on behalf of SDPA (other than those for routine office services) must be authorized in advance by the Board. Article VI Section 2 of the Bylaws allows the Board to create operating committees as necessary to carry out the program activities for SDPA. Consistent with the Bylaws, the Board establishes the following polices and procedures related to events.

9.2 EVENTS

Board policy is for SDPA to produce the following types of events to carry out its Mission.

Committee Events

Committee events are produced by committees to carry out their established purposes. Committee chairs are assisted by the Office Manager in administering the events. See the COMMITTEES chapter for more details. Committee events may be held at the SDPA Office or at a commercial venue.

Networking Events

Board policy is that SDPA hold at least one mid-year networking event per year. The event is typically held in the spring or summer. Networking events are developed by the President and administered by the Events Committee with the assistance of the Office Manager. The venue for the event may be a commercial establishment that provides food and beverages, however, another venue might be used with food and beverages handled by a caterer. The event might have a theme. Board policy is that networking events should be offered as a benefit for members who may each bring a guest. Board policy is to charge minimal registration fees with minimal profit budgeted for the event. Board policy advises against free registration for networking events. Past experience shows that this tends to result in either individuals registering but not showing up for the event or individuals showing up without registering. This result can cause problems for the Association in ordering food, beverages or supplies.

Year-End Celebration

Board policy is for SDPA to hold a year-end celebration. The year-end celebration is developed by the President and administered by the Events Committee with the assistance of the Office Manager. The primary purpose of this event is to celebrate the achievements of the outgoing Board and committee chairs, to present the incoming Board and committee chairs and to present SDPA Awards (see AWARDS chapter). Another purpose is for members to enjoy a holiday time party for networking. The venue for the event may be a commercial establishment that provides food and beverages, however, another venue might be used with food and beverages handled by a caterer. The event might have a theme. The Board encourages entertainment and dancing. Board policy is that the event be free for Board members, committee chairs and Award recipients. Guests of Board members and committee chairs are charged registration fees, however, fees for guests of Award recipients are complimentary. Beverages and parking fees may be complimentary at the Board's discretion.

Programs are typically produced for the event that provide the agenda for the evening, messages from outgoing and incoming Presidents, lists of outgoing and incoming Board members and committee chairs, lists of activities held during the year, and information about Award recipients. Award recipients receive trophies. In the Board's discretion, Board members and committee chairs may receive gifts or certificates.

Continuing Education Events

Board policy is that SDPA continuing education events are developed by the CE Committee in coordination with the President and are administered by the Events Committee with the assistance of the Office Manager. The CE Committee oversees the work of the Events Committee to be sure that continuing education courses are produced according to APA Standards. SDPA produces three types of continuing education events. Stand-alone CE courses are typically less than a day in length and are held at the SDPA Office. Workshops are generally a day or less in length and may be held either at the SDPA Office or at another venue such as a commercial conference space or a hotel. Conferences may be one or two days in length and are generally held at a hotel. See CONTINUING EDUCATION chapter for more detail.

Collaborative Events

Board policy is that SDPA may collaborate with other professional organizations to produce events for the purposes of networking, community information or continuing education. See the CONTINUING EDUCATION chapter for information on SDPA collaboration regarding continuing education events. An example of the latter is SDPA participation in the Critical Issues in Child and Adolescent Mental Health Conference (CICAMH). See information about SDPA's collaboration with CICAMH in the About Us/History section of the Website. SDPA sometimes collaborates with California Marriage and Family Therapists (CAMFT) for networking activities.

9.3 EVENTS COMMITTEE

The purpose of the Events Committee is to administer SDPA events. In any given year, the Events Committee may be divided into separate committees that administer single events. Most commonly, separate committees are employed to administer workshops, networking events, conferences and year-end celebration. The Office Manager manages the event registration process and carries out the plan for promoting the event. The Office Manager maintains detailed checklists for administering different types of events in the OFFICE NOTEBOOK and also copies of prior year programs and other promotional material to be of assistance.

Administration of an event by the Events Committee involves generally the tasks listed below.

Locate venue
Contract with venue (food, beverages, table set up, audiovisual, parking, music, dancing)
Contract with audiovisual company
Contract with entertainment
Develop plan for promoting event
Solicit exhibitors for event
Assist exhibitors at event
Maintain communication with speakers before event
Assist speakers at event
Maintain communication with award recipients before event
Assist award recipients at event
Order trophies for award recipients
Produce program
Produce program folder with handouts
Organize volunteers to staff event
Organize registration tables
Organize sign in/out tables
Organize signage for event
Organize SDPA table with poster, souvenirs and brochures

9.4 BOARD APPROVAL AND CONTRACTS

Board policy is that all events/activities must be approved by the Board either explicitly or implicitly (see A.66 Events/Activities Approval Chart). In the case of committee events (both CE and non-CE) and stand-alone CE courses, the President may approve an event/activity proposal so long as the proposal does not provide for a loss in excess of that included in the yearly Budget and provided the President sends a copy of the President approved event/activity proposal to the Board prior to the date of the event. All other event/activity proposals must be explicitly approved by the Board. For all CE

events/activities, in addition, the Board must receive copies of CE Committee reviewer approved CE course proposals prior to the event. The Board retains the right to reject a President approved event/activity proposal or a CE Committee reviewer approved CE course proposal, however, it is expected that such rejections would occur only under extraordinary circumstances. Administration of events often requires that SDPA enter into contracts with collaborative organizations or with vendors/independent contractors for services. The Bylaws require that all contracts obligating SDPA (other than routine office service contracts) be authorized in advance by the Board. Board policy is that contracts obligating SDPA must be signed by either the President or the Treasurer.

9.5 CALENDAR OF EVENTS

Board policy is to include on the Website a calendar of events. This calendar includes all SDPA produced events such as committee events, networking events, and continuing education events. Board policy is to include Board meetings in the calendar and, if specifically requested by a committee, to include committee meetings in the calendar. Board policy is to list community events in the calendar if the organization producing the event is a nonprofit organization related to psychology, an educational institution or if the producer of the event is an SDPA member. Community events are never labeled “SDPA” on the Website as SDPA has not assumed liability for these events. This is true even if SDPA has provided APA sponsored CEs for the event.

CHAPTER 10
AWARDS

10.1 BYLAWS

Article IV Section 14 of the Bylaws provides for the presentation each year of five standing awards to worthy individuals. These awards are Distinguished Contribution to Psychology Award, Legislative Award, Media Award, Local Hero Award, and Fellow Award. More than one individual may receive a particular standing award. Section 14 also provides that the Board in its discretion may create and approve the presentation of other awards. Section 14 provides that the Board receives and approves nominees for the Distinguished Contribution to Psychology Award. In the case of the Legislative Award, the Media Award, the Local Hero Award, and the Fellow Award, the Board certifies nominees presented to the Board by committees specifically charged with selection of nominees for these awards. Article VI Section 1 C. of the Bylaws provides that the Nominations, Elections and Awards Committee shall manage the processes of nominations and presentations of awards and sets forth rules related to the appointment and qualifications of the chair and members of that Committee. Consistent with the Bylaws, the Board establishes the following policies and procedures related to awards.

10.2 DISTINGUISHED CONTRIBUTION TO PSYCHOLOGY AWARD

The Distinguished Contribution to Psychology Award is presented to an individual who has made a profound contribution to the field of psychology and who has dedicated a significant portion of time and energy to helping others. Considerations for this award would be given for pioneering efforts, sustained and exemplary service, or leadership in the field in other important ways. Primary consideration is given to candidates whose efforts served the San Diego community, in particular.

The Nominations, Elections and Awards Committee receives nominations for this award from the membership and verifies the qualifications of these nominees. The Nominations, Elections and Awards Committee presents the nominees to the Board that selects the award recipient(s).

10.3 LEGISLATIVE AWARD

The Legislative Award honors a lawmaker or other individual who demonstrates through legislative activities the importance of psychology in improving quality of life and whose advocacy efforts have been on behalf of mental health and psychology. This award is intended to honor an individual or legislator on the state, county or

federal level, that has impacted the lives of Californians through either authoring or actively promoting legislation that advances or protects the field of psychology.

The Nominations, Elections and Awards Committee receives nominations for this award from the Government Affairs Committee (GAC) and verifies the qualifications of these nominees. The GAC Committee may solicit nominations for this award from the membership. The Nominations, Elections and Awards Committee presents the nominees to the Board that certifies the selection of the award recipient(s).

10.4 MEDIA AWARD

The Media Award is presented to a member of the San Diego media who has made a significant contribution to the mental health community in the past year, as a result of their coverage of psychological and/or mental health issues.

The Nominations, Elections and Awards Committee receives nominations for this award from the Public Education Media (PEM) Committee and verifies the qualifications of these nominees. The PEM Committee may solicit nominations for this award from the membership. The Nominations, Elections and Awards Committee presents the nominees to the Board that certifies the selection of the award recipient(s).

10.5 LOCAL HERO AWARD

The Local Hero Award is given to a lay person (i.e. a non-psychologist) in the San Diego community who selflessly provides the community with the idealism and care needed to rekindle hope in today's world. The Local Hero embodies the principles of service, community empowerment, humility, humor and a pioneering inspiration for moving some local problem to an exciting new clarification if not resolution.

The Nominations, Elections and Awards Committee receives nominations for this award from the Men's Issues Committee (MIC) and verifies the qualifications of these nominees. The MIC Committee may solicit nominations for this award from the membership. The Nominations, Elections and Awards Committee presents the nominees to the Board that certifies the selection of the award recipient(s).

10.6 FELLOW AWARD

The Fellow Award is the highest level of membership in SDPA. A Fellow is a psychologist who can serve as a model to others. To meet the criteria of Fellow, a psychologist must excel in one of the following areas or a combination of those areas: exceptional service to a community (this could include service on Boards, developing community programs, helping shape policy, or being influential in some recognizable way); making a significant contribution to the profession of psychology (this could

include outstanding performance in teaching, research, or writing); making a contribution to the local, state or national psychological associations (this could include filling leadership positions, creating programs, or being influential in some recognizable way).

The Nominations, Elections and Awards Committee receives nominations for this award from the Fellows Committee and verifies the qualifications of these nominees. The Nominations, Elections and Awards Committee presents the nominees to the Board that certifies the selection of the award recipient(s).

10.7 PRESIDENT'S AWARD

The President's Award allows the current year's President to honor a member who has made an especially great contribution to SDPA during the current year. This award was first approved by the Board in 2018.

The President's Award is presented at the President's discretion and does not require management by the Nominations, Elections and Awards Committee nor does it require Board approval. It is anticipated that the President's decision will be made at the end of the year after other award nominations have been received by the Nominations, Elections and Awards Committee and approved/certified by the Board.

10.8 NOMINATION AND PRESENTATION OF AWARDS

Board policy is for the Nominations, Elections and Awards Committee to solicit nominations for awards via Office E-News or E-Blast in August. Nominations for awards must be submitted to the Nominations, Elections and Awards Committee by the membership or by the committees by the end of September. The Nominations, Elections and Awards Committee verifies the qualifications of nominees as appropriate and presents the nominees to the Board at their October meeting for selection or certification. Award recipients are then notified of the awards and are invited to attend the year-end celebratory party in December for presentation. The Nominations, Elections and Awards Committee purchases trophies and manages the presentation of awards at the event.

CHAPTER 11
OFFICE

11.1 BYLAWS

Article I Section 1 of the Bylaws requires that the principal office of SDPA be located in the County of San Diego, California. Section 1 sets forth rules related to change in the location of the SDPA Office. Consistent with the Bylaws, the Board establishes the following polices and procedures related to the SDPA Office.

11.2 SDPA OFFICE

4699 Murphy Canyon Road, Suite 105
San Diego, CA 92123
Office (858) 277-1463
Fax (858) 277-1402
E-mail sdpa@sdpsych.org
Web www.sdpsych.org

11.3 HOURS OF OPERATION

Board Policy is that the hours of operations for the SDPA Office are as follows:

Monday	9:00 AM to 3:00 PM
Tuesday	9:00 AM to 3:00 PM
Wednesday	Closed
Thursday	9:00 AM to 3:00 PM
Friday	9:00 AM to 3:00 PM

11.4 OFFICE LEASE

Board policy is that SDPA will rent office space for its operations and that it will commit to lease agreements for terms no longer than one year. A copy of the current lease and information related to the building landlord is kept in the OFFICE NOTEBOOK. This information includes procedures related to building hours and procedures for building access and for reservations of conference room space. This information includes procedures for delivery of mail and packages.

11.5 OFFICE SECURITY

Board policy is to provide keys for access to the building and the SDPA Office to the President, President-Elect, Immediate Past President, Treasurer, and the Office

Manager. Board policy is to maintain a locked safe file cabinet in the SDPA Office. This locked safe file cabinet contains important documents such as current accounting files, petty cash, confidential information and records that need to be retained. Board policy is that individuals with keys to the SDPA Office have access to the locked safe file cabinet. Building maintenance has access to the SDPA Office but not to the locked safe file cabinet.

11.6 OFFICE FURNITURE AND EQUIPMENT

Board policy is to maintain furniture and equipment in the SDPA Office necessary for its operation. Board policy is to maintain telephone services and computer services as needed. Information related to office furniture and equipment is located in the OFFICE NOTEBOOK.

11.7 OFFICE MANAGER

Board policy is for SDPA to use the services of an Office Manager on a part or full time basis to manage SDPA Office operations. Board policy is that SDPA will work with a payrolling company for the Office Manager so that SDPA will not act as employer. Copies of the payrolling company contract, payrolling company employee packet, details related to Office Manager terms, hourly rate, and duties and responsibilities are kept in the OFFICE NOTEBOOK.

Board policy is to review the performance and hourly rate of the Office Manager at the December Board meeting. Board policy is to approve an increase in hourly rate based upon performance. Board policy is to approve a year-end bonus based upon performance. The Board may prescribe percentage limits for increases in hourly rate and bonuses.

11.8 INDEPENDENT CONTRACTORS

Board policy is for SDPA to use independent contractors as needed for SDPA Office operations. Examples of independent contractors are Bookkeeper, Accounting Supervisor, Web Manager, Attorney, and Certified Public Accountant. For more information related to the roles played by these contracted individuals, see the FINANCIAL chapter. Details related to the services provided by these individuals and their duties and responsibilities are kept in the OFFICE NOTEBOOK.

11.9 OFFICE REFERRALS

Board policy is that SDPA does not provide psychological advice nor does it provide referrals for psychological services. The Office Manager should respond to these requests by directing callers to the Find a Psychologist directory on the Website. The

Find a Psychologist directory is a list of all SDPA Full Members Licensed that includes verbiage limiting the liability of SDPA relative to the directory.

Board policy is that SDPA does not provide legal advice. Board policy is to provide one free consultation with an attorney as a benefit for some levels of SDPA membership. The Office Manager should provide callers with information related to the benefit of free consultation and contact information for the SDPA attorney. Information related to the attorney is included on the Website in the Members section under Governance. Information about the Attorney including a copy of the attorney contract is kept in the OFFICE NOTEBOOK.

Board policy is that SDPA does not provide callers with advice regarding professional ethics for psychologists. Board policy is to provide free ethics consultation as a benefit for some levels of SDPA membership. This service is provided through Ethics on Call. The Office Manager should provide member callers with information related to the benefit of free ethics consultation and the contact information for Ethics on Call. The master list of current year Ethics on Call psychologists is kept in the OFFICE NOTEBOOK.

11.10 OFFICE TELEPHONE GREETING MESSAGES

Board policy is that office telephone greeting messages should be as follows:

Regular Message

Thank you for calling the San Diego Psychological Association. We are unavailable at the moment so please leave us a message. You may also leave us a message by e-mail at sdpa@sdpsych.org. Our normal business hours are Monday, Tuesday, Thursday and Friday from 9:00 AM to 3:00 PM. We are closed on Wednesdays. Please note that this office does not provide referrals, so if you are looking for a psychologist, please go to the Find a Psychologist feature on our Website. If this is a mental health emergency and you need to speak with someone as soon as possible, please call the San Diego Access and Crisis Line at (888) 724-7240. If you would like to leave us a message, please do so after the tone and we will return your call as soon as possible. Please speak slowly and repeat your contact number. Thank you.

Office Manager Vacation Message

Thank you for calling the San Diego Psychological Association. We will be out of the office from _____ through _____ and will return on _____. Our normal business hours are Monday, Tuesday, Thursday and Friday from 9:00 AM to 3:00 PM. We are closed on Wednesdays. Please note that this office does not provide referrals, so if you are looking for a psychologist, please go to the Find a Psychologist feature on our Website. If this is a mental health emergency and you need to speak with someone as soon as possible, please call the San Diego Access and Crisis Line at (888) 724-7240. If you would like to leave us a message, please do so after the tone

and we will return your call as soon as possible. Please speak slowly and repeat your contact number. Thank you.

11.11 FORMS

The SDPA Office makes use of many forms for operations. Forms and sample completed forms are included in these policies and procedures that should be used as guidelines for forms created for actual use. Forms created must include at a minimum the substantive information included in the policies and procedures forms but may include additional features for aesthetic purposes or for administrative convenience.

11.12 LOCKED SAFE FILE CABINET

Board policy is for the SDPA Office to include a locked safe file cabinet for the purpose of securing sensitive information. At a minimum the locked safe file cabinet should contain the following items.

Petty Cash
Stamps
Check Register
Deposit Tickets
Bank Deposit Stamp
Accounting Files (All Years)
Ethics and Standards Committee Minutes (All Years)
Committee Minutes
Office Notebook
Computer Notebook
Tax Return CDs (All Years)
Software Discs
Computer Backup Discs (All Years)
Office Staff Records (All Years)

11.13 OFFICE NOTEBOOK

Board policy is for an office notebook to be kept that contains important information related to SDPA operations. The office notebook should be kept in the locked safe file cabinet as it contains some information that is sensitive, confidential or related to security. At a minimum, the office notebook should contain the items listed below.

Office Calendar
Building Access
Mail
Office Security
Conference Room Reservations

Office Lease/Property Tax
Copying
Telephone
AT&T Contract
Banking Information
Office Furniture and Equipment Inventory
Recurring Vendors/Independent Contractors
Events Checklists
Executive Officer Checklists
Office Manager Personal Info/Terms and Hourly Rates
Office Manager Duties and Responsibilities
Payrolling Company Contract
Payrolling Company Employee Packet
Payrolling Procedures
Bookkeeper Personal Info/Terms and Hourly Rates
Bookkeeper Duties and Responsibilities
Accounting Supervisor Personal Info/Terms and Hourly Rates
Accounting Supervisor Duties and Responsibilities
Web Manager Personal Info/Terms and Hourly Rates
Web Manager Duties and Responsibilities
Attorney Contact Info/Terms and Hourly Rates
Attorney Contract
Directors & Officers Insurance Policy
Office Liability Policy
Tax Return – Most Recent
Sample Tax Return Info Sheet for CPA
Sample SI-100
Sample 1099s
CESA OAS Annual Report Instructions
CESA OAS Application Pre-Check List
APA Sponsors Policies and Procedures
APA Sponsors Standards and Criteria

11.14 COMPUTER NOTEBOOK

Board policy is for a computer notebook to be kept that contains important instructions related to computer software use and equipment maintenance. The computer notebook should be kept in the locked safe file cabinet as it contains some information that is sensitive, confidential or related to security. At a minimum the computer notebook should contain instructions for the following computer processes listed below.

Computer User/Passwords
Credit Card Company Charges/Refunds

SDPA Brochure
SDPA Poster
New Memberships
Membership Cancellations
Membership Renewals
Event Registrations
Event Cancellations
Events Calendar
Board Elections
Office E-News
E-Blasts
The San Diego Psychologist
Website Content
APA Annual Report
APA Sponsorship Renewal
Backup Drive

11.15 OFFICE CALENDAR OF EVENTS

The SDPA Office maintains an office calendar to assist Executive Officers and the Office Manager to organize the administrative tasks needed for SDPA operations. The office calendar is included in the office notebook.

CHAPTER 12
CALIFORNIA PSYCHOLOGICAL ASSOCIATION

12.1 BYLAWS

Article I Section 2 provides that SDPA shall operate as a chapter of the California Psychological Association (CPA). Consistent with the Bylaws, the Board establishes the following policies and procedures related to CPA.

12.2 CALIFORNIA PSYCHOLOGICAL ASSOCIATION (CPA) BYLAW PROVISIONS

CPA Bylaws (adopted October 2017) currently set forth the following requirements for Chapters:

- Chapters must submit in writing annually for CPA Board approval a statement of programs and goals that are consistent with CPA's Mission, a budget, a current membership roster, and a roster of duly elected officers and Board members.

- Chapters must encourage membership in CPA.

- Chapters must submit to the CPA Board for approval any amendments to the Chapter Bylaws prior to their ratification.

- Chapters must refer individuals having ethical complaints against any Chapter member or members to the APA Ethics Committee or to the appropriate regulatory agency.

- Chapters must comply with all other requirements that the CPA Board may choose to adopt as part of the policies and procedures of the organization.

In January and in June each year, CPA staff members send to the SDPA Office requests for the reports that include information required above.

12.3 THE CALIFORNIA PSYCHOLOGIST

The California Psychologist magazine currently includes a section entitled Chapter and Verse that provides an opportunity for Chapters to report a 125-word summary of current activities. The California Psychologist is published four times per year. CPA staff members notify Chapters of deadlines for submission of summaries for each issue.

12.4 CPA-PAC

California Psychological Association – Political Action Committee (CPA-PAC) was formed to encourage psychologists and others to take an active and effective role in government affairs in California. CPA-PAC supports candidates for election to political offices, ballot measures, and petition circulation drives that are consistent with the philosophies and interests of advancing, promoting and protecting the interests of psychology as a profession and the psychological well-being of the citizens of the state.

Each year, in conjunction with its annual convention, CPA holds a formal fundraising dinner for the CPA-PAC. Each year, SDPA members are solicited for contributions to CPA-PAC and for participation in the CPA-PAC fundraising dinner. SDPA solicits contributions to CPA-PAC on its Website.

12.5 CPA CONVENTION

CPA holds an annual convention. CPA requests that Chapters make a contribution to the convention (SDPA contributed $1,000 in 2019). The venue for the convention may be in Sacramento or it may be in a city near a Chapter. When the latter happens, CPA asks that the nearby Chapter act as Host Chapter for the event. This role may involve hosting a welcome party and/or participating in other events associated with the convention. It may involve helping to solicit registrations for the event locally. It may involve becoming an official "sponsor" of the event for a fee and setting up a booth. The host chapter typically provides a tourist booth for participants.

SDPA was Host Chapter for the 2018 CPA Convention in San Diego. That year, SDPA was a platinum sponsor for $3,000 and had a booth with a tourist table for participants. SDPA hosted a Welcome Cocktail Party, a President's Party and participated with a table at a Chapter Breakfast.

12.6 CPA LEADERSHIP AND ADVOCACY CONFERENCE (LAC) AND LOBBY DAY

In March each year, CPA holds its Leadership and Advocacy Conference (LAC) and Lobby Day in Sacramento that trains psychologists and graduate students in the elements of CPA's advocacy program and culminates in a day of lobbying for CPA's advocacy agenda with legislators at the state capitol. Each Chapter sends its President and Local Advocacy Network Representative (LAN REP) to the conference. CPA covers the conference fee, food during the meeting day and partial lodging expenses for the two individuals from each Chapter. Other individuals may attend Lobby Day but must pay a conference fee and are responsible for their own lodging and expenses. In addition to advocacy training, Chapter presidents receive training in how to be president of their Chapter.

12.7 LOCAL ADVOCACY NETWORK REPRESENTATIVE (LAN REP)

Every Chapter appoints a representative to CPA's Local Advocacy Network. These individuals are responsible for communicating CPA's governmental affairs efforts to their Chapters and bringing their members' concerns to the statewide organization. At SDPA, the Government Affairs Committee (GAC) manages the appointment of SDPA's CPA LAN REP and the involvement of SDPA in CPA's advocacy efforts. SDPA Board Member-at-Large Government Affairs typically reports CPA advocacy activity to the Board.

12.8 CPA AWARDS

CPA presents a number of awards that include CPA Award for Outstanding Chapter and CPA Award for Outstanding Newsletter. To be considered for these awards, Chapters must submit an application in January for the preceding year activities. The awards are presented at the CPA annual convention following application. Trophies are presented to winning Chapters. SDPA has won the CPA Award for Outstanding Chapter many times over the years with the last presented to SDPA at the 2017 convention for the 2016 year. Trophies are kept in the SDPA Office.

APPENDICES

MEMBERSHIP LEVELS AND DUES SCHEDULE

FULL MEMBER
Full Members shall hold a doctoral degree in psychology (SDPA Bylaws Article II, Section 2A).

FULL MEMBER LICENSED $240
Full Members Licensed shall hold a doctoral degree in psychology and be actively licensed to practice psychology in the state of CA.

FULL MEMBER LICENSED 1-2 YEARS $120
Full Members Licensed 1-2 Years shall hold a doctoral degree in psychology and have been actively licensed to practice psychology in the state of CA for less than two years.

FULL MEMBER LICENSED 3-4 YEARS $180
Full Members Licensed 3-4 Years shall hold a doctoral degree in psychology and have been actively licensed to practice psychology in the state of CA for more than two years and less than four years.

FULL MEMBER LICENSED AGED 70 $100
Full Members Licensed Aged 70 shall hold a doctoral degree in psychology, be actively licensed to practice psychology in the state of CA and be aged 70 or older.

FULL MEMBER NON-LICENSED/RETIRED $100
Full Members Non-Licensed/Retired shall hold a doctoral degree in psychology and be non-licensed or inactively licensed to practice psychology in the state of CA.

GRADUATE STUDENT MEMBER $60
Graduate Students shall be enrolled in a doctoral program in psychology (SDPA Bylaws Article II, Section 2B).
.
AFFILIATE MEMBER $120
Affiliate Members shall be professionals in fields affiliated with psychology (e.g. M.D., RN, MFT, LPCC, LCSW, J.D. school psychologists) (SDPA Bylaws Article II, Section 2C).
.
FRIEND MEMBER $60
Friend Members shall be any individuals, aged 18 or older, who are interested in psychology and do not meet the requirements for any of the other levels of membership (SDPA Bylaws Article II, Section 2D).

Approved by Board on _____(date).

MEMBERSHIP BENEFITS CHART

BENEFITS	FULL MEMBER	GRADUATE STUDENT	AFFILIATE	FRIEND
Listing in Find A Psychologist (If Actively Licensed)	X			
Voting Member	X			
Free Consult With Attorney	X			
Eligibility For Committee Chair	X			
Participation in Speaker Service	X		X	
Ethics on Call	X	X		
Listing in Member Directory	X	X	X	X
Access to Members Website	X	X	X	X
Eligibility for Board	X	X		
Participation on Committees	X	X	X	X
Participation in Legislative Advocacy	X	X	X	X
Lower-Cost CE	X	X	X	X
Lower-Cost Networking Events	X	X	X	X
The San Diego Psychologist	X	X	X	X
Office E-News	X	X	X	X
Free Classified Ads	X	X	X	X
Members Forum	X	X	X	X

Approved by Board on _____(date).

APPLICATIONS FOR MEMBERSHIP
CHECKLIST

OFFICE MANAGER

Membership Application Initiated
When an application for membership is initiated on the Website, be sure that the Website automatic applicant initiation e-mail is sent. Some applications for membership will be initiated by phone call to the SDPA Office. Initiate the application process on the Website on behalf of the applicant and be sure that the applicant initiation e-mail is sent to the applicant.

Complete Member Profile
Assist the applicant in completing the member profile. Encourage the applicant to reflect committee interests in their profiles and to subscribe to the Member Forum. Encourage members to select only their top five Areas of Focus.

Unpaid Invoices
Follow up with applicants to pay dues so applications will be complete. Let applicants know that applications with unpaid invoices will be cancelled after 30 days.

Photo
Follow up with applicants to supply photos for their profiles.

Evidence of Qualifications for Membership
Verify that applicants are qualified for membership according to current Board policies.

Membership Committee
Provide to Membership Committee a list of completed applications for membership (see A.5 Applications Qualified for Membership in the Appendices). Indicate on the list type of evidence obtained to verify qualifications for membership.

Activation of Memberships
Once the membership applications have been certified by the Board, activate the memberships in the Website. Be sure that automatic member activation e-mails have been sent.

Committee Chairs
Notify committee chairs if new members indicate interest in participating on committees.

MEMBERSHIP COMMITTEE

Review Applicants Qualified for Membership list to be certain evidence of qualifications for membership was properly obtained.

Send Applicants Qualified for Membership list to Member-at-Large Membership to submit to Board for certification.

After Board certification of new members, contact new members to welcome them and consider opportunities for mentorship of new members.

MEMBER-AT-LARGE MEMBERSHIP

Receive Applicants Qualified for Membership list from Membership Committee and submit to Board for certification.

BOARD

Receive and certify Applicants Qualified for Membership into membership.

MEMBERSHIP RENEWALS
CHECKLIST

Early October

Review Website renewal mechanisms to be certain that dates and content for automatic renewal notices are correct per policy and that the automatic processes for suspension and voiding of invoices after the renewal period are set to the correct dates. Review Full Member 1-2 Years, Full Member 3-4 Years and Graduate Student Members and upgrade levels as necessary to reflect changes in qualifications prior to start of renewal period.

Late October

Put "Membership Renewals Begin November 1st" in a banner on the front page of the Website.

November 1st

Be sure that the first Website automatic renewal notice has been sent.

December 1st

Send an E-Blast to notify "pending renewal" members that memberships expire on January 1st and encouraging them to renew. Include President-Elect plans for programs for the upcoming year. Be certain to include as recipients only those still listed as pending-renewal in the Membership Summary on the Website.

December 25th

Be sure that the second Website automatic renewal notice (7 days to expiration) has been sent.

January 1st

Be sure that the third Website automatic renewal notice (membership has expired) has been sent.

February 1st

Over the next month, contact pending renewal members by phone or personal e-mail to encourage renewal. If members indicate a decision not to renew, manually suspend the member in the Website and void their renewal invoice so they do not continue to receive renewal notices.

March 1st

Be sure that Website automatic notices of suspension have been sent.

APPLICANTS QUALIFIED FOR MEMBERSHIP
(MONTH) BOARD MEETING (YEAR)

NAME	MEMBER LEVEL	E-MAIL	LICENSURE (X)	DEGREE (X)	AGE (X)	DOCTORAL PROGRAM (X)

EVIDENCE OF QUALIFICATIONS FOR MEMBERSHIP:

Full Member Licensed – Active License Board of Psychology/Licensed for Appropriate Time Period as of 1/1.
Full Member Aged 70 – Active License Board of Psychology/Applicant Represents Age 70 as of 1/1.
Full Member Non-Licensed/Retired – Diploma Doctorate in Psychology or Diploma ABPP/Inactive License Board of Psychology.
Graduate Student Member – Evidence Registration Doctoral Program in Psychology as of 1/1.
Affiliate Member – Applicant Represents In Field Affiliated with Field of Psychology.
Friend Member – Evidence of Age 18 on 1/1.

San Diego Psychological Association 4699 Murphy Canyon Rd. Suite 105 San Diego, CA 92123 (858) 277-1463 Office (858) 277 1402 Fax sdpa@sdpsych.org

BOARD ELECTION
CHECKLIST

May Board Meeting

No later than May, the Board appoints as members of the Nominating, Elections and Awards Committee one current Member-at-Large and two Full Members not currently serving on the Board.

June 1st – August 15th

Immediate Past President as chair of the Nominations, Elections and Awards Committee works with Office Manager to send out E-Blasts to Full Members calling for Nominations for Election of Board of Directors to serve the following year. The Board Nominations E-Blast template on the Web is used for this purpose. The E-Blast is edited to present only those positions up for election and the name and e-mail of the chair of the Nominations, Elections and Awards Committee is provided as the contact. In addition to the E-Blasts, members of the Nominations, Elections and Awards Committee make calls to SDPA members and to SDPA committee chairs to solicit names of potential nominees.

August

The Nominations, Elections and Awards Committee reviews the list of nominees received and verifies that the nominees are properly qualified to be Board members.

September Board Meeting

The Immediate Past President as chair of the Nominations, Elections and Awards Committee presents the list of qualified nominees to the Board for certification as candidates for election.

September

The Office Manager works with the chair of the Nominations, Elections and Awards Committee to send out an E-Blast to the Full Members entitled Candidates for Board Election. The E-Blast should state the Board position title, the name of the candidate, a candidate photo and a candidate statement (two paragraphs or less). Candidates are listed as running for the position of Member-at-Large generally. Board liaison responsibility assignments are made later by the Board. Candidate statements should provide a general description of the candidate's professional practice/work/school status, relevant SDPA or other organizational experience supporting the candidacy for the Board, and a statement about the contribution the candidate wishes to make to the SDPA Board and SDPA in general.

October 1st

The Office Manager sends an E-Blast to the Full Members entitled Board Election Ballot. The E-Blast again presents the list of candidates along with a button link to the electronic ballot. Separate software records and tabulates the votes.

November 1st

The election ballot software produces a message that the election is now closed. The chair of the Nominations, Elections and Awards Committee reviews the results of the election. Individual candidates are elected to the Board if they have more "yes" votes than total of "no" and "abstain" votes.

November Board Meeting

The chair of the Nominations, Elections and Awards Committee presents the list of candidates to the Board indicating whether the candidate was elected or not (without vote count). The Board certifies the results of the election. Candidates are advised of the outcome of the election. Newly elected Board members are invited to attend the year-end celebration party that honors the incoming Board.

November

The Office Manager includes in the Office E-News in the Board section the results of the Board election.

BOARD INSTALLATION PROCEDURES

OPENING REMARKS BY NEW IMMEDIATE PAST PRESIDENT

We are here to install our newly elected Board of Directors. This is a time when SDPA leadership is passed from the outgoing Board to a new Board eager to place their ideas and energies into action. It is also a time when the continuing Board members are recognized for their accomplishments in the previous year and thanked for a 'job well done'. This ceremony is the beginning of a new year of fellowship for everyone in our work to accomplish the Mission of SDPA, so let's continue.

OATHS OF OFFICE (Only Newly Elected Board Members are Sworn)

NEW IMMEDIATE PAST PRESIDENT TO NEW PRESIDENT:

_____ , you have been elected President of SDPA. Through the election process, members have demonstrated their faith in your leadership and ability to carry out the duties of the highest office of our Association. They have recognized your loyalty to the Mission of SDPA and your dedication to upholding our Bylaws. You will carry out your duties with the help of the other members of the Board of Directors, the Office Manager, and SDPA committees.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of President? If so, answer, "I do".

NEW PRESIDENT TO NEW PRESIDENT-ELECT:

_____, you have been elected President-Elect of SDPA. Members have chosen you for this high office knowing you have the ability to fulfill the duties of the office that includes assuming the duties of President in their absence. You will work closely with the President and other members for the benefit of the Association. As a member of the Board of Directors, you will be making decisions that affect the future of SDPA that must be consistent with our Bylaws and in the best interests of all members.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of President-Elect? If so, answer, "I do".

NEW PRESIDENT TO NEW SECRETARY:

_____, you have been elected Secretary of SDPA. Members have chosen you for this important office whose duties include recording and transcribing minutes of all Board of Directors meetings and Full Member Meetings of the Association. You are the custodian of these important records of actions, decisions and policies of SDPA and are to make them available to Directors and members at all times. You are to check attendance at meetings and report to the President if a quorum is or is not present. You will be contributing to decisions that affect SDPA, so you should become familiar with the Bylaws.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of Secretary? If so, answer, "I do".

NEW PRESIDENT TO NEW TREASURER:

_____, you have been elected Treasurer of SDPA. Members have chosen you to be the guardian of the Association's finances, to collect, disburse and maintain accurate records of all financial transactions. You will review the monthly reports of SDPA's finances and present these reports at each regular Board meeting. You will be responsible for making important financial recommendations that affect SDPA and would be in the best interest of all members.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of Treasurer? If so, answer, "I do".

NEW PRESIDENT TO ALL NEW MEMBERS-AT-LARGE AT ONCE:

_____, _____, _____and _____, you have been elected as Members-at-Large of the SDPA. Members have chosen you to participate as part of the Board of Directors to provide a broad basis of membership representation on the Board, and to participate with the other Directors to accomplish the Mission of the Association.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of Members-at-Large? If so, answer, "I do".

NEW PRESIDENT TO NEW GRADUATE STUDENT REPRESENTATIVE:

_____, you have been elected as the Graduate Student Representative to the SDPA Board of Directors and as such your role will be to represent the graduate student members' best interests to the SDPA Board, participate in the Graduate Students Committee, and engage with the Board of Directors in fulfilling the Mission of SDPA.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of Graduate Student Representative? If so, answer, "I do".

NEW PRESIDENT TO NEW IMMEDIATE PAST PRESIDENT:

_____, you succeed to the position of Immediate Past President, having served as President this past year. Your role will be to work with the Board of Directors for the benefit of the Association and to provide as requested support for the new President.

Do you accept this responsibility and promise to fulfill to the best of your ability the duties of Immediate Past President? If so, answer, "I do".

CLOSING REMARKS BY NEW PRESIDENT

In accordance with the SDPA Bylaws, you have been elected and installed as Directors to lead SDPA during the upcoming year. You will work together to accomplish the Mission of SDPA. I am confident we will achieve much success in the year ahead. I now declare you installed in your respective positions on the Board. My heartiest congratulations and thanks to all of you!

BOARD NOTEBOOK LIST

NOTEBOOK (Cover SDPA Logo/BOARD OF DIRECTORS/BOARD MEMBER NAME):

Board Orientation Book in Pocket
SDPA Brochure in Pocket
Table of Contents (12-Tab Avery)
Office Calendar
Board of Directors Table With Position and Contact Information
Board of Directors With Pictures (Print from Website Page)
Board Committee Liaisons (Print from Website Page)
Committee List (Print from Website Page)
Mission Statement
Diversity Statement
Prior Year Financial Statements/Membership Reports
Strategic Plan/Budget
Board Meeting Standing Rules (Current Approved)
Past Board Motions
Board Training Slides
Divider Tabs (Months)

NOTEBOOK (Cover SDPA Logo/GOVERNING DOCUMENTS/BOARD MEMBER NAME):

Table of Contents (32-Tab Avery)
Articles of Incorporation
Bylaws
Policies and Procedures

2020 Board Committee Liaisons

Committee List

President Joseph Severino, Ph.D.
Executive Committee (Standing)
Governance Committee (Standing)

President-Elect Saurabh Gupta, Ph.D.

Immediate Past President Diane Pendragon, Psy.D.
Nominations, Elections and Awards Committee (Standing)
Past Presidents Committee
Fellows Committee

Treasurer Carrie Jaffe, Ph.D.
Finance Committee (Standing)

Secretary Raymond Peng, Psy.D.

Graduate Student Representative Kathleen Giarratano, M.A.
Graduate Students Committee

Member at Large - Community Seth Senecal, Ph.D.
Community Mental Health Committee (Standing)
Science Fair Committee
Disaster Psychology Committee
Children, Youth and Family Committee

Member at Large - Continuing Education Edmund Neuhaus, Ph.D., ABPP
Continuing Education (CE) Committee (Standing)

Member at Large - Diversity Darlene Townes, Psy.D.
Diversity Committee
LGBTQ Committee
Mens' Issues Committee

Member at Large - Ethics Diana Pickett, M.D. Ph.D.
Ethics and Standards Committee (Standing)

Member at Large - Events Debra Halliday, Psy.D.
Events Committee
Fall Conference Committee

Member at Large - Government Affairs Jessica Silsby, Psy.D.
Government Affairs (GAC) Committee (Standing)

Member at Large - Membership Monica Hinton, Ph.D.

Membership Committee (Standing)

Member at Large - Professional Practice Ruth Samad, Ph.D.

Early Career Professionals (ECP) Committee
Supervision Committee

Member at Large - Professional Specialties Gordon Zilberman, Ph.D. ABPP

Addictive Disorders Committee
Forensic Committee
Sports Psychology Committee

San Diego Psychological Association

Contact Us:
San Diego Psychological Association
4699 Murphy Canyon Rd. Suite 105
San Diego, CA 92123

Tami Magaro (Office Manager)
Office (858) 277-1463
Fax (858) 277-1402
E-Mail sdpa@sdpsych.org

San Diego Psychological Association is a 501(c) 6 non-profit organization.

ATTORNEY MEMORANDUM

TO: SDPA BOARD

FROM: DAVID LEATHERBERRY, JD

DATE: 11/15/20

SUBJECT: Importance of Following SDPA Governing Documents

Directors of a corporation have a duty of care to the corporation for which they can be held personally liable. A Director fulfills the duty of care, and is protected from liability, by following the business judgment rule.[1] The rule provides that if a Director performs the Director's duties in good faith, in a manner that the Director believes to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances, then that person shall have no liability based upon any alleged failure to discharge the person's obligations as a Director.

To be protected by the rule, the Director must not have a personal stake in the subject matter of the decision, must be informed regarding the decision to the extent the Director reasonably believes to be appropriate under the circumstances, and must rationally believe that the decision the Director is making is in the best interests of the corporation.

Directors also owe a duty of loyalty that, for non-profit mutual benefit corporations, means a duty to advance and achieve the corporation's purposes as stated in its governing documents, rather than to advance the interests of individuals. Directors are obligated to champion the best interests of the organization and its constituents, rather than personal interests.

While nonprofit Directors may delegate management "to any person or persons, management company, or committee" the activities and affairs of the corporation must continue to be managed, and all corporate powers ultimately exercised, under the considered direction of the Board. Actions that conflict with the nonprofit's governing documents, or which have not been duly approved by the Board, may open Directors up to an argument that they are breaching their fiduciary duties, thus risking liability for any harm caused by their actions. Directors and Officers ("D&O") insurance policies typically have exclusion provisions that void coverage for acts involving self-dealing, intentional wrongdoing, and acts outside the scope of the Director's authority as set forth in the organization's governing documents.

For these reasons, the Articles of Incorporation and the Bylaws, as well as the Policies and Procedures that implement them should be regularly followed and should be reviewed and updated as necessary to keep up with the current workings of the organization.

[1] The business judgment rule is codified for non-profit mutual benefit corporations, such as the SDPA, at Section 7231 of the California Corporations Code.

BOARD MEETING
STANDING RULES

BOARD MEETING STANDING RULES

Parliamentary procedure is the body of rules that govern meetings of organizations. Article IX of the Bylaws provides that the parliamentary procedure that will govern Board meetings will be the current edition of Robert's Rules of Order unless otherwise prescribed by Board policy. Board policy is that these Board Meeting Standing Rules supersede or supplement the rules of order specified in the Bylaws. In the event that reference to Board Meeting Standing Rules does not resolve a Board meeting procedural dispute, the rules of order specified in the Bylaws prevail. It is anticipated that the Board will regularly review these Board Meeting Standing Rules. Board meeting standing rules that have been approved continue to apply until amended by the Board. In making amendments to Board Meeting Standing Rules, the Board will consider recommendations made by the Governance Committee. The Board may choose to suspend any or all of these Board Meeting Standing Rules at a single meeting.

TYPES OF BOARD MEETINGS

Regular Board Meetings

Board policy is to hold Board meetings monthly with the exception of the month of August. Except for the January and June meetings, all other Board meetings are held on a weekday evening at the SDPA Office. Board policy is to establish a specific day of the week that is designated for Board meetings on an ongoing basis. This is so that prospective nominees for the Board can determine ahead of time if they are able to accommodate the calendar demands of the service. The Bylaws present rules for special Board meetings to be called in addition to the regular Board meetings. The Bylaws also present rules for Board action without a meeting.

January Board Installation Luncheon

Board policy is for the first Board meeting of the year to be held as a luncheon to welcome and install new Board members (see A.13 Sample January Board Meeting Installation Luncheon Agenda and A.7 Board Installation Procedures in the Appendices) and to present a brief training on SDPA and Board service. The meeting is held on a weekend day at an accommodating venue. The Board is provided with notebooks with important information about SDPA and about Director duties and responsibilities (see A.8 Board Notebook List in the Appendices).

June Board Retreat

Board policy is that the June Board meeting be held as an all-day retreat for the purposes of strategic planning/budgeting for the Association (see A.14 Sample June

Board Retreat Agenda in the Appendices). The meeting is held on a weekend day at an accommodating venue.

Review of Current Year Strategic Plan/Budget: At this retreat, the Board reviews the Association activity for the first five months of the year to determine whether the Strategic Plan for the current year (approved by the Board in November of the prior year) is being successfully implemented or whether revisions are needed. At this retreat, the Board reviews the financial activity for the first five months of the year to determine whether the income/expenditures are within current Budget parameters or whether changes in financial expectations/approvals are needed.

Development of Strategic Plan/Budget: At this retreat, the Board discusses and develops a broad outline for creation of a Strategic Plan/Budget for the following year (see A.15 Strategic Plan Worksheet Form and A.16 Sample Strategic Plan in the Appendices). Board policy is to give preference to outlines sketched by the President-Elect whose presidential year is being planned. Board policy is that the Executive Committee (that includes the President-Elect) will use the broad outline to develop the Strategic Plan for the following year that is presented to the Board at the current November meeting for approval. Board policy is that the Finance Committee (that includes the President-Elect) will use the broad outline to develop a Budget (see A.17 Sample Budget in the Appendices) for the following year that is presented to the Board at the current November meeting for approval.

Action Without a Meeting

Per Article IV Section 11 of the Bylaws, any action required or permitted to be taken by a Board may be taken without a meeting if all Directors consent to such action in writing. Such written consents shall be filed with the minutes of the meetings of the Board, and shall have the same force and effect as the unanimous vote of such Directors. Board policy is to take action by e-mail only when the issue is routine and not expected to generate discussion or controversy. If a vote on a non-routine action is deemed urgently needed, Board policy is to take action by e-mail only if discussion on the motion for action has been held open for three days prior to the call for the unanimous vote. The written consent filed with the minutes of the meetings of the Board shall include any comments provided by a Board member related to their vote at the action without a meeting.

ATTENDANCE AT BOARD MEETINGS

Directors

Board policy is to require the attendance of Directors at Board meetings. Except under the most extenuating circumstances, Directors are expected to miss no more than two Board meetings for the year. An effort is made to identify dates and locations for the meetings that accommodate Directors.

Guests

Board policy is that, generally, guests are not permitted at Board meetings. The Board may approve the attendance of a guest to present a report or to assist the Board in making a decision on a given matter. The guest may only attend the portion of the meeting related to the relevant matter.

Office Manager

Board policy is that, ordinarily, the Office Manager attends Board meetings. Periodically, the Office Manager may be asked to make a report to the Board related to the functioning of the SDPA Office. On occasion, the Office Manager may be asked to record minutes in the absence of the Secretary. The Office Manager may not be present during Board discussions in which the Office Manager's performance and pay are reviewed.

BOARD MEETING MINUTES

Board policy is that the minutes should contain the date, time and location for the meeting and a list of those Directors in attendance and absent (see A.19 Sample Board Meeting Minutes in the Appendices). The minutes should indicate whether a Director is participating using electronic communication or whether there are any guests present. The minutes should report any action taken by the Board by e-mail between meetings. The minutes should indicate whether a quorum is present. When a report is presented, the minutes should state the topic and general content of the report indicating whether a written report is attached to the minutes. The minutes should briefly and very generally describe the nature of the discussion on the report. The minutes should describe decisions made by the Board related to the report (e.g. to table further action, to obtain further information). The minutes should describe any motions made and indicate whether a written motion was provided to the Directors either before the Board meeting or at the Board meeting and whether the written motion is attached to the minutes. The minutes should report that the vote on a motion was approved or not approved. If the approval was not unanimous the report should list the names of Directors voting nay or abstaining. The minutes should indicate that a motion to adjourn was approved and the time of the adjournment. The minutes should record the dates and times of future Board meetings.

The Bylaws specify that meeting minutes shall be open to inspection upon written demand by any Full Member. Board policy is to provide copies of Board minutes upon request by a Full Member. Board policy is to also provide a summary of important Board decisions in the Office E-News.

CONFIDENTIALITY OF BOARD MEETINGS

Board policy is that matters discussed at Board meetings should be kept confidential except for information included in the Board meeting minutes. This is so that Board

members can feel free to express their opinions. Exceptions are when disclosures may be required by law or are necessary for the purpose of seeking professional or Governance Committee consultation.

CONFLICT RESOLUTION

Board policy is that Board meetings should be used for Board business. If a personal conflict between Directors arises during a Board meeting, an effort is made to arrange for resolution of the issue at a time and location extracurricular to the Board meetings. If necessary, a mediator may be engaged to be of assistance.

BOARD EDUCATION/TRAINING

Board policy is to use the January Board Installation Luncheon to do a brief training related to SDPA as an organization and participation on the SDPA Board. Board policy is that if the Board decides it would benefit from further training on SDPA organizational matters or from training on another topic, a time and location for the training will be arranged extracurricular to the Board meetings.

ROLES AT BOARD MEETINGS

Presiding Officer

Board policy is that the President shall act as presiding officer at Board meetings. The role of the presiding officer is to administer parliamentary rules at the Board meeting. The presiding officer is held to maintain an attitude of impartiality, seeking to serve the group, striving for fair play among Directors, trying honestly to ascertain the intent of individuals and of the group as a whole and providing guidance for the fulfillment of this intent. As the roles of President and presiding officer may conflict at times, Board policy is that the President may provide information not known to the group but may not engage in debate on a motion without relinquishing temporarily the role of presiding officer to another Director. Board policy is that the President will not vote on a motion except to create or break a tie.

Secretary

The Bylaws require the Secretary to record minutes at each Board meeting. If the Secretary is unable to attend a meeting, the Officer Manager or another Board member may be asked to record the minutes.

BOARD MEETING AGENDA

Tentative Agenda/Board Meeting Agenda Format

Board policy is to recognize that the purpose of Board meetings is to allow the Board time to properly exercise its duties to oversee SDPA activities. A standardized Board meeting agenda format (see A.11 Board Meeting Agenda Format in the Appendices) is

used that reflects proper categories of business for Board consideration. It is not expected that all items on the Board meeting agenda format will be discussed at every Board meeting but the format focuses Board attention on regular business items that need to be addressed for proper oversight of the Association. Before the meeting, Directors notify the Office Manager the amount of time they would like for their regular or special motion items and this is put into an agenda that is labeled "Tentative". If a Director anticipates presenting a motion that is complex, the Director is encouraged to send material in advance for the Board to read so that discussion at the Board meeting will be efficient and productive. If the motion is sent to Board members prior to a Board meeting, the motion will be labeled "special" in the agenda (see A.18 Board Meeting Special Motion Form in the Appendices). The Director making the special motion is not prohibited from making the motion without advance material, however, the Board, in its discretion, may decide to postpone the matter until there is more time for review or until more information is forthcoming. See A.12 Sample Board Meeting Agenda, A.13 Sample January Board Installation Luncheon Agenda, and A.14 Sample June Board Retreat Agenda in the Appendices.

Agenda Building

Board policy is that the Board determines what matters it will consider at a meeting and in what order. As a first matter of business at the Board meeting (Agenda Building), the Board reviews the tentative list of items and time requested by individual Directors and makes a decision as to which items require priority and in what order for that meeting. The Board proceeds to consider the items according to the agenda building priority established. The Board can change the order of priority as the meeting progresses and can consider other items on the tentative agenda as time permits. Matters on the agenda that are not discussed at that Board meeting become Unfinished Business at the next meeting. Time is included in the agenda for New Business that consists of matters not included in that tentative agenda prior to the meeting.

PREPARATION FOR BOARD MEETINGS

Notice of Board Meetings

Board policy is that no notice of Board meeting is necessary for meetings when there is an established rule related to dates and venues (e.g. 3rd Wednesday of every month at SDPA Office). For other Board meetings and for the January and June meetings, Board policy is to notice the meeting no less than 5 days prior.

Office Manager Communications with Directors Prior to Meeting

Board policy is for the Office Manager to make the following communications with the Directors prior to the meeting:

Minutes: Directors are provided with tentative minutes from the prior meeting for review.

Tentative Agenda Time/Items: Directors submit to the Office Manager estimates of time needed for their regular business items or special motions with descriptions of topics if possible (see above). The Office Manager includes the information in the Tentative Agenda presented to the Board at the meeting.

Special Motions/Supporting Material: Directors submit to the Office Manager any complex motions with supporting material they wish the Board to read in advance (see A.18 Board Meeting Special Motion Form in Appendices).

Handouts for Meeting

Board policy is to have the Office Manager prepare hard copies of materials for Director use at the meeting to increase clarity and efficiency. Examples include:

Tentative Board Meeting Agenda
Prior Meeting Minutes
Financial Statements (Balance Sheet/Profit-Loss Budget-Actual/Dues Summary)
Membership Report (Applicants Qualified for Membership)
Special Motions/Supporting Material
Event/Activity Proposals
Flyers

ORDER OF BUSINESS AT BOARD MEETINGS

Quorum

The first order of business at a Board meeting is for the presiding officer to determine that a quorum is present so that the meeting may be conducted (see Article IV Section 10 of the Bylaws). The presiding officer may wait 30 minutes to see if a quorum may be established. If a quorum is not established, the presiding officer should adjourn the meeting. After a quorum is initially established, Board meeting business may continue to be conducted with fewer than quorum so long as enough remain to constitute a majority of the original quorum established.

Agenda Building

The second order of business is for the presiding officer to conduct a discussion as to which items on the Tentative Agenda the Board wants to consider at that meeting and in what order (see above).

Approval of Minutes

The third order of business is for the Secretary to ask Directors if there are any revisions proposed to the minutes from the previous meeting. Discussion may be had on the proposed revisions. If there are no proposed revisions, the secretary moves to approve the minutes as presented. If there are proposed revisions, the motion is to approve the minutes as revised.

Agenda/Speaking

Next, the presiding officer leads the Board through discussions of each item on the agenda (per Board priority). The Director assigned to an item on the agenda begins discussion of that item. The presiding officer recognizes other Directors as they indicate a desire to speak on the current item. A Director may indicate a desire to discuss a matter out of order or not on the agenda. In that situation, the presiding officer may say that, absent objection, Dr. Doe is recognized to discuss that matter. Or the presiding officer might say that Dr. Doe wishes to discuss the matter and ask whether there is any objection to Dr. Doe's discussing the matter that is out of order or not on agenda. Board policy is for the presiding officer to proceed with flexibility and judgment in managing the flow of discussion at the meeting.

Motions/Discussion

Motions may be made and discussed as follows. Motions do not require a second.

Main Motion: A main motion is the statement of a request for action, an idea for evaluation, or the group's position on a subject. Any Director except the President may make a motion. Once a motion is made, the presiding officer states the motion and opens up discussion on the motion. The presiding officer manages discussion attempting to elicit comments both pro and con. After an appropriate period of time, the presiding officer ends discussion on the motion and calls for a vote.

Motion to Amend: Any Director may make a motion to amend a motion. Once a motion to amend is made, the presiding officer states the amended motion that is discussed and there is a call for a vote to amend. The amended motion is then considered as above for a main motion.

Motion to Postpone: Any Director may make a motion to postpone (table) a matter until the next meeting or to postpone (table) a matter indefinitely. The presiding officer states the motion to postpone that is discussed and there is a call for a vote to postpone.

Motion to Adjourn: The presiding officer or any Director may make a motion to adjourn. The presiding officer may make the statement that, absent objection, the motion to adjourn is adopted.

Voting

After discussion ends on a motion, the presiding officer calls for a vote. A motion is adopted if a majority of those present vote in the affirmative. At a minimum, a majority of the initial quorum present must be obtained. Minutes record that a motion was approved or the motion was approved with the names of those abstaining or voting nay. The President does not vote except to create or resolve a tie. A presiding officer may dispense with a vote if it is clear that the consensus of the Board is in favor. The presiding officer will state that, absent objection, the motion is adopted.

Closed Session (Executive Session)

Normally, Board meetings are held in open session, that is, matters discussed may be included in minutes for Full Members to view. There are times when matters are discussed that might require privacy (e.g., when handling member discipline to protect the member's privacy or when there is staff performance review). In this case, the presiding officer will suggest going into a closed session (sometimes called an executive session). Minutes of a closed session are approved in closed session and are kept in a secure location. Minutes of the regular Board meeting should record that the meeting went into a closed session and that the open session later resumed.

Length of Meeting

Board meetings are expected to last two hours, however, may be extended at the discretion of the Board. Board policy is to take the time needed to meet the Board's fiduciary obligations to the Association.

BOARD MEETING ADMINISTRATION

With the exception of the January and June meetings, all other Board meetings are held in a building conference room that has been reserved ahead of time by the Office Manager for the meeting. Board meetings begin promptly at 7:00 PM. A social hour is conducted from 6:30 PM – 7:00 PM at which food and beverages are available. Directors are individually assigned to bring the food and beverages for a given Board meeting (reimbursed by SDPA). Food assignments are listed in the Calendar of Events entries for the Board meetings on the Website. Technology needed to allow a Director to participate electronically should be set up and ready to go by the start of the meeting. Board members are responsible for cleaning up after the Board meeting. Cleanup includes returning all SDPA equipment/utensils to the SDPA Office and placing full trash bags in the building kitchen. Fresh trash bags are placed in the trash bins in the conference room.

Approved by Board on _____(date).

BOARD MEETING AGENDA
DATE
TENTATIVE

	(Insert Names)	Min.
Welcome and Agenda Building	President	0
REGULAR BUSINESS:		
Approval of Minutes	Secretary	0
Office Manager Report	Office Manager	0
Executive Officer Reports		
President	President	
(Specify Topic)		0
(Specify Topic)		0
(Specify Topic)		0
Treasurer	Treasurer	
Financial Reports		0
New Member Certification		0
(Specify Topic)		0
Immediate Past President	Imm. Past Pres.	
(Specify Topic)		0
Graduate Student Representative Report	Grad. Student Rep.	
Graduate Students Committee *(Specify Topic)*		0
Members-at-Large Committee Reports		
Community	MAL Community	
Community Mental Health *(Specify Topic)*		0
Science Fair *(Specify Topic)*		0
Disaster Psychology *(Specify Topic)*		0
Child, Youth and Family *(Specify Topic)*		0
Continuing Education	MAL CE	
CE *(Specify Topic)*		0
Diversity	MAL Diversity	
Diversity *(Specify Topic)*		0
Men's Issues *(Specify Topic)*		0
LGBTQ *(Specify Topic)*		0

Ethics and Standards	MAL Ethics	
Ethics and Standards *(Specify Topic)*		0
Events	MAL Events	
Events Committee *(Specify Topic)*		0
FC Committee *(Specify Topic)*		0
Government Affairs	MAL Gov. Affairs	
GAC *(Specify Topic)*		0
Membership	MAL Membership	
Membership *(Specify Topic)*		0
Professional Practice	MAL Prof. Practice	
ECP *(Specify Topic)*		0
Supervision *(Specify Topic)*		0
Mindfulness *(Specify Topic)*		0
Professional Specialties	MAL Prof. Specialties	
Sports Psychology *(Specify Topic)*		0
Forensic *(Specify Topic)*		0
Addictive Disorders *(Specify Topic)*		0
Geropsychology *(Specify Topic)*		0
Neuropsychology *(Specify Topic)*		0

SPECIAL BUSINESS/MOTIONS:

(Specify Topic)	Presenter	0
(Specify Topic)	Presenter	0

UNFINISHED BUSINESS:

Specify Topics)	Presenter	0

NEW BUSINESS (Topics Arise at Meeting):

Total Time Requested	0

Adjourn

Next Meeting Scheduled for Date at SDPA Office.

SAMPLE
BOARD MEETING AGENDA
9/15/20
TENTATIVE

	(Insert Names)	Min.
Welcome and Agenda Building	President	5
REGULAR BUSINESS:		
Approval of Minutes	Secretary	5
Office Manager Report	Office Manager	0
Executive Officer Reports		
President	President	
Theme for Spring Workshop		5
The San Diego Psychologist		5
Venue June Board Retreat		5
Treasurer	Treasurer	
Financial Report		10
New Member Certification		5
Immediate Past President	Imm. Past Pres.	
Timing of Awards Presentations		5
Graduate Student Representative Report	Grad. Stud. Rep.	
Graduate Students Committee		5
Members-at-Large Committee Reports		
Community	MAL Community	
Community Mental Health		0
Science Fair (*Need Volunteers Science Fair Judging*)		5
Disaster Psychology		0
Child, Youth and Family		0
Continuing Education	MAL CE	
(*Proposal for Stand Alone CE Course*)		10
Diversity	MAL Diversity	
Diversity *(Proposal for Juneteenth Event*)		10
Men's Issues		0
LGBTQ		0

Ethics and Standards	MAL Ethics	
Ethics and Standards		0
Events	MAL Events	
FC Committee *(Possible Venues)*		5
Government Affairs	MAL Gov. Affairs	
GAC *(Upcoming CPA LAC in Sacramento)*		5
Membership	MAL Membership	
Membership *(Certify New Members)*		5
Professional Practice	MAL Prof. Practice	
ECP *(Certify New Committee Members)*		10
Supervision		0
Mindfulness		0
Professional Specialties	MAL Prof. Spec.	
Sports Psychology		0
Forensic *(Chair Resigning)*		5
Addictive Disorders		0
Geropsychology		0
Neuropsychology		0

SPECIAL BUSINESS/MOTIONS:

Motion to Approve CE Course *(Suicide Course)*	Presenter	10

UNFINISHED BUSINESS:

Motion to Approve New Chair Military Committee	Presenter	10

NEW BUSINESS:

Total Time Requested	125

Adjourn

Next Meeting Scheduled for (Date) at SDPA Office.

SAMPLE

JANUARY BOARD INSTALLATION LUNCHEON AGENDA

1/20/20

	(Insert Names)	Min.
Welcome!	Imm. Past President	5
BOARD INSTALLATION:		
Distribution/Explanation of Notebooks	Office Manager	5
Introduction of Board Members/Ice Breaker	Imm. Past President	10
Installation of New Board Members	Imm. Past President	10
REGULAR BUSINESS:		
Approval of Minutes (Announces Approved by Previous Board)	Secretary	0
Office Update	Office Manager	5
Immediate Past President's Report (Review Prior Year)	Imm. Past President	10
President's Report (Review Strategic Plan for Current Year)	New President	15
BOARD ORIENTATION TRAINING	Attorney	60
LUNCH/DISCUSSION	New President	60
Total Time Budgeted		180

Adjourn

Next Meeting Scheduled for (Date/Time) at SDPA Office.

SAMPLE

JUNE BOARD RETREAT AGENDA

DATE

	(Insert Names)	Min.
WELCOME:	President	30
Ice Breaker		
Announcements		
Plan for Day		
REGULAR BUSINESS:		
Approval of Minutes	Secretary	5
Office Update	Office Manager	10
REVIEW OF CURRENT YEAR STRATEGIC PLAN/BUDGET:		
President's Report	President	10
Treasurer's Report	Treasurer	10
Board Liaison Reports:		
Community	MAL Community	10
Continuing Education	MAL CE	10
Diversity	MAL Diversity	10
Ethics	MAL Ethics	10
Events	MAL Events	10
Government Affairs	MAL GAC	10
Graduate Students	Grad. Stud. Rep.	10
Membership	MAL Membership	10
Professional Practice	MAL Profess. Pract.	10
Professional Specialties	MAL Profess. Spec.	10
LUNCH/SPEAKER OR PRESENTATION	Presenter	60

DEVELOPMENT OF STRATEGIC PLAN/BUDGET:		
President-Elect Vision	President-Elect	30
Generate/Discuss List of Current Problems/Wish List	Board	60
Outline List of Tentative Goals:		
Mission Strategic Goals	President-Elect/	30
Other Strategic Goals	Board	30
Organizational Goals		30
CONCLUSION/SUMMARY	President	15
Total Time Budgeted		420

Adjourn

Next Meeting Scheduled for (Date/Time) at SDPA Office.

BOARD APPROVAL CHART

DECISION TOPIC	APPROVAL DESCRIPTION		BYLAWS	POLICIES/PROCEDURES
General	See NOTE below.		Article IV Section 1	Chapter 2 Paragraph 2.3
Membership Levels and Dues	Explicit Approval		Article II Section 2 Article II Section 3	Chapter 1 Paragraph 1.3
Membership Benefits	Explicit Approval			Chapter 1 Paragraph 1.3 Chapter 1 Paragraph 1.9
Applications for Membership	Certification Approval (Membership Committee)		Article II Section 8	Chapter 1 Paragraph 1.4
Membership Suspensions/Terminations	Explicit Approval (If not due to resignation or failure to pay dues)		Article II Section 10	Chapter 1 Paragraph 1.8
Candidates for Board Election	Certification Approval (Nominations, Elections and Awards Committee)		Article IV Section 4	Chapter 2 Paragraph 2.2
Board Election Results	Certification Approval (Nominations, Elections and Awards Committee)		Article IV Section 4	Chapter 2 Paragraph 2.2
Board Meeting Standing Rules Appendix A.11 Board Meeting Standing Rules	Explicit Approval		Article IX	Chapter 2 Paragraph 2.4
Strategic Plan	Explicit Approval			Chapter 2 Paragraph 2.5
Budget	Explicit Approval			Chapter 2 Paragraph 2.5 Chapter 5 Paragraph 5.3
Office Manager Hiring/Compensation	Explicit Approval			Chapter 11 Paragraph 11.7
Contracts	Explicit Approval (Excluding routine office service contracts)		Article IV Section 13 D.	
Create/Terminate Operating Committees	Explicit Approval		Article VI Section 2	Chapter 4 Paragraph 4.4
Create/Terminate Task Forces/Chair/Members	Explicit Approval		Article VI Section 3	
Standing Committee Chairs	(Governance) Explicit Approval (Ethics and Standards) Approval With Preference for Recommendations of Committee - Must have knowledge and experience applying ethical principles (CE) Approval With Preference for Recommendations of Committee - Must have knowledge and experience reviewing proposals for CE courses (Membership, GAC, CMH) Approval With Preference for Recommendations of Committee See Appendix A.24 Committee Chairs/Members Chart		Article VI Section 1	Chapter 4 Paragraph 4.6

BOARD APPROVAL CHART

DECISION TOPIC	APPROVAL DESCRIPTION		BYLAWS	POLICIES/PROCEDURES
Standing Committee Members	(Nominations, Elections and Awards) Explicit Approval (MAL/2 FM) (Governance) Explicit Approval (MAL/3 PP) (Ethics and Standards) Approval With Preference for Recommendations of Committee - Must have knowledge and experience applying ethical principles (CE) Approval With Preference for Recommendations of Committee - Must have knowledge and experience reviewing proposals for CE courses (Membership, GAC, CMH) Approval With Preference for Recommendations of Committee See Appendix A.24 Committee Chairs/Members Chart		Article VI Section 1	Chapter 4 Paragraph 4.6
Operating Committee Chairs	Approval With Preference for Recommendations of President See Appendix A.24 Committee Chairs/Members Chart		Article VI Section 2	Chapter 4 Paragraph 4.6
Operating Committee Members	Certification Approval (SDPA Member) See Appendix A.24 Committee Chairs/Members Chart		Article VI Section 2	Chapter 4 Paragraph 4.6
Event/Activity Proposals	Explicit Approval (Non-CE Networking, Collaborative, Committee if loss exceeds Budget)(CE Workshop, Conference, Collaborative, Committee if loss exceeds Budget) Implicit Approval (Non-CE Committee if loss does not exceed Budget)(CE Stand Alone, Committee if loss does not exceed Budget) See Appendix A.66 Events/Activities Approval Chart			Chapter 4 Paragraph 4.10 Chapter 9 Paragraph 9.4
CE Course Proposals	Implicit Approval See Appendix A.66 Events/Activities Approval Chart			Chapter 6 Paragraph 6.2 Chapter 6 Paragraph 6.3 Chapter 9 Paragraph 9.4
CE Course Honoraria	Explicit Approval			Chapter 6 Paragraph 6.3
CE Course Registration Fees	Explicit Approval			Chapter 6 Paragraph 6.3
Award Nominations	Explicit Approval (Distinguished Contribution) Certification Approval (Media, Legislative, Hero, Fellow)		Article IV Section 14	Chapter 10
Amendments to Articles of Incorporation	Explicit Approval (Membership Votes)		Article VIII Section 1	
Amendments to Bylaws	Explicit Approval (Membership Votes Some Types)		Article VIII Section 2	
Amendments to Policies and Procedures	Explicit Approval		Article IV Section 1	

BOARD APPROVAL CHART

NOTE:
Subject to any limitations imposed by the California Mutual Benefit Corporations Laws and these Bylaws relating to action that must be approved by Full Members, the activities and affairs of SDPA shall be conducted by, and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of SDPA to any person or persons or committees however composed, provided that the activities and affairs of SDPA shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

As a general guideline, the Board should explicitly approve any decision involving significant financial, legal, or tax issues, or any major program-related matter.

The Bylaws and Policies and Procedures specify that certain decisions require Board approval and the types of approval required (listed in chart above). There are several types of Board approval:

Explicit Approval
The Board explicitly approves a decision when the Board makes the decision in its own judgment and discretion.

Implicit Approval
The Board implicitly approves a decision when the Board is timely advised that other designated parties (e.g. President/CE Committee) have approved the decision and the Board fails to object. Board objections occur only under extraordinary circumstances.

Approval with Preference
The Board approves with preference when it gives preference to recommendations made by designated parties (e.g. President/Committees). If no recommendations are made by the designated parties, the Board makes the decision in its own judgment and discretion. The Board may object to the recommendations made by others, but does so only under extraordinary circumstances.

Certification Approval
The Board approves by certification when it accepts the representations of other designated parties (e.g. Membership Committee/Nominations and Awards Committee) that qualifications or conditions are met.

STRATEGIC PLAN WORKSHEET
FOR (YEAR)

San Diego Psychological Association

San Diego Psychological Association (SDPA) was incorporated in June of 1964. SDPA operates as a California Nonprofit Mutual Benefit Corporation and is tax-exempt. The specific and primary purpose of SDPA is to engage in business league activities, within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986. SDPA shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific and primary purpose of this corporation. (SDPA Articles of Incorporation)

Mission Statement

Consistent with its specific and primary purpose, it is the mission of SDPA to improve or advance the field of psychology and the benefit the public may derive from its work. SDPA shall accomplish its mission by the following means that are inclusive and not exclusive: a) encouraging psychology in all its branches and in the broadest and most liberal manner; b) promoting research in psychology and the improvement of research methods and conditions; c) improving the qualifications and effectiveness of psychologists through high standards of ethics, conduct, education, and achievement; d) increasing and promoting psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications; e) fostering a professional community through networking; and f) supporting professionals in training. (SDPA Bylaws)

Diversity Statement

In principal and in practice, SDPA values and seeks a diverse membership. SDPA treats all people with respect and without discrimination and promotes full participation irrespective of gender, gender identity, race, religion, ethnicity, culture, national origin, age, sexual orientation, disability, language, or socioeconomic status. SDPA implements and adheres to policies and procedures that discourage harassment and other behaviors that infringe upon the freedom and respect that every individual deserves. (SDPA Bylaws)

Mission Strategic Goals

To achieve its Mission to improve or advance the field of psychology and the benefit the public may derive from its work, the Board adopts the following Mission Strategic Goals:

A. Encouraging psychology in all its branches and in the broadest and most liberal manner.

_____

_____

_____

_____

_____

B. Promoting research in psychology and the improvement of research methods and conditions.

_____

_____

_____

_____

_____

C. Improving the qualifications and effectiveness of psychologists through high standards of ethics, conduct, education, and achievement.

_____

_____

_____

_____

_____

D. Increasing and promoting psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications.

_____

_____

_____

E. Fostering a professional community through networking.

_____

_____

_____

F. Supporting professionals in training.

_____

_____

_____

_____

Other Strategic Goals

The Board adopts the following Other Strategic Goals to reflect SDPA values of championing diversity and inclusion, respecting and promoting human rights, and advocating for the health and welfare of individuals in the San Diego community:

_____

_____

_____

_____

Organizational Goals

In order to maintain a strong SDPA and to increase SDPA's organizational effectiveness in achieving its Strategic Goals, the Board adopts the following Organizational Goals:

SAMPLE STRATEGIC PLAN
FOR 2020

San Diego Psychological Association

San Diego Psychological Association (SDPA) was incorporated in June of 1964. SDPA operates as a California Nonprofit Mutual Benefit Corporation and is tax-exempt. The specific and primary purpose of SDPA is to engage in business league activities, within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986. SDPA shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific and primary purpose of this corporation. (SDPA Articles of Incorporation)

Mission Statement

Consistent with its specific and primary purpose, it is the mission of SDPA to improve or advance the field of psychology and the benefit the public may derive from its work. SDPA shall accomplish its mission by the following means that are inclusive and not exclusive: a) encouraging psychology in all its branches and in the broadest and most liberal manner; b) promoting research in psychology and the improvement of research methods and conditions; c) improving the qualifications and effectiveness of psychologists through high standards of ethics, conduct, education, and achievement; d) increasing and promoting psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications; e) fostering a professional community through networking; and f) supporting professionals in training. (SDPA Bylaws)

Diversity Statement

In principal and in practice, SDPA values and seeks a diverse membership. SDPA treats all people with respect and without discrimination and promotes full participation irrespective of gender, gender identity, race, religion, ethnicity, culture, national origin, age, sexual orientation, disability, language, or socioeconomic status. SDPA implements and adheres to policies and procedures that discourage harassment and other behaviors that infringe upon the freedom and respect that every individual deserves. (SDPA Bylaws)

Mission Strategic Goals

To achieve its Mission to improve or advance the field of psychology and the benefit the public may derive from its work, the Board adopts the following Mission Strategic Goals for the year:

A. Encouraging psychology in all its branches and in the broadest and most liberal manner.

Goal #1
To support the acquisition of prescription privileges for psychologists in California. The goal will be implemented by making a financial contribution to the CPA Prescription Privileges Dedicated Fund.

B. Promoting research in psychology and the improvement of research methods and conditions.

No goals in this category proposed for the current year.

C. Improving the qualifications and effectiveness of psychologists through high standards of ethics, conduct, education, and achievement.

Goal #2
To produce a Spring Workshop on the topic of mental health provider roles in disaster recovery that will provide 6 CEs to participants. The goal will be implemented by the Disaster Psychology Committee that will develop course content and recruit speakers. The Disaster Psychology Committee will be supported by the SDPA Office in managing the logistics for the event. The workshop will be marketed broadly to psychologists, psychological associations and disaster preparedness organizations throughout the state of California. An effort will be made to recruit national-level speakers specialized in disaster psychology. It is anticipated that a DVD will be produced from the event that can be used to inform others related to this issue. It is expected that participants will pay registration fees that are less for members than for non-members and that the event will be break-even.

Goal #3
To produce a Fall Conference on the topic of encountering substance use in clinical practice. The President will work with the CE Committee to develop topics and solicit speakers. A Fall Conference Committee will handle administration of the event to be overseen by the CE Committee. An effort will be made to recruit at least two national-level speakers specialized in substance use and to develop course content focused on the general practitioner rather than the specialist. The goal will be further implemented by supporting the creation of a new Addictive Substances Committee that will provide support for the Fall Conference. It is expected that participants will

pay registration fees that are less for members than for non-members and that the event will generate $10,000 for SDPA.

Goal #4

To produce a stand-alone CE course on the topic of media training for psychologists. The goal will be implemented by the PEM Committee that will develop course content and recruit speakers. The PEM Committee will be supported by the SDPA Office in managing the logistics for the event. Member registration fees will be partially subsidized by SDPA to support development of a pool of psychologists who can be called upon by SDPA to speak to media on short notice when news events occur related to psychology.

Goal #5

To produce at least four additional stand-alone CE courses to provide participants with at least 16 CEs. The goal will be implemented by the CE Committee that will review CE proposals from the membership or generate ideas for speakers and course content. The CE Committee will be supported by the SDPA Office that will facilitate logistics for the events. It is anticipated that participants will pay registration fees that are less for members than for non-members and that the events will be break-even.

Goal #6

To initiate SDPA's five-year submission to APA for re-accreditation as a CE provider that will be finalized in 2019. The goal will be implemented by a team of SDPA members experienced in review and approval of CE courses with support from the CE Committee.

Goal #7

To collaborate for the third year in a row with other professional organizations in the production of the Critical Issues in Child and Adolescent Mental Health Conference (CICAMH). The goal will be implemented by four SDPA members who have been involved in the development and planning of this conference the past two years.

Goal #8

To act as local chapter host for the 2018 CPA Convention in San Diego. The goal will be implemented by a CPA Convention Task Force appointed to perform requested local chapter tasks and to support the marketing for the convention in the San Diego community. The goal will also be implemented by solicitation of SDPA members to donate to CPA-PAC and to attend the CPA-PAC dinner at the convention.

Goal #9

To support the Association of Black Psychologists (ABPsi) Convention (50^{th} Anniversary) in Oakland. The goal will be implemented by sponsorship of an SDPA Board member to attend and represent SDPA at the event.

Goal #10
To sponsor the National Latina/o Psychological Conference in San Diego. The goal will be implemented by purchase of a sponsored SDPA table that is attended by SDPA members.

D. Increasing and promoting psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications.

Goal #11
To publish online four issues of the SDPA publication The San Diego Psychologist. The goal will be implemented by the editor of The San Diego Psychologist with support from the CE Committee and the SDPA Office. An effort will be made to draw on speakers and content from the CICAMH, the Spring Workshop, and the Fall Conference in the production of the issues.

Goal #12
To encourage and support production of informative meetings and presentations on relevant psychology topics proposed by SDPA committees. The goal will be implemented by the committees that will develop content and recruit speakers for activities/events. The committees will be supported by the SDPA Office related to logistics. SDPA will fund the committee activities/events from a general committee budget item created for this purpose.

E. Fostering a professional community through networking.

Goal #13
To produce a summer social event for the purpose of professional networking. The goal will be implemented by a summer social committee with support from the SDPA Office to handle the logistics of the event. It is anticipated that the event will be free for members with a fee for non-members and a net cost to SDPA in the amount of $10,000.

Goal #14
To produce a year-end social event for the purpose of celebrating contributions made by volunteers during the year and for the purpose of presenting the yearly SDPA awards. The goal will be implemented by a committee to produce the event with support from the SDPA Office. It is anticipated that the event will be free to Board Members, Committee Chairs and Award Winners with a fee for non-members. The event will cost SDPA $10,000.

F. Supporting professionals in training.

Goal #15

To recruit more Graduate Student Members of SDPA. The goal will be implemented by the Graduate Students Committee that will market SDPA to various graduate programs in psychology in the San Diego Community.

Goal #16

To produce at least two graduate student networking events. The goal will be implemented by the Graduate Students Committee that will develop content and speakers. The SPDA Office will assist with the logistics for the event. It is anticipated that the networking events will be free to participants.

Goal #17

To re-vitalize the graduate student mentorship program in which SDPA members currently in clinical practice agree to provide time to graduate students to answer questions related to clinical practice. The goal will be implemented by the creation of a Graduate Student Mentorship Task Force to set up the mentorship program. This task force will coordinate with the Graduate Students Committee to market and implement the program.

Goal #18

To continue to support high school student interest in the field of psychology by involvement in the Greater San Diego Engineering and Science Fair held in Balboa Park each year. The goal will be implemented by the Science Fair Committee that will organize volunteers to judge fair projects on topics related to psychology and will present awards to students for their projects at an Honors Assembly held at the SDPA Office. The Science Fair Committee will be assisted in logistics by the SDPA Office.

Other Strategic Goals

The Board adopts for the year the following Other Strategic Goals to reflect and carry out SDPA values of championing diversity and inclusion, respecting and promoting human rights, and advocating broadly for the health and welfare of individuals in the San Diego community:

Goal #19
To support the Dr. Martin Luther King, Jr. Human Dignity Award Breakfast. The goal will be implemented by purchasing an SDPA table and offering seats to members on a first-come-first serve basis.

Goal #20
To support the San Diego Pride Parade. The goal will be implemented by purchasing an SDPA sponsorship and organizing a group of SDPA members to march under the SDPA banner wearing supportive paraphernalia.

Goal #21
To support the Harvey Milk Diversity Breakfast. The goal will be implemented by purchasing an SDPA table and offering seats to members on a first-come-first-serve basis.

Goal #22
To support the NAMI Walk/Run. The goal will be implemented by purchasing a sponsorship booth at the event and recruiting member volunteers to participate in staffing the booth and participating in the walk/run representing SDPA.

Organizational Goals

In order to maintain a strong SDPA and to increase SDPA's organizational effectiveness in achieving its Strategic Goals, the Board adopts the following Organizational Goals for the year:

Goal #23
To increase SDPA membership. The goal will be implemented by the Membership Committee that will work to acquired lists of e-mail or regular mailing addresses for licensed clinical psychologists in San Diego County. The goal will also be implemented by continuing to well and efficiently collect e-mail addresses for individuals in San Diego County who are interested in the field of psychology.

Goal #24
To increase SDPA presence on social media in the San Diego community. The goal will be implemented by identifying and engaging an independent contractor who specializes in marketing and social media to develop SDPA participation on social media sites and to monitor those sites on behalf of SDPA.

Goal #25
To explore additional possibilities for benefits for SDPA members. The goal will be implemented by the Membership Committee that will research opportunities to form relationships with third-party vendors to provide for SDPA members needed services at discounted group rates.

Goal #26
To approve newly revised and restated Policies and Procedures for SDPA as the final task required by the Organizational Restructure approved by the Board in 2016. The goal will be implemented by Mission/Vision Task Force that will develop and present a draft of the Policies and Procedures for Board review and approval. The goal will then be implemented by terminating the Mission/Vision Task Force and activating the Governance Committee to provide the Board with consultation related to governance matters on an ongoing basis.

SAMPLE BUDGET

	BUDGET 2018	ACTUAL 2017
ADMINISTRATIVE INCOME		
Advertising Income	2,000.00	$2,489.03
Dues Income	110,000.00	$129,574.19
Interest Income	0.00	$83.30
Total Administrative Income	$112,000.00	$132,146.52
PROGRAM INCOME		
CE Events Income		
Registrations - CE Other	10,000.00	$9,715.00
Registrations - FC	25,000.00	$23,820.00
Sponsors - FC	20,000.00	$23,650.00
Networking Events Income		
Registrations - Brew Ha Ha!	0.00	$3,655.00
Silent Auction - Brew Ha Ha!	0.00	$1,235.00
Holiday Soiree - Sponsors	0.00	$2,000.00
Total Program Income	55,000.00	64,075.00
TOTAL INCOME	$167,000.00	$196,221.52
ADMINISTRATIVE EXPENSE		
Board Meetings	1,500.00	$955.37
Computer	4,000.00	$9,152.83
Office Manager	35,000.00	$37,180.27
Bookkeeper	4,000.00	$4,764.00
Gifts/Awards	1,400.00	$1,594.66
Insurance	4,000.00	$3,487.55
Merchant Fees	7,200.00	$7,931.91
Office Expense	3,500.00	$4,439.00
Professional Fees:		
CPA	1,800.00	$1,845.00
Legal	7,000.00	$1,620.00
Rent	6,600.00	$6,810.70
Telephone	3,500.00	$3,851.08
Total Administrative Expense	$79,500.00	$83,632.37

PROGRAM EXPENSES		
Committees	4,000.00	$2,262.05
CE Other	10,000.00	$1,068.88
Fall Conference	40,000.00	$34,102.70
Marketing/Souvenirs	5,000.00	$322.17
Holiday Party	10,000.00	$21,646.64
Brew Ha Ha	10,000.00	$7,534.17
Science Fair	600.00	$905.41
Other Events	0.00	$5,382.73
San Diego Psychologist	4,400.00	$3,099.00
CPA Convention	3,000.00	$0.00
Total Program Expense	$87,000.00	$76,323.75
TAXES	500.00	$1,234.94
TOTAL EXPENSE	$167,000.00	$161,191.06
NET INCOME	$0.00	$35,030.46

BOARD MEETING
SPECIAL MOTION

DATE:

BOARD MEMBER(S) SUBMITTING:

BACKGROUND:

MOTION:

NOTE: Special Motions are motions that are complex and are submitted to Board members in advance so that discussion at the Board meeting might be more efficient and productive. A complex motion does not need to be submitted in advance to be made at a Board meeting, however, the Board, in its discretion, may decide to postpone the matter until there is more time for review or until more information is forthcoming.

(Submit Form One Week Prior to Board Meeting)

SAMPLE BOARD MEETING MINUTES

DATE: (Full Date)

LOCATION: SDPA Office

Dr. (President) acted as Presiding Officer for the meeting and Dr. (Secretary) acted as Secretary for the meeting (via Teleconference)

The meeting was called to order at 7:00 pm.

Dr. (Secretary) announced that the meeting was held pursuant to notice properly given.

Dr. (Secretary) announced that the following Board members, constituting a quorum, were present at the meeting.

PRESENT IN PERSON:

Drs. (List Last Names). Mr. (Last Name) and Ms. (Last Name) were also present.

PRESENT BY TELECONFERENCE:

Dr. (Secretary)

ABSENT:

Mr. (Last Name)

ALSO PRESENT AT THE MEETING:

(List Full Names and Credentials)

PROCEEDINGS:

Regular Business:

The minutes from the prior Board meeting dated (Full Date) had been distributed prior to the meeting and a reading was dispensed with. Dr. (Last Name) requested that the minutes include information related to the dates and times of the upcoming event for the Cultural Diversity Committee planned for June. A motion to approve the minutes as revised by Dr. (Last Name) **(Vote 02.01.2020)** was made by Dr. (Last Name) and approved.

Dr. (President) presented the Presidential Report. Dr. (President) said he has been considering possible Spring Workshop themes. One possibility is for a workshop on integrating xyz into clinical practice. He mentioned that Dr. (Last Name) might be willing to be the keynote speaker. Response from the Board was positive. Dr. (President) will make a formal proposal for a Spring Workshop theme at the next Board meeting. Dr. (President) reported that he is following up on several leads in recruiting a new editor for The San Diego Psychologist. Dr. (President) reported that he is investigating the possibility of having the venue for the June Board Retreat at the home of Dr. (Last Name) who has kindly offered her residence for the event.

Dr. (Treasurer) presented the Treasurer's Report that was provided to the Board members for review prior to the meeting (copy attached). Dr. (Treasurer) noted that cash in bank is as expected and expenditures to date fall within budget. Dr. (Treasurer) reported that dues from renewals are falling short of expectation but noted that there are still ten days remaining in the renewal period. Dr. (Treasurer) reported that she is investigating possible options for investing reserve funds in higher interest vehicles proposed by Union Bank. She hopes to make a proposal at the next Board meeting.

Dr. (Immediate Past President) initiated discussion on the issue of the timing and venue for Awards presentations for (year). There was concern expressed by Board members that the Awards be presented at an event that will draw an appropriate number of attendees to honor Award recipients. Dr. (Immediate Past President) will investigate and report at a future Board meeting.

Dr. (MAL Community) reported that the Science Fair Committee needs psychologist volunteers for the Science Fair judging that will take place in Balboa Park on (date). Three Board members indicated that they would be happy to volunteer.

Dr. (MAL CE) presented a stand alone CE course proposal for a course on Suicide (copy attached) that has been approved by the CE Committee. The stand alone CE course was submitted by Dr. (Last Name), an SDPA member, and is not associated with a committee. A motion to approve the stand alone CE course proposal **(Vote 02.02.2020)** was made by Dr. (Last Name) and approved. Dr. (MAL Events) reported that she would submit an event/activity proposal for the stand alone CE course at the next Board meeting for approval.

Dr. (MAL Diversity) presented an event/activity proposal (copy attached) from the Cultural Diversity Committee for a Juneteenth event to be held on (date) at (venue). There was discussion re the cost of the event ($1,000) that was somewhat higher than average for a single committee event. A motion to approve the event/activity proposal **(Vote 02.03.2020)** was made by Dr. (Last Name) and approved.

Dr. (MAL Events) discussed three possible venues for the Fall Conference. The response by the Board to all of the venues discussed was positive. Dr. (MAL Events) will obtain bids from the three venues and report at the next Board meeting.

Dr. (MAL Government Affairs) reported on the details for the upcoming CPA LAC meeting in Sacramento and encouraged Board members to register if they are interested in attending. An E-Blast should be sent to members advising them of the event.

Dr. (MAL Membership) presented the Membership Committee Report that included the status of membership renewals for (year) (copy attached). She also presented to the Board for certification the list of qualified applicants for membership (copy attached). A motion to certify the applicants as new members **(Vote 02.04.2020)** was made by Dr. (Last Name) and approved.

Dr. (MAL Professional Practice) submitted a list of names of SDPA members (all currently active) who would like to serve as members of the ECP Committee. A motion was made by Dr. (Last Name) to certify the list as members of the ECP Committee **(Vote 02.05.2020**) and approved.

Dr. (MAL Professional Specialties) reported that the chair of the Forensic Committee has resigned. Dr. (Last Name) mentioned that Dr. (Last Name) who practices as a Forensic Psychologist might be a possibility and offered to contact Dr. (Last Name) to see if she might be willing to serve.

A motion to postpone to the next Board meeting consideration of remaining items of regular business listed on the agenda **(Vote 02.06.2020)** was made by Dr. (Last Name) and approved.

Special Business/Motion:

Dr. (President) reported that the ABC Association inquired whether SDPA would be interested in partnering on an event on XYZ. Copies of the proposal by ABC Association were sent to Board members prior to the Board meeting to review. There was discussion on the potential liabilities of partnering with another association in producing an event. A motion was made to approve purchase of a sponsorship of the event instead in the amount of $3,000 **(Vote 02.07.2020)** and approved. Dr. (Last Name) voted NO.

Unfinished Business:

Dr. (President) made a motion to approve the creation of a Military Committee. A copy of the new committee proposal for a Military Committee was sent to the Board prior to the last Board meeting but the issue was tabled until the next meeting. The motion

(Vote 02.08.2020) was approved. Dr. (President) recommended the appointment of Dr. (Last Name) as chair for the new committee. The motion **(Vote 02.09.2020)** was approved.

New Business:

There was no new business.

There being no further business to come before the meeting, the meeting was adjourned at 9:16 pm.

The next Board Meeting is scheduled for (Full Date) at (Time) at the SDPA Office.

Respectfully submitted,

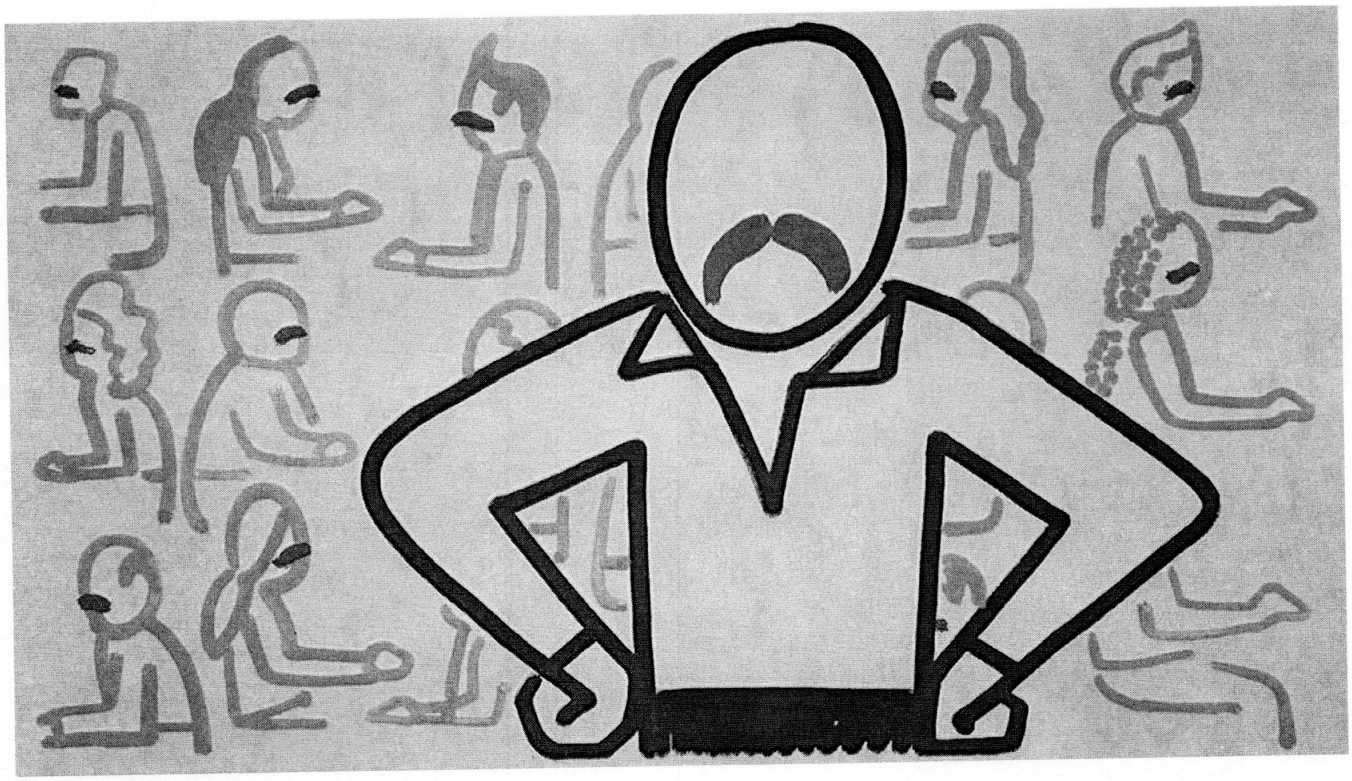
Dr. (Secretary)

LEADERSHIP

The Most Important Leadership Competencies, According to Leaders Around the World

by Sunnie Giles

March 15, 2016



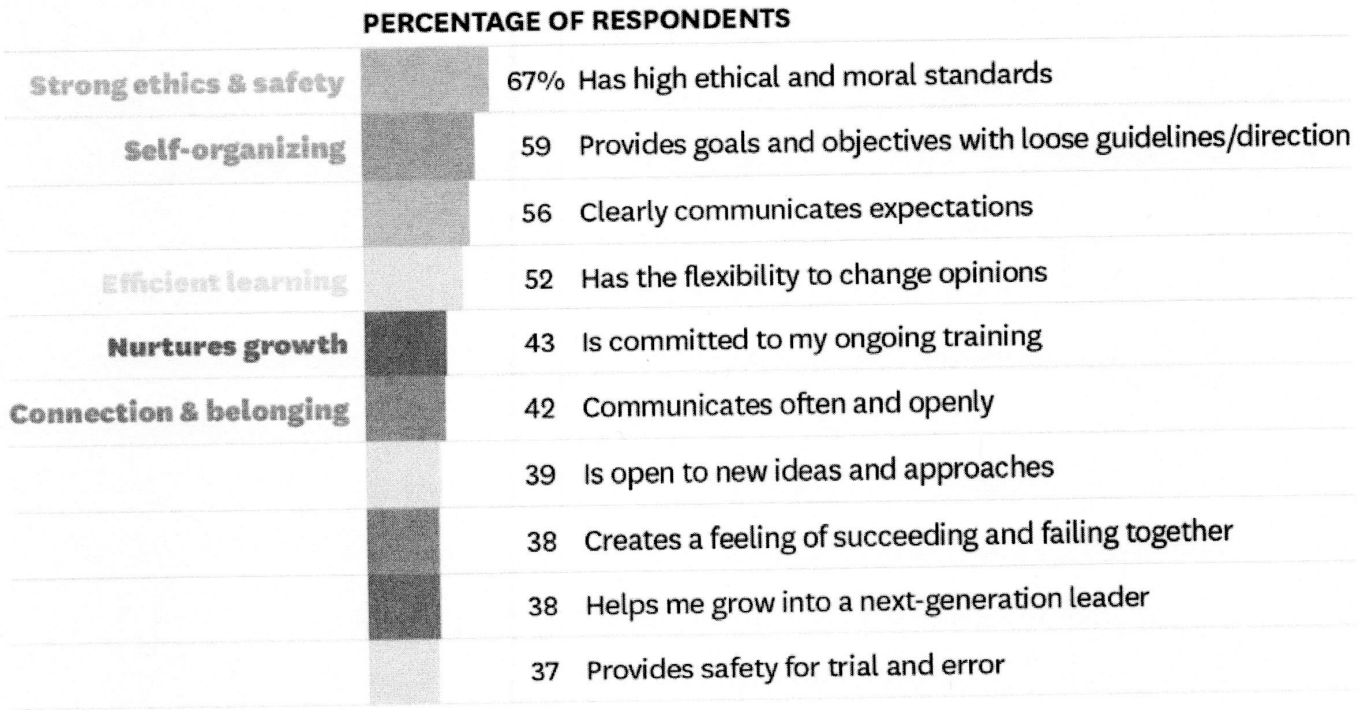
dave wheeler FOR HBR

What makes an effective leader? This question is a focus of my research as an organizational scientist, executive coach, and leadership development consultant. Looking for answers, I recently completed the first round of a study of 195 leaders

in 15 countries over 30 global organizations. Participants were asked to choose the 15 most important leadership competencies from a list of 74. I've grouped the top ones into five major themes that suggest a set of priorities for leaders and leadership development programs. While some may not surprise you, they're all difficult to master, in part because improving them requires acting against our nature.

The Top 10 Leadership Competencies, Grouped Into Five Themes

When 195 global leaders were asked to rate 74 qualities, these rose to the top.



SOURCE SUNNIE GILES

© HBR.ORG

Demonstrates strong ethics and provides a sense of safety.

This theme combines two of the three most highly rated attributes: "high ethical and moral standards" (67% selected it as one of the most important) and "communicating clear expectations" (56%).

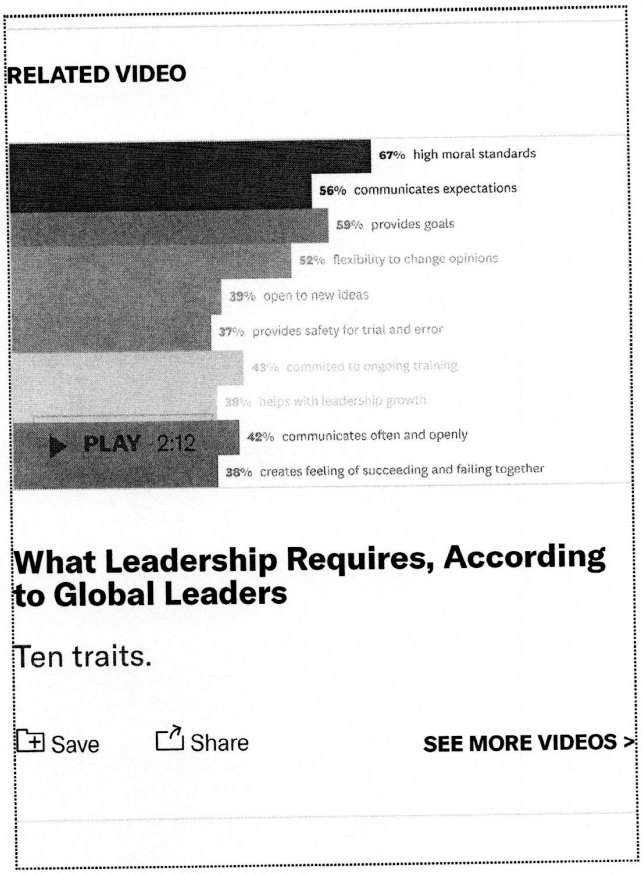
Taken together, these attributes are all about creating a safe and trusting environment. A leader with high ethical standards conveys a commitment to fairness, instilling confidence that both they and their employees will honor the rules of the game. Similarly, when leaders clearly communicate their expectations, they avoid blindsiding people and ensure that everyone is on the same page. In a safe environment employees can relax, invoking the brain's higher capacity for social engagement, innovation, creativity, and ambition.

Neuroscience corroborates this point. When the amygdala registers a threat to our safety, arteries harden and thicken to handle an increased blood flow to our limbs in preparation for a fight-or-flight response. In this state, we lose access to the social engagement system of the limbic brain and the executive function of the prefrontal cortex, inhibiting creativity and the drive for excellence. From a neuroscience perspective, making sure that people feel safe on a deep level should be job #1 for leaders.

But how? This competency is all about behaving in a way that is consistent with your values. If you find yourself making decisions that feel at odds with your principles or justifying actions in spite of a nagging sense of discomfort, you probably need to reconnect with your core values. I facilitate a simple exercise with my clients called "Deep Fast Forwarding" to help with this. Envision your funeral and what people say about you in a eulogy. Is it what you want to hear? This exercise will give you a clearer sense of what's important to you, which will then help guide daily decision making.

To increase feelings of safety, work on communicating with the specific intent of making people feel safe. One way to accomplish this is to acknowledge and neutralize feared results or consequences from the outset. I call this "clearing the

air." For example, you might approach a conversation about a project gone wrong by saying, "I'm not trying to blame you. I just want to understand what happened."



Empowers others to self-organize. Providing clear direction while allowing employees to organize their own time and work was identified as the next most important leadership competency.

No leader can do everything themselves. Therefore, it's critical to distribute power throughout the organization and to rely on decision making from those who are closest to the action.

Research has repeatedly shown that empowered teams are more productive and proactive, provide better customer service, and show higher levels of job satisfaction and commitment to their team and organization. And yet many leaders struggle to let people self-organize. They resist because they believe that power is a zero-sum game, they are reluctant to allow others to make mistakes, and they fear facing negative consequences from subordinates' decisions.

To overcome the fear of relinquishing power, start by increasing awareness of physical tension that arises when you feel your position is being challenged. As discussed above, perceived threats activate a fight, flight, or freeze response in the amygdala. The good news is that we can train our bodies to experience relaxation instead of defensiveness when stress runs high. Try to separate the current

situation from the past, share the outcome you fear most with others instead of trying to hold on to control, and remember that giving power up is a great way to increase influence — which builds power over time.

Fosters a sense of connection and belonging.

Leaders who "communicate often and openly" (competency #6) and "create a feeling of succeeding and failing together as a pack" (#8) build a strong foundation for connection.

We are a social species — we want to connect and feel a sense of belonging. From an evolutionary perspective, attachment is important because it improves our chances of survival in a world full of predators. Research suggests that a sense of connection could also impact productivity and emotional well-being. For example, scientists have found that emotions are contagious in the workplace: Employees feel emotionally depleted just by watching unpleasant interactions between coworkers.

From a neuroscience perspective, creating connection is a leader's second most important job. Once we feel safe (a sensation that is registered in the reptilian brain), we also have to feel cared for (which activates the limbic brain) in order to unleash the full potential of our higher functioning prefrontal cortex.

There are some simple ways to promote belonging among employees: Smile at people, call them by name, and remember their interests and family members' names. Pay focused attention when speaking to them, and clearly set the tone of the members of your team having each other's backs. Using a song, motto, symbol, chant, or ritual that uniquely identifies your team can also strengthen this sense of connection.

Shows openness to new ideas and fosters organizational learning.

What do "flexibility to change opinions" (competency #4), "being open to new ideas and approaches" (#7), and "provides safety for trial and error" (#10) have in common? If a leader has these strengths, they encourage learning; if they don't, they risk stifling it.

Admitting we're wrong isn't easy. Once again, the negative effects of stress on brain function are partly to blame — in this case they impede learning. Researchers have found that reduced blood flow to our brains under threat reduces peripheral vision, ostensibly so we can deal with the immediate danger. For instance, they have observed a significant reduction in athletes' peripheral vision before competition. While tunnel vision helps athletes focus, it closes the rest of us off to new ideas and approaches. Our opinions are more inflexible even when we're presented with contradicting evidence, which makes learning almost impossible.

To encourage learning among employees, leaders must first ensure that they are open to learning (and changing course) themselves. Try to approach problem-solving discussions without a specific agenda or outcome. Withhold judgment until everyone has spoken, and let people know that all ideas will be considered. A greater diversity of ideas will emerge.

Failure is required for learning, but our relentless pursuit of results can also discourage employees from taking chances. To resolve this conflict, leaders must create a culture that supports risk-taking. One way of doing this is to use controlled experiments — think A/B testing — that allow for small failures and require rapid feedback and correction. This provides a platform for building collective intelligence so that employees learn from each other's mistakes, too.

Nurtures growth.

"Being committed to my ongoing training" (competency #5) and "helping me grow into a next-generation leader" (#9) make up the final category.

All living organisms have an innate need to leave copies of their genes. They maximize their offspring's chances of success by nurturing and teaching them. In turn, those on the receiving end feel a sense of gratitude and loyalty. Think of the people to whom you're most grateful — parents, teachers, friends, mentors. Chances are, they've cared for you or taught you something important.

When leaders show a commitment to our growth, the same primal emotions are tapped. Employees are motivated to reciprocate, expressing their gratitude or loyalty by going the extra mile. While managing through fear generates stress, which impairs higher brain function, the quality of work is vastly different when we are compelled by appreciation. If you want to inspire the best from your team, advocate for them, support their training and promotion, and go to bat to sponsor their important projects.

These five areas present significant challenges to leaders due to the natural responses that are hardwired into us. But with deep self-reflection and a shift in perspective (perhaps aided by a coach), there are also enormous opportunities for improving everyone's performance by focusing on our own.

Dr. Sunnie Giles is a professionally certified executive coach, leadership development consultant and organizational scientist. She is President of Quantum Leadership Group. She has an MBA from the University of Chicago and PhD from Brigham Young University.

Committee Handbook

The purpose of this handbook is to provide guidance for those who serve on SDPA committees or task forces. The handbook reflects rules set forth in the SDPA Bylaws and SDPA Policies and Procedures. See these documents for more detail related to committees.

SAN DIEGO PSYCHOLOGICAL ASSOCIATION (SDPA)

SDPA is organized under the California Nonprofit Mutual Benefit Corporation Law. As a corporation, it is protected from liability so long as it follows the rules set out by California law related to these types of entities. SDPA is exempt from federal income tax under IRS Code Section 501(c)(6). SDPA is exempt because it is not organized for profit and it operates as a business league, that is, its primary purpose is to advance a business interest common to members that is considered a benefit to the public, in this case the field of psychology. All but an insubstantial amount of SDPA activity must be conducted for this purpose to preserve its tax exempt status.

SDPA is governed by rules that it must follow to be operating legally in California and to be tax-exempt for federal purposes. These rules are as follows and are in order of priority:

California Law
Federal Income Tax Law
SDPA Articles of Incorporation
SDPA Bylaws
SDPA Policies and Procedures

The latter three are considered the SDPA governing documents. Links to the above are included in the Governance section under Members on the Website. Committee chairs and members should read through the SDPA governing documents to become familiar with the general rules related to SDPA.

Governance

MISSION STATEMENT (SDPA Bylaws Article I Section 3)

Consistent with its specific and primary purpose, it is the Mission of SDPA to improve or advance the field of psychology and the benefit the public may derive from its work. SDPA shall accomplish its Mission by the following means that are inclusive and not exclusive: a) encouraging psychology in all its branches and in the broadest and most liberal manner; b) promoting research in psychology and the improvement of research methods and conditions; c) improving the qualifications and usefulness of psychologists through high standards of ethics, conduct, education, and achievement; d) increasing and promoting psychological knowledge through meetings, professional contacts, reports, paper, discussions, and publications; e) fostering

a professional community through networking; and f) supporting professionals in training.

DIVERSITY STATEMENT (SDPA Bylaws Article I Section 4)

In principal and in practice, SDPA values and seeks a diverse membership. SDPA treats all people with respect and without discrimination and promotes full participation irrespective of gender, gender identity, race, religion, ethnicity, culture, national origin, age, sexual orientation, disability, language or socioeconomic status. SDPA implements and adheres to policies and procedures that discourage harassment and other behaviors that infringe upon the freedom and respect that every individual deserves.

COMMITTEES

It is the committees that do the work of SDPA in carrying out its Mission. Article VI of the SDPA Bylaws sets forth rules related to committees. Chapter 4 of the SDPA Policies and Procedures sets forth policy related to committees that further supplements the rules set forth in the Bylaws. SDPA has two types of committees, standing and operating. Standing committees do work that is fundamental to the functioning of SDPA and they are considered permanent. Operating committees are created by the Board to work on specific programs. Periodically, the Board will create task forces to accomplish specific short-term projects or goals. The Website provides a committee list that includes links to information for each committee. The Website contains directories for committee chairs and committee members.

Committee List

Committee Chairs

Committee Members

PRESIDENT AND THE BOARD

Committees are managed on a day-to-day basis by the President who operates under the control of the Board. The Board is responsible for overseeing the activities of SDPA to be certain that the Mission of SDPA is being well accomplished. The Board is also charged with ensuring that SDPA activities are conducted in a manner consistent with state and federal law and the SDPA governing documents. To effectively oversee the activities of the committees, the Board assigns each Board member to be liaison to specific committees. The Website provides a directory for the Board and describes board positions and responsibilities. The Website provides a list of current Board Committee Liaisons.

Board of Directors

Board Positions and Responsibilities

Board Committee Liaisons

OFFICE MANAGER

The Office Manager provides support for the committees under the management of the President. The Office Manager manages the Website. The Website Calendar of Events includes listings of committee meetings and events. The Office Manager manages communications including the Office E-News and periodic E-Blasts. The Office E-News is sent to all members and includes the Calendar of Events and Committee Updates/Reports. E-Blasts may be used to publicize individual events and are sent to all members and, if desired, other public contacts. The Office Manager also handles Website event registrations. It is the job of the Office Manager to hold committee chairs responsible for timely submission of committee reports.

Office Manager

HOW ARE COMMITTEES AND TASK FORCES CREATED OR TERMINATED?

Standing Committees
Standing committees are created by the SDPA Bylaws. A standing committee can only be terminated by amendment of the SDPA Bylaws by the Board.

Operating Committees
Operating committees are created by the Board and may be terminated by the Board if the Board feels the committee no longer serves a purpose. The Board may decide to merge operating committees or to split an operating committee into two or more committees. At any given time, operating committees may be active, inactive or in a state of proposal.

Task Forces
Task forces are created by the Board and are terminated by the Board when the purpose of the task force is complete.

HOW DO YOU PROPOSE THE CREATION OF A NEW COMMITTEE?

Any SDPA member may propose a new operating committee! Please complete a New Committee Proposal form and submit to the SPDA office.

HOW DOES ONE BECOME A COMMITTEE CHAIR?

Full Members Only

According to the SDPA Bylaws, all committee chairs, with the exception of the chair of the Graduate Student Committee, must be Full Members in good standing of SDPA.

Co-Chairs

Committees may have more than one chair (co-chair). Co-chairs are equal in status and the rules related to committee chairs apply to both equally.

Standing Committees

Chairs of some standing committees are specifically identified in the SDPA Bylaws. The President is the chair of the Executive Committee, the Treasurer is the chair of the Finance Committee and the Immediate Past President is the chair of the Nominations, Elections and Awards Committee. In the event that the Immediate Past President becomes unable to fulfill the duties of chair of the Nominations, Elections and Awards Committee, the President-Elect will fill that role.

Chairs of other standing committees are appointed by the Board. With the exception of the Governance Committee, Board policy is to give preference to recommendations for standing committee chairs made by standing committee members. In appointing chairs for the Ethics and Standards Committee and the Continuing Education Committee, the Board will consider whether the individual proposed possesses appropriate knowledge and experience in applying ethical principles or in reviewing proposals for continuing education courses respectively. If no recommendations for chair are made by the standing committee members, the Board will appoint the standing committee chairs on its own initiative.

Operating Committees

Chairs of operating committees are appointed by the Board. Board policy is to give preference to recommendations for operating committee chairs made by the President. If no recommendation for an operating committee chair is made by the President, the Board will appoint the operating committee chair on its own initiative.

Task Forces

Chairs of task forces are appointed by the Board.

Terms of Office

Terms of office for committee chairs are generally one year however chairs may be reappointed for additional terms. Chairs of the Executive , Finance and Nominations, Elections and Awards Committees serve until they leave that executive office. The terms of office for the chairs of the CE Committee and the Ethics and Standards Committee are two years however those chairs may be reappointed for additional terms.

Resignations/Removals

With the exception of the Executive Officers, a standing committee chair may resign at any time by giving notice to the Board. An operating committee chair may resign by giving notice to the President. A committee chair that takes office during the year shall count that year as a one year term. With the exception of the Executive Officers, chairs of standing or operating committees may be removed by the Board at its discretion and without cause.

HOW DOES ONE BECOME A COMMITTEE MEMBER?

Committee Chairs/Members Chart

Executive Committee

The SDPA Bylaws specify that the members of the Executive Committee shall be the Executive Officers that are the President, President-Elect, Immediate Past President, Treasurer, Treasurer-Elect and Secretary. Members of the Executive Committee serve for one year.

Finance Committee

The SDPA Bylaws specify that the members of the Finance Committee shall be the Treasurer, Treasurer-Elect, President, President-Elect and two Members-at-Large appointed by the Board. Members of the Finance Committee serve for one year.

Governance Committee

The SDPA Bylaws specify that the members of the Governance Committee shall be the President, President-Elect, Immediate Past President, one Member-at-Large, and three Past Presidents. The Board appoints the chair, Member-at-Large and the three Past Presidents. Members of the Governance Committee serve for one year but may be reappointed for additional terms.

Nominations, Elections and Awards Committee

The SDPA Bylaws specify that the members of the Nominating, Elections and Awards Committee shall include the Immediate Past President, the President-Elect, one Member-at-Large, and two Full Members not currently serving on the Board. The Member-at-Large and the two Full Members not currently serving on the Board are appointed by the Board. Members of the Nominations, Elections and Awards Committee serve for one year.

Ethics and Standards Committee

The SDPA Bylaws specify that Ethics and Standards Committee shall consist of as many members as the Board considers appropriate in its discretion. The members of the Ethics and Standards Committee are appointed by the Board. Board policy is to maintain in any given year at least five members on the Committee. Board policy is to give preference to recommendations for members made by the Committee. In appointing Committee members, the Board considers whether the individual proposed possesses appropriate knowledge and experience in applying ethical principles. Board policy is to appoint, in addition to the other members, an "associate" member on recommendation of the Committee. The associate member does not vote or participate in Ethics on Call. Members of the Ethics and Standards Committee serve for two years but may be reappointed for additional terms. Board policy is for no more than three and no less than two members to rotate off the Committee each year to assure continuity of experience. See ETHICS AND STANDARDS chapter of the Policies and Procedures for more detail related to this Committee.

Continuing Education Committee

The SDPA Bylaws specify that the Continuing Education Committee shall consist of as many members as the Board considers appropriate in its discretion. The members of the Continuing Education Committee are appointed by the Board. Board policy is to maintain in any given year at least five members on the CE Committee. Board policy is to give preference to recommendations for members made by the Committee. In appointing Committee members, the Board considers whether the individual proposed possesses appropriate knowledge and experience in reviewing proposals for continuing education courses. Board policy is to allow up to two additional SDPA members to attend CE Committee meetings as non-voting trainees for future CE Committee membership. Members of the Continuing Education Committee serve for two years but may be reappointed for additional terms. See CONTINUING EDUCATION chapter of the Policies and Procedures for more detail related to this Committee.

Other Standing Committees

Any member of SDPA may become a member of the other standing committees. The Board appoints members of other standing committees. Board policy is to give preference to recommendations made by the standing committee members. Members of other standing committees serve for one year but may be reappointed for additional terms.

Operating Committees

Any member of SDPA may become a member of operating committees. Chairs of operating committees present to the Board names of SDPA members interested in becoming members of those committees. The Board certifies (determines that the individuals meet membership qualifications to serve) those individuals as committee members.

Task Forces

Chairs and members of task forces are appointed by the Board and need not be members of SDPA. Chairs and members of task forces serve until they resign or are removed or until the task is complete.

Resignations/Removals

With the exception of Executive Officers, a member of any standing or operating committee may resign at any time by notifying the chair of that committee. The chair notifies the SDPA Office of committee member resignations so that the Committee Members directory can be updated. With the exception of the Executive Officers, members of standing or operating committees may be removed by the Board at its discretion and without cause.

President/President-Elect

The President and President-Elect serve as ex-officio voting members of all committees.

COMMITTEE MEETINGS

How Often?

Committees must hold regular committee meetings to accomplish the purposes of the committees. The frequency of the meetings is determined by the committee. Per SDPA Bylaws, two or more members of a committee may call a meeting. Board policy is that the Ethics and Standards Committee will meet monthly with e-mail communication in between meetings if necessary. Board policy is that the CE Committee will meet at least four times per year with e-mail communication in between meetings if necessary.

Where?

Committees may use conference rooms at the SDPA Office for meetings but the Office Manager must be notified ahead as a reservation must be made with the landlord for use of conference rooms.

Meeting Expenses

Refreshment/venue expenses for regular committee meetings whether standing or operational are not covered by SDPA.

Meeting Minutes

Minutes must be taken at regular committee meetings and submitted to the SDPA Office (see below).

Voting at Meetings

There are times when a committee needs to take a vote to recommend chairs or to decide on various courses of action. All committee members should be solicited for vote on an issue either in person at a committee meeting or by e-mail. An affirmative vote by a majority of those officially certified as members of that committee (listed in Committee Members directory on Website) will carry a motion.

COMMITTEE EVENTS/ACTIVITIES

Committees are encouraged to hold events/activities to carry out the Mission of SDPA. These events/activities may be, for example, for the purpose of professional education, professional networking, or community networking or education. Events/activities may require a fee but must allow all members of SDPA to participate. Committees must submit an Event/Activity Proposal form to the SDPA Office for approval (see below). Costs of committee events/activities may be covered by SDPA (see COMMITTEE FUNDING below). The SDPA Office is available to help promote committee events/activities on the Website or by E-Blasts and can produce flyers or other materials needed. The SDPA Office is available to help with staffing at the event/activity. Committees must coordinate with the SDPA Office in producing events/activities as SDPA is legally responsible for these activities/events. Any promotional or educational information produced in service of the event/activity must be approved by the SDPA Office. The Website can be used to register attendees for an event/activity and must be used when registrations involve a fee.

COMMITTEE FUNDING

Each year, the Board approves an SDPA budget that includes funding for committees. The costs of regular committee meetings are not covered by SDPA, however, the Board works hard to provide funds for committee activities/events as these are the primary way in which the Mission of SDPA is fulfilled. The Board generally approves a total amount of funding for all committee events/activities for the year and may also set limits on the total amount per year that an individual committee may request or the amount an individual committee may request for a single activity/event. Committees must specify in their Event/Activity Proposal an amount requested for the event/activity. Event/activity proposals may be approved by the President if the amounts requested fall within the yearly committee budget limits. If the amount requested for the event/activity exceeds yearly committee budget limits, the proposal must be approved by the Board. The Board may in its discretion approve additional funds for a committee event/activity over and above the yearly budget if it feels that the event/activity is worthy and other SDPA financial needs permit. The amount the Board approves for total committee events/activities changes each year. Contact the Office Manager for current budget amounts. NOTE: Committee chairs or members are not allowed to sign contracts with vendors or venues on behalf of SDPA. Only the President or Treasurer may sign contracts on behalf of SDPA.

CONTINUING EDUCATION

Most educational events produced by committees are informal and do not offer APA accredited units. Sometimes, however, a committee may wish to sponsor an SDPA stand alone CE course. Procedures for proposing SDPA CE courses are included on the Website.

Continuing Education

THE SAN DIEGO PSYCHOLOGIST

The San Diego Psychologist is the official newsletter for SDPA. Committees are encouraged to contribute articles to The San Diego Psychologist as part of their work to carry out the Mission of SDPA.

The San Diego Psychologist

COMMITTEE CHAIRS MEETING

In January of each year, the President conducts a meeting for all committee chairs. Board committee liaisons are invited to attend as well. The purpose of the meeting is to familiarize committee chairs with rules and procedures related to committees and to provide an opportunity for committee chairs to network and collaborate with each other and with their Board committee liaisons in carrying out the Mission of SDPA. It is very important that all committee chairs and Board committee liaisons attend the Committee Chairs Meeting as the meeting kicks off the committee year and sets the stage for submission of Committee Action Plans that are due to the SDPA office by February 1st.

COMMITTEE REPORTS

Committee Forms

Committee Action Plan

Committees are each required to submit a report at the beginning of the year outlining the committee action plan for the year. This report should include the name of the committee, the names of the chair(s) and members of the committee at the beginning of the year. The report should request any desired changes in the information presented on the website for the committee. The report should describe plans for regular meetings including dates and locations if available at that time. The report should describe any events/activities planned for the year based upon information available at the beginning of the year. If the information is available, the report should include Event/Activity Proposal forms. The latter forms may be submitted later in the year as events/activities are planned. Finally, the report should include a statement as to how the committee action plan will help SDPA to fulfill its Mission. Committee Action Plans as due to the SDPA Office by February 1st. The Committee Action Plan will be included in the Website in the Committee Updates/Reports section.

Committee Final Report

Committees are each required to submit a report at the end of the year summarizing the committee events/activities for the year and reporting on how the committee met its goals for the year contributing to the Mission of SDPA. The report should include the name of the committee, the names of the chair(s) and whether there will be new chair(s) for the upcoming year. The report should

describe activities/events that occurred during the year including information about attendance at events/activities and general income/expenses related to events. The report should make recommendations for activities/events for the committee for the following year if any. The report should include any additional comments or questions for the SDPA Office. Committee Final Reports are due by January 31st of the following year. The Committee Final Report will be included in the Website in the Committee Updates/Reports section.

Committee Updates

Committees should submit updates to the SDPA Office during the year to report on events/activities that have occurred. These Committee Updates should be submitted to the SDPA Office no later than 30 days following an event. Committee Updates are included in Website in the Committee Updates/Reports section and are also included in the Office E-News that is sent to all members. Committee Updates might include a report on events/activities with pictures. Committee Updates might include a report on a recent meeting and important decisions that occurred. The Committee Updates might include requests to the SDPA membership for involvement in the Committee or in its events/activities.

Committee Minutes

Committees are required to submit to the SDPA Office minutes for each regular committee meeting. Minutes should include the date, time and location of the meeting and should state those Committee members present at the meeting and those absent. The minutes should describe any motions or decisions made by the Committee. Minutes should be submitted to the SDPA Office within 60 days of the meeting. Chairs should keep copies of meeting minutes.

Event/Activity Proposals

Committees are required to submit for President or Board approval proposals for events/activities that will involve individuals outside the membership of that Committee. The proposal should include the name of the committee with contact information for the chair. The proposal should include information about the proposed event/activity including date time and location, and expected number and type of attendees. The proposal should indicate how the event should be promoted, by listing in the Website Calendar or E-blast to designated recipients. Any flyers intended to be distributed to potential attendees or participants must be submitted for approval. The proposal should include request for budget for the event with as much detail regarding the costs as possible. The proposal must state a specific amount of budget request. Subsequent member requests for reimbursement may not exceed the budget amount approved for the event. The proposal should indicate whether committee members will pay for expenses for an event and then seek reimbursement or whether the Office Manager needs to make purchases on behalf of SDPA for the event. The proposal needs to indicate any requests for Office Manager staffing for the event and whether the registration should be handled on the Website (required where registrations include a fee). The proposal should be signed and dated by the chair of the committee and should be submitted to the SDPA Office at least 30 days prior to the event/activity.

Member Requests for Reimbursement

After an event/activity, members may submit requests for reimbursement to the SDPA Office. The amounts submitted for reimbursement must be for items included in the original proposal for the event/activity that was approved and must be backed up with receipts. Member Requests for Reimbursement must be submitted to the SDPA Office no later than 60 days after the date of the expenditure.

COMMITTEE CHAIRS TO DO LIST:

- Attend the Committee Chairs Meeting in January.
- Read the SDPA governing documents.
- Maintain regular contact with your Board committee liaison. Let them know about committee events/activities and any needs for Board help and support.
- Review the information about the committee included in the Website linked to Committee List to be sure it is up to date and best reflects the purpose of the committee. Review the Committee Chairs and Committee Members directories to be sure they reflect updated information about your committee.
- Review past Committee Updates/Reports for your committee included on the Website under Committee Updates/Reports to see what the events/activities have been in the past.
- Recruit members for the committee. Be certain that interested individuals are presented to the Board committee liaison to be certified by the Board so they may be included as members of the committee in the Website directory Committee Members. Talk to the Office Manager regularly to get the names of any new SDPA members who have indicated interest.
- Submit the Committee Action Plan to the SDPA Office and to the Board committee liaison by February 1st. This will be included on the Website in the section Committee Updates/Reports.
- Conduct committee meetings regularly. Be sure to put the meetings and committee events/activities on the Website Calendar.
- Submit to the SDPA Office and to the Board committee liaison copies of Minutes for regular committee meetings.
- Submit Event/Activity Proposals as needed during the year. Submit to the SDPA Office and to the Board committee liaison. Following events/activities submit Member Request for Reimbursement forms with receipts.
- Submit Committee Updates to the SDPA Office and to the Board committee liaison following meetings or events/activities to be published in the Office E-News. Include pictures and requests for volunteers for an event/activity or requests for committee chairs or members. In addition to being published in the Office E-News, these updates will be included on the Website in the section Committee Updates/Reports.
- Consider producing a committee sponsored SDPA stand alone CE course.
- Consider contributing an article to The San Diego Psychologist.
- Attend SDPA major events.

- Submit the Committee Final Report to the SDPA Office and the Board committee liaison by January 31st. This will be included on the Website in the section Committee Updates/Reports.
- Work with new committee chairs to prepare them to take over the following year.

BOARD COMMITTEE LIAISONS TO DO LIST:

- Attend the Committee Chairs Meeting in January. Be certain all liaison committee chairs have received the information provided at the Committee Chairs Meeting and answer any questions they might have.
- Read the SDPA governing documents.
- Maintain regular contact with the liaison committee chairs. Advise them of Board decisions and Board communications of help and support.
- Review the information about the liaison committees on the Website linked to Committee List to understand their purposes. Discuss possible changes with the liaison committee chairs.
- Review past committee updates/reports for liaison committees included on the Website under Committee Updates/Reports to see what the events/activities for those committees have been in the past.
- Help liaison committee chairs to complete Committee Action Plans and report to the Board any requests by the liaison committees for help and support during the year.
- Help to recruit members for your liaison committees. Be certain that interested individuals are presented to the Board to be certified so they may be included as members of the committee in the Website directory Committee Members.
- Help to recruit new liaison committee chairs as needed and present to the Board. Receive liaison committee recommendations for new chairs if offered and present to the Board.
- Read the copies of minutes for regular committee meetings for your liaison committees and include in your report to the Board.
- Read Event/Activity Proposals submitted during the year by your liaison committees. Facilitate approvals by the President or the Board as needed.
- Discuss with the President, the Board and the Office Manager ways in which the liaison committee event/activities can be supported.
- Attend liaison committee regular meetings and events/activities where possible to be of support!
- Read Committee Updates from liaison committees following meetings or events/activities and report to the Board.
- Encourage liaison committee chairs and members to attend SDPA major events.
- Assist the liaison committee chairs to complete the Committee Final Report and be sure the report is included on the Website in the section Committee Updates/Reports.
- Work with the new Board committee liaison for your committees to prepare them to take over liaison responsibilities.

COMMITTEE CHAIRS/MEMBERS CHART

COMMITTEE		CHAIR(S)	QUALIFICATIONS	TERMS		MEMBERS	QUALIFICATIONS	TERMS
Standing Committees:								
Executive		President (BL)	Full Member (BL)	One Year (BL)		President, President-Elect, Immediate Past President, Treasurer, Treasurer-Elect, Secretary (BL)	Full Member (BL)	One Year (BL)
Finance		Treasurer (BL)	Full Member (BL)	One Year (BL)		Treasurer, Treasurer-Elect, President, President-Elect and two MAL appointed by Board (BL)	Full Member (BL)	One Year (BL)
Nominations, Elections and Awards		Immediate Past President (BL)	Full Member (BL)	One Year (BL)		Immediate Past President, President-Elect, one MAL and two Full Members not currently serving on Board appointed by Board (BL)	Full Member (BL)	One Year (BL)
Governance		Appointed by Board (BL).	Full Member (BL)	One Year - Board May Reappoint for Additional Terms (BL)		President, President-Elect, Immediate Past President, one MAL and three Past Presidents appointed by Board (BL)	Full Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)
Ethics and Standards		Appointed by Board (BL) with Preference for Recommendations of Committee (PP) – Must Have Knowledge and Experience Applying Ethical Principles (BL)	Full Member (BL)	Two Years – Board May Reappoint for Additional Terms (BL)		Appointed by Board (BL) with Preference for Recommendations of Committee (PP) – Must Have Knowledge and Experience Applying Ethical Principles (BL)	Full Member (BL)	Two Years – Board May Reappoint for Additional Terms (BL)
Continuing Education		Appointed by Board (BL) with Preference for Recommendations of Committee (PP) – Must Have Knowledge and Experience Reviewing Proposals for CE Courses (BL)	Full Member (BL)	Two Years – Board May Reappoint for Additional Terms (BL)		Appointed by Board (BL) with Preference for Recommendations of Committee (PP) – Must Have Knowledge and Experience Reviewing Proposals for CE Courses (BL)	Full Member (BL)	Two Years – Board May Reappoint for Additional Terms (BL)

COMMITTEE CHAIRS/MEMBERS CHART

COMMITTEES		CHAIR(S)	QUALIFICATIONS	TERMS		MEMBERS	QUALIFICATIONS	TERMS
Membership		Appointed by Board (BL) with Preference for Recommendations of Committee (PP)	Full Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)		Appointed by Board (BL) with Preference for Recommendations of Committee (PP)	SDPA Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)
Government Affairs		Appointed by Board (BL) with Preference for Recommendations of Committee (PP)	Full Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)		Appointed by Board (BL) with Preference for Recommendations of Committee (PP)	SDPA Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)
Community Mental Health		Appointed by Board (BL) with Preference for Recommendations of Committee (PP)	Full Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)		Appointed by Board (BL) with Preference for Recommendations of Committee (PP)	SDPA Member (BL)	One Year – Board May Reappoint for Additional Terms (BL)
Operating Committees		Appointed by Board (BL) with Preference for Recommendations of President (PP)	Full Member Except for Graduate Students (BL)	Until Resign or Removed by Board		Certified by Board (BL)	SDPA Member (BL)	Until Resign or Removed by Board
Task Forces		Appointed by Board (BL)	Established by Board (BL)	Until Resign or Removed by Board or Task Complete		Appointed by Board (BL)	Established by Board (BL)	Until Resign or Removed by Board or Task Complete

BL – Source in Bylaws
PP – Source in Policies and Procedures
Certified – Board considers only whether the individual meets membership qualifications.
Appointed – Board uses own judgment and discretion.
Resignations – With the exception of Executive Officers, any chair or member of a committee or task force may resign (BL).
Removals – With the exception of Executive Officers, any chair or member of a committee or task force may be removed by the Board without cause (BL).
President and President-Elect serve as ex-officio (voting) members of all committees.

OPERATING COMMITTEES AND PURPOSES

ADDICTIVE DISORDERS

The purpose of the Addictive Disorders Committee is to provide members with the opportunity to consult and network with others who work with individuals with addictive disorders and to share treatment strategies and expertise. The Committee also works to offer members continuing education in the area of addictive disorders.

CHILD, YOUTH AND FAMILY

The purpose of the Child, Youth and Family Committee is to provide members with current, practical, and clinically relevant information and materials on issues pertaining to the treatment of children, youth, and families. Additionally, the Committee promotes SDPA within the San Diego community by providing useful information to the general public.

DISASTER PSYCHOLOGY

The purpose of the Disaster Psychology Committee is to provide mental health support to disaster survivors and workers across the disaster continuum of preparedness, mitigation, response/recovery and promotion of resiliency.

CULTURAL DIVERSITY

The purpose of the Cultural Diversity Committee is to provide members with consultations, continuing education training, professional development, and resources related to serving clients from diverse and underrepresented groups.

EARLY CAREER PROFESSIONALS (ECP)

The purpose of the Early Career Professionals (ECP) Committee is to facilitate the growth and development of Early Career Professionals within SDPA and in the greater San Diego psychological community.

EVENTS

The purpose of the Events Committee is to administer events developed by the President and/or the CE Committee. In any given year, the Events Committee may be divided into separate committees that administer single events. Most commonly, separate committees are employed to administer a spring workshop, a summer networking event, a fall conference and a year-end celebration.

FELLOWS

The purpose of the Fellows Committee is to coordinate the nomination of Fellows on an annual basis and to nominate Fellows.

FORENSIC

The purpose of the Forensic Committee is to promote high standards for the delivery of forensic services in San Diego County and throughout the state of California. The Committee offers educational workshops and consultations to member psychologists who are interested in this challenging and highly specialized field. This Committee also addressed the promotion of the profession of psychology in multiple forensic arenas.

GRADUATE STUDENTS

The purpose of the Graduate Students Committee is to stimulate SDPA membership among graduate students in psychology in San Diego and to better meet the needs of the graduate student members within the Association. The Committee maintains liaisons with the local graduate schools, sponsors workshops of special interest to graduate students and offers a mentor program in which graduate student members are paired with licensed members who have offered to guide them as they enter the profession of psychology.

LGBTQ

The purpose of the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Committee is to educate the SDPA membership, mental health professionals, and the community of San Diego about LGBTQ issues. The Committee continues to increase awareness, and provide counseling and support to the San Diego community. They serve as a liaison between the SDPA and the LGBTQ communities, providing updates and discussion of the issues involved in the treatment of lesbian, gay, bisexual, transgender and queer individuals. The Committee is a resource for those practitioners who work with LGBTQ clients and HIV-infected individuals.

MENS' ISSUES

The purpose of the Men's Issues Committee (MIC) is to provide members with an opportunity to explore men's issues both personally and academically. This Committee provides a forum for enjoying the company and shared experiences of other MIC members while also working to raise awareness of men's issues in the San Diego community. Toward that end, the MIC presents experiential and didactic educational programs on varied topics that have included intimacy, fathering, brothering, mentoring, men and depression, and incorporating technology into psychotherapy with

men. The Committee also assists the Board by collecting, reviewing and recommending nominations for the SDPA Local Hero Award.

MINDFULNESS

The purpose of the Mindfulness Committee is to assist members in integrating mindfulness practices into their work with clients, themselves, and the community at large.

NEUROPSYCHOLOGY

The purpose of the Neuropsychology Committee is to promote high standards for the delivery of neuropsychological services in San Diego County and throughout the state of California. The Committee offers educational workshops and consultations to member psychologists who are interested in this challenging and highly specialized discipline of psychology.

PAST PRESIDENTS

The purpose of the Past Presidents Committee is to maintain the history of the SDPA. Past Presidents provide assistance and guidance to the current Board when called upon by the current President. The Committee meets quarterly and its members take turns hosting dinner for the Committee.

PSYCHOANALYTIC

The purpose of the Psychoanalytic Committee is to promote high standards for the delivery of psychoanalytic services in San Diego County and throughout the state of California. The Committee offers educational workshops and consultations to Association psychologists who are interested in this challenging and highly specialized discipline of psychology.

PSYCHOLOGY OF THE ARTS

The purpose of the Psychology of the Arts Committee is to give members a chance to display their artistic talents to colleagues; promote the arts in general; and encourage new membership in SDPA. Members are not required to have a special "talent" to join the Committee.

PUBLIC EDUCATION MEDIA (PEM)

The purpose of the Public Education Media (PEM) Committee is to educate the San Diego community about psychology by providing up-to-date, expert information on psychologically relevant topics and issues. This information is provided free-of-charge

as a public service by members who volunteer their time and are trained by the PEM Committee in media presentation. Additionally, the Committee operates a Speaker Service, which provides opportunities for members, as speakers, to interface with a variety of community organizations as well as the media. Finally, the PEM Committee identifies and provides nominations to the Nominations, Elections, & Awards Committee for the annual SDPA Media Award.

SCIENCE FAIR

In March of each year, the Greater San Diego Science and Engineering Fair is held in Balboa Park. The event provides an opportunity for high school students to present projects on a variety of scientific topics. The purpose of the Science Fair Committee is to organize the judging of psychology and behavioral science projects and present SDPA awards to deserving students. The Committee encourages all participants and presents certificates and cash prizes at an annual SDPA Science Fair Honors Assembly event held each April at the SDPA office. This event is attended by students, parents, teachers, psychologist members, and special guests.

SPORTS PSYCHOLOGY

The purpose of the Sport Psychology Committee is to connect sport psychologists, sport psychologists in training, and professionals with an interest in the field of Sport and Exercise Psychology. The Committee seeks to provide members with education, ethical guidelines, case consultation, professional development, and resources related to the field of Sports Psychology.

SUPERVISION

The purpose of the Supervision Committee is to provide an opportunity for psychologists to discuss the practice of supervision and clinical training. Members of the Committee will present cases to each other as a means of sharing new skills, techniques, and approaches that have proven to be effective. Other relevant topics include the opportunities and obstacles in conducting student evaluations, as well as methods of orienting students at the beginning of the year. Each year, the Committee provides a one-day training session to students at Alliant University on the basics of leading group psychotherapy.

THE SAN DIEGO PSYCHOLOGIST

The purpose of The San Diego Psychologist Committee is to publish The San Diego Psychologist newsletter.

WOMEN’S ISSUES

The purpose of the Women's Issues Committee is to provide members with an opportunity to explore women's issues both personally and academically. The Committee provides a forum for enjoying the company and shared experiences of other Committee members while also working to raise awareness of women's issues in the San Diego Community.

Approved by Board on _____(date).

NEW COMMITTEE PROPOSAL

NAME OF NEW COMMITTEE:

DESCRIPTION OF PURPOSE OF NEW COMMITTEE:

HOW WILL THIS COMMITTEE FULFILL THE SDPA MISSION?:

SDPA MEMBERS INTERESTED IN SERVING AS COMMITTEE CHAIR(S) WITH RELEVANT BACKGROUND INFO (Note: SDPA Committee Chairs must be Full Members)
(Note: No Specialty Certification Required)

SDPA MEMBERS INTERESTED IN SERVING ON THIS COMMITTEE:

DESCRIBE POSSIBLE EVENTS/ACTIVITIES FOR THIS COMMITTEE IF KNOWN
(Include any information available regarding costs if available):

DESCRIBE SDPA OFFICE SUPPORT THAT MIGHT BE NEEDED FOR THIS COMMITTEE:

OTHER INFORMATION RELATED TO THE PROPOSAL FOR NEW COMMITTEE:

REPORT SUBMITTED BY:
CONTACT INFO:
DATE:

(Submit Form to SDPA Office and Board Committee Liaison)

NEW COMMITTEE CHAIR/MEMBER PROPOSALS

NAME OF COMMITTEE:

NAME(S) OF NEW COMMITTEE CHAIR(S) PROPOSED:

DESCRIBE NEW COMMITTEE CHAIR(S) RELEVANT BACKGROUND/QUALIFICATIONS (see Note below):

NAMES OF NEW COMMITTEE MEMBERS PROPOSED:

DESCRIBE NEW COMMITTEE MEMBER(S) RELEVANT BACKGROUND/QUALIFICATIONS (see Note below):

OTHER INFORMATION RELATED TO THE ABOVE RECOMMENDATIONS:

RECOMMENDED/PROPOSED BY (see Note below):
CONTACT INFO:
DATE:

Note: Committee chairs must be Full Members of SDPA and should have background relevant to chairing the specific committee, however, no specialty certification is required. CE Committee chairs must have knowledge and experience reviewing proposals for CE courses. Ethics Committee chairs must have knowledge and experience applying ethical principles. Committee chairs for standing committees are recommended by current Committee chair(s) to the Board for appointment. Committee chairs for operating committees are recommended by the President to the Board for appointment.

Note: Committee members for standing committees must meet specified criteria depending upon the committee (see Committee Chairs/Members Chart attached) and may be proposed by any member of SDPA to the Board for appointment. Any member of SDPA may serve as a member of an operating committee. Names of members of SDPA interested in serving on an operating committee are proposed by current Committee chair(s) to the Board for certification.

(Submit Form to SDPA Office)

COMMITTEE ACTION PLAN

YEAR:

COMMITTEE:

CHAIR(S):

CHAIR(S) CONTACT INFO:

BOARD COMMITTEE LIAISON:

MEMBERS OF COMMITTEE:

GENERAL DESCRIPTION OF GOALS FOR THE YEAR:

REGULAR MEETINGS PLANNED:
(Frequency/Location)

CHANGES IN COMMITTEE INFORMATION FOR WEBSITE REQUESTED:
(Linked to Committee List):

EVENTS/ACTIVITIES PLANNED FOR THE YEAR:
(Attach Committee Events/Activities Proposals if available)

HOW EVENTS/ACTIVITIES PLANNED FULFILL SDPA MISSION:

REQUESTS FOR ASSISTANCE FROM THE SDPA OFFICE:

OTHER INFORMATION/QUESTIONS FOR SDPA OFFICE:

REPORT SUBMITTED BY:
DATE:

(Submit Form to SDPA Office and Board Committee Liaison by February 1st.)

EVENT/ACTIVITY PROPOSAL

MEMBER:

COMMITTEE:

CHAIR(S):

PRESENTER (IF NOT COMMITTEE):

BOARD COMMITTEE LIAISON:

DATE OF EVENT/ACTIVITY:

LOCATION OF EVENT/ACTIVITY:

PLANNED ATTENDEES:

DESCRIPTION OF EVENT/ACTIVITY:

HOW WILL EVENT/ACTIVITY FULFILL MISSION OF SDPA:

PROPOSED BUDGET (Attach)(see Sample Event Budget in Appendices):

HOW WILL THE EVENT BE PROMOTED?
(Website Calendar, E-Blasts, Flyers, Other)

DESCRIPTION OF ASSISTANCE NEEDED FROM SDPA OFFICE
(Staffing, Production of Promotion Material, Registration)(Will Committee Members Pay Expenses and Seek Reimbursement or Will SDPA Office Need to Pay Vendors/Venue?):

REPORT SUBMITTED BY:
CONTACT INFO:
DATE:
APPROVED BY:
DATE:

(Submit Form to SDPA Office 30 Days before Event/Activity)

SAMPLE EVENT/ACTIVITY BUDGET

SDPA
BREW HA HA!
BUDGET
2018
(Best Case Scenario)

RECEIPTS:

	FEE	REG	RECEIPTS	
Member	$0.00	75	$0.00	
Guest	$68.00	35	$2,380.00	
Guest of Student/Post-Doc	$34.00	15	$510.00	
Totals		125	$2,890.00	
Sponsor			$2,000.00	
TOTAL RECEIPTS			$4,890.00	

EXPENSES:

Venue:			
Food/Beverages	$68.50	$8,000.00	(Minimum)
Gratuity/Service Charge	$0.23	$1,840.00	
Tax	$0.0875	$861.00	
Total Venue		$10,701.00	
Other Expenses		$1,000.00	
TOTAL EXPENSES		$11,701.00	
NET LOSS		-$6,811.00	(Budget Loss $10,000)

Meal $68.50 includes 3 appetizers, 1 salad, 2 entrees, smoked gouda macaroni, seasonal vegetable, dessert, one glass wine/beer)
SDPA pays for one glass wine/beer for members with rest non-hosted

COMMITTEE UPDATE

COMMITTEE:

CHAIR(S):

TEXT OF COMMITTEE UPDATE:
(Include Description of Events/Activities, Attendees and Pictures if Available):

REQUESTS FOR ASSISTANCE FROM SDPA MEMBERS:

REQUESTS FOR INFORMATION/ASSISTANCE FROM THE SDPA OFFICE:

REPORT SUBMITTED BY:
CONTACT INFO:
DATE:

Note: The purpose of this form is to report to the SDPA Office events/activities that have occurred so the information can be included in the Office E-News and the Committee Updates/Reports section of the Website. Please send photos to the SDPA Office as appropriate. The form can also be used to request for involvement from the membership.

(Submit Form to SDPA Office Within 30 days after Event.)

COMMITTEE FINAL REPORT

YEAR:

COMMITTEE:

CHAIR(S):

NEW CHAIR:

NEW CHAIR CONTACT INFO:

BOARD COMMITTEE LIAISON:

EVENTS/ACTIVITIES HELD DURING THE YEAR:
(Include Dates/Descriptions/Attendance/Details)

HOW EVENTS/ACTIVITIES MET GOALS AND FULFILLED SDPA MISSION:

SUGGESTIONS FOR COMMITTEE FOR UPCOMING YEAR:

OTHER INFORMATION/QUESTIONS FOR SDPA OFFICE:

REPORT SUBMITTED BY:
CONTACT INFO:
DATE:

(Submit Form to SDPA Office by January 31st.)

MEMBER REQUEST FOR REIMBURSEMENT

MEMBER:

COMMITTEE:

CHAIR:

BOARD COMMITTEE LIAISON:

DATE OF EVENT/ACTIVITY:

DESCRIPTION OF EVENT/ACTIVITY:

DESCRIPTION OF EXPENSES FOR REIMBURSEMENT INCLUDING TOTAL:
(Attach Receipts and List Receipt Amounts With Total)

WERE THESE EXPENSES INCLUDED IN THE APPROVED EVENT/ACTIVITY PROPOSAL?

CHECK PAYABLE TO:

MAIL CHECK TO:

REPORT SUBMITTED BY:
CONTACT INFO:
DATE:

(Submit Form To SDPA Office Within 60 days of Expenditure)

SAMPLE COMMITTEE MEETING MINUTES

COMMITTEE: Early Career Professionals (ECP)

DATE: (Full Date)

LOCATION: SDPA Office

COMMITTEE MEMBERS PRESENT:

Drs. (List Last Names). Mr. (Last Name) and Ms. (Last Name) were also present. Members present represented a quorum.

COMMITTEE MEMBERS ABSENT:

Drs. (List Last Names). Mr. (Last Name) and Ms. (Last Name) were also absent.

PROCEEDINGS:

The minutes from the prior committee meeting were presented to the committee. A motion to approve the minutes was made by Dr. (Last Name) and approved.

The committee discussed the possibility of having an event on billing. Dr. (Last Name) indicated that she had a very knowledgeable and experienced billing person who she believes might be willing to speak. Dr. (Last Name) said that she would be willing to approach the billing person to ascertain her availability. (Dr. Last Name) indicated that she would contact the SDPA Office to determine what might be possible dates that conference rooms in the SDPA Office might be available. Dr. (Last Name) will make a report at the next meeting. Dr. (Last Name) indicated that she would be responsible for completing the event/activity proposal form for the SDPA Office for approval once the details are determined.

Dr. (Last Name) presented a report on the recent committee event that was a mixer held at True Foods Kitchen. The event was considered a success and had 52 attendees. The final cost of the event was $983 that was within the approved budget for the event. Dr. (Last Name) will complete the committee update report for the SDPA on the event to be included in the Office E-News with photos of the event.

The Committee continued discussion on the topic of creating a Facebook page for the ECP Committee activities. Dr. (Last Name) spoke with the SD Office about how to publicize this feature and the Office Manager indicated that a link could be included in the Office E-News in the Committee Update section. Dr. (Last Name) volunteered to

set up the Facebook account for the committee. Motion was made by Dr. (Last Name) to develop a Facebook page for the ECP Committee and approved.

There being no further business to come before the meeting, the meeting was adjourned.

The next ECP Committee Meeting is scheduled for (Full Date) at (Time) at the SDPA Office.

Respectfully submitted,

Dr. (Last Name)

GENERAL LEDGER ACCOUNTS

The general ledger system presented below represents the system in place at SDPA as of 12/31/19 following the Structural Reorganization approved 6/10/16. It is offered as an example of a general ledger system that might present the financial results in a manner that will be clear to the reader and allow for well formulated financial analysis and budgeting. It is anticipated that the general ledger system will be adjusted as new programs are developed and approved or as there are adjustments in administrative structure.

PROFIT AND LOSS

INCOME

Advertising Income

This account is for advertising fees paid to SDPA for general advertising on the website or in e-news.

Royalty Income

This account is for royalties paid to SDPA for use of SDPA relationship in selling third-party products (e.g. Affinipay)

Dues Income

This account is for SDPA membership dues income.

Interest Income

This account is for interest earned from financial institutions for deposits/investments.

Program Income

This category of income accounts is for income from program activities.
Program activities are activities that carry out the Mission of SDPA and are approved each year by the Board.

Continuing Education

This category of program income accounts is for all income from program activities aimed at providing CE credits.
Subaccounts should break out CE Courses (stand-alone), Collaborative CE (where SDPA provides CE accreditation only or where SDPA actively participates in putting on the CE event with other organizations, e.g. Navy Seals, CICAMH) Spring Workshop, Fall Conference.
Subaccounts for the latter two should break out income into meaningful categories such as Registrations, Exhibitors, Sponsors, etc.)

Networking

This category of program income accounts is for all income from program activities aimed at networking specifically e.g. Summer Networking Party or Year End Celebratory Party.
Subaccounts should break out income into meaningful categories such as Registrations, Exhibitors, Sponsors, etc.)

Community

This category of program income accounts is for all income from program activities aimed at improving mental health or general welfare in the community. In most cases there will not be income from these activities.
It is recommended that subsidizations for an event (such as from individual Board members) be recorded as an offset to the contribution or expense in the Program Expense section below. If recorded in the income section, amounts should be labeled by activity e.g. Harvey Milk Diversity Breakfast.

EXPENSES

Administrative Expense

This category of expense accounts is for expenses related to the maintainance of SDPA apart from program activity. This group of expenses would be considered "overhead" or the cost of keeping the SDPA office open regardless of specific program activity approved by the Board in a given year.

Board Meetings

This account is for costs related to holding Board meetings including food, copy of materials, rent of space, etc.

Computer

Under this category, there should be a subaccount for costs of maintaining software, e.g. Wild Apricot, Quickbooks, Survey Monkey, etc.
There should be a subaccount for technical support, e.g. Wild Apricot specialist or general computer technician.

Gifts, Awards and Recognitions

This account is for costs of SDPA Annual Awards and other gifts or recognitions made by SDPA not associated with a specific program (such as Science Fair).

Insurance

Under this category there should be subaccounts for different types of insurance such as Office Liability and Directors and Officer's Insurance.

Merchant Fees

This account is used for fees charged by the credit card processing company for credit card charges (e.g. AffiniPay) made by individuals paying for dues or registrations.

Office Expense

This account is used for everyday office supplies including paper, toner, postage, etc.
This account is NOT used for supplies associated with specific program events including name tags, folders, etc.

Office Manager

Under this category, there should be subaccounts for amounts paid to office manager and paid to payrolling agency.
It is recommended that there be a subaccount for allocation of office manager's time to program activities so that overhead expenses and the expenses of conducting individual program events can be properly quantified.

Professional Fees

This category of expense accounts is for amounts paid by the hour to individuals with professional expertise or specialized skill. There should be subaccounts for different consultants.

Examples include Accounting Supervisor, Bookkeeper, Certified Public Accountant, Attorney, Publicist, etc.

Promotions

This account is for costs of promotional items such as souvenirs/brochures for SDPA in general (not specific programs).

Rent

This account is for amounts paid monthly to United Way for rent.

Telephone

This account is for amounts paid for the office telephone (e.g. AT&T).

Program Expense

This category of accounts is for specific programs/events approved by the Board in a given year that carry out the SDPA Mission.

Committees

This category includes expenses by Committees in doing the work of the Association.
There should be subaccounts for each Committee that has expenses submitted during the year for activities.

Community Events

This category includes community events not specificially involving psychology but considered to advance the cause of mental health and general welfare in the community.
There should be subaccounts for each community event supported by SDPA.
Examples include Martin Luther King Breakfast, Harvey Milk Diversity Breakfast, NAMI Walk, Pride Parade, Science Fair, etc.

Continuing Education

These accounts are specifically for SDPA produced CE events. There is an account for APA fees for accreditation.
There is a category for CE Courses with subaccounts for each stand-alone CE Course produced by SDPA during the year.
There is a category for Collaborative CE that includes subaccounts for events produced by SDPA in collaboration with other entities, such as CICAMH, Navy SEAL Impact Forum, CPA Convention in SD, etc.
There is a category for Community CE Events that includes subaccounts for CE events produced by other psychological entities for which SDPA is a sponsor or exhibitor or sends a representative from the Board. Examples include National Latinix Psychological Association Conference or Association of Black Psychologist Convention.
There is a cateogry for Spring Workshop with subaccounts for categories of expense including venue, AV, food, contract labor, honoraria, and other.
This is a cateogry for Fall Conference with categories of expense including venue, honoraria, AV, drawings, etc.

Networking

This category of accounts is for SDPA produced events that are for the sole purpose of networking. There should be subaccounts for each event with expenses broken out for venue, food, other, etc.
Examples include Summer Networking Party and Year End Celebratory Event.

The San Diego Psychologist

This account is for the newsletter and should have subaccounts for payments to the editor and for other expenses such as software, etc.

Taxes

Under this category there should be subaccounts for Property Tax paid to United Way for SDPA share of property tax, the fee to Secretary of State and for Franchise Tax Board Tax Return Fee.

Other

There should be an account for depreciation on fixed assets that ties to the amounts computed on the tax returns.

BALANCE SHEET

ASSETS

CURRENT ASSETS

Bank Accounts

Checking

This account is used for amounts in the checking account.

Savings

This account is used for amounts in the savings account that we hold in reserve.

Other Current Assets

Petty Cash

This account is used for amounts in petty cash in the locked accounting file cabinet.

Undeposited funds

This account is used for amounts received but not yet deposited in the bank.

FIXED ASSETS

A detailed list of fixed assets is found in the SDPA tax return.

Computers

This account is used for computers currently in use in the office.

Furniture

This account is used for furniture currently in use in the office.

Less Accumulated Depreciation

This account is used for accumulated depreciation on the above fixed assets taken to date.

LIABILITIES

This category of accounts is used for any amounts owed by the Association.

EQUITY

This category of accounts reflects the net worth of the Association.

UNRESTRICTED NET ASSETS

This account reflects the balance in equity as of the beginning of the year.

NET INCOME (LOSS)

This account reflects net income (loss) to date from the Profit and Loss Statement.

San Diego Psychological Association

BALANCE SHEET

As of December 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Union Bank	31,756.05
Petty Cash	180.00
Savings Union Bank	100,183.93
Total Bank Accounts	**$132,119.98**
Other Current Assets	
Undeposited Funds	1,965.00
Total Other Current Assets	**$1,965.00**
Total Current Assets	**$134,084.98**
Fixed Assets	
Computers & Equipment	3,958.37
Furniture	3,127.23
xAccumulated Depreciation	-6,654.00
Total Fixed Assets	**$431.60**
TOTAL ASSETS	**$134,516.58**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Unrestricted Net Assets	144,962.09
Net Income	-10,445.51
Total Equity	**$134,516.58**
TOTAL LIABILITIES AND EQUITY	**$134,516.58**

San Diego Psychological Association

PROFIT AND LOSS

January - December 2018

	TOTAL
Income	
Advertising Income	3,065.00
Affinipay Royalties	594.59
Dues Income	105,139.88
Interest Income	95.24
Program Income	
Continuing Education	
CE Courses	
At the Intersections of Gender Identity	2,617.50
Integral Marital Therapy	1,375.00
Media Training for Psychologists	1,225.00
Therapy Quest	1,470.00
When Gambling Becomes A Problem	1,180.00
Total CE Courses	**7,867.50**
Collaborative CE Events	
Navy Seals	2,500.00
Total Collaborative CE Events	**2,500.00**
Fall Conference	
Audio Tapes	135.00
Exhibitors	32,750.00
Registrations	26,967.50
Total Fall Conference	**59,852.50**
Spring Workshop	3,880.00
Total Continuing Education	**74,100.00**
Networking Events	
Brew Ha Ha!	
Registrations	715.00
Sponsors	2,000.00
Total Brew Ha Ha!	**2,715.00**
Starry, Starry Night	
Registrations	4,020.00
Total Starry, Starry Night	**4,020.00**
Total Networking Events	**6,735.00**
Total Program Income	**80,835.00**
Total Income	**$189,729.71**
GROSS PROFIT	**$189,729.71**
Expenses	
Administrative Expenses	
Board Meetings	2,574.83
Computer	
Software Programs	4,345.00
Technical Support	726.25

	TOTAL
Total Computer	**5,071.25**
Contract Labor	
Bookkeeping Fees	4,332.00
Office Staff - Magaro	39,035.92
Office Staff - Magaro Allocation to Programs	-9,471.00
Total Contract Labor	**33,896.92**
Gifts, Awards & Recognitions	1,371.40
Insurance	
Director's & Officer's	1,684.00
Office Liability	1,769.00
Total Insurance	**3,453.00**
Merchant Fees	6,260.42
Office Expense	2,721.26
Professional Fees	
Accounting Fees	1,850.00
Legal Fees	1,036.50
Total Professional Fees	**2,886.50**
Rent	5,762.90
Telephone	3,039.99
Total Administrative Expenses	**67,038.47**
Program Expenses	
Committees	
CE Committee	30.37
Community Mental Health	398.01
Contract Labor	208.00
Cultural Diversity	24.53
Early Career Professionals	1,306.22
Ethics and Standards	422.63
GAC	518.97
Graduate Students	270.00
LGBT	290.93
Mission Vision	28.59
Other	257.53
Supervision Committee	195.10
Total Committees	**3,950.88**
Community Events	
Harvey Milk Diversity Breakfast	400.00
NAMI Walk	500.00
NAMI Walk - Contract Labor	208.00
Science Fair	
Awards	500.00
Other	663.35
Total Science Fair	**1,163.35**
Total Community Events	**2,271.35**
Continuing Education	
APA Application Fees	500.00
CE Courses	
At the Intersections of Gender Identity	314.75

	TOTAL
Integral Marital Therapy	65.10
Media Training for Psychologists	7,500.00
Media Training for Psychologists - Contract Labor	572.00
Therapy Quest	75.95
When Gambling Becomes A Problem	79.95
Total CE Courses	**8,607.75**
Collaborative CE Events	
CICAMH	750.00
CICAMH - Contract Labor	364.00
CPA Convention	3,163.42
CPA Convention - Contract Labor	676.00
Navy Seals - Contract Labor	78.00
Total Collaborative CE Events	**5,031.42**
Community CE Events	
Association of Black Psychologists Convention	1,042.85
National Latino/a Psychologist Conference	2,625.00
Total Community CE Events	**3,667.85**
Fall Conference	
A/V	4,000.00
CME	500.00
Contract Labor	5,701.00
Drawings	620.81
Honoraria	13,100.45
Other	4,862.62
Raffle Prize -2017	700.00
Venue	25,849.39
Total Fall Conference	**55,334.27**
Spring Workshop	
AV Techical Support	600.09
AV Videography	1,495.00
Contract Labor	1,430.00
Food	2,040.55
Honoraria	1,150.00
Other	2,151.09
Total Spring Workshop	**8,866.73**
Total Continuing Education	**82,008.02**
CPA Division V Prescription Privileges Fund	5,000.00
Marketing	3,985.79
Networking Events	
Brew Ha Ha!	
Contract Labor	234.00
Other	684.26
Venue	10,632.76
Total Brew Ha Ha!	**11,551.02**
Starry Starry Night	

	TOTAL
Bar	669.11
Catering	10,595.49
Other	3,443.67
Venue	4,803.00
Total Starry Starry Night	**19,511.27**
Total Networking Events	**31,062.29**
San Diego Psychologist	
Editor	4,000.00
Software Programs	99.00
Total San Diego Psychologist	**4,099.00**
Total Program Expenses	**132,377.33**
Taxes	
Property Tax	463.42
State Tax	10.00
Total Taxes	**473.42**
Total Expenses	**$199,889.22**
NET OPERATING INCOME	**$ -10,159.51**
Other Expenses	
Depreciation	286.00
Total Other Expenses	**$286.00**
NET OTHER INCOME	**$ -286.00**
NET INCOME	**$ -10,445.51**

San Diego Psychological Association

BUDGET VS. ACTUALS: FY_2018 - FY18 P&L

January - December 2018

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Advertising Income	3,065.00	2,000.00	-1,065.00
Dues Income	105,139.88	110,000.00	4,860.12
Interest Income	95.24		-95.24
Program Income			
Continuing Education			
CE Courses		10,000.00	10,000.00
At the Intersections of Gender Identity	2,617.50		-2,617.50
Integral Marital Therapy	1,375.00		-1,375.00
Media Training for Psychologists	1,225.00		-1,225.00
Therapy Quest	1,470.00		-1,470.00
When Gambling Becomes A Problem	1,180.00		-1,180.00
Total CE Courses	**7,867.50**	**10,000.00**	**2,132.50**
Collaborative CE Events			
Navy Seals	2,500.00		-2,500.00
Total Collaborative CE Events	**2,500.00**		**-2,500.00**
Fall Conference		45,000.00	45,000.00
Audio Tapes - 2018	135.00		-135.00
Exhibitors	32,750.00		-32,750.00
Registrations	26,967.50		-26,967.50
Total Fall Conference	**59,852.50**	**45,000.00**	**-14,852.50**
Spring Workshop	3,880.00		-3,880.00
Total Continuing Education	**74,100.00**	**55,000.00**	**-19,100.00**
Networking Events			
Brew Ha Ha! (deleted)			
Registrations (deleted)	715.00		-715.00
Sponsors (deleted)	2,000.00		-2,000.00
Total Brew Ha Ha! (deleted)	**2,715.00**		**-2,715.00**
Starry, Starry Night			
Registrations	4,020.00		-4,020.00
Total Starry, Starry Night	**4,020.00**		**-4,020.00**
Total Networking Events	**6,735.00**		**-6,735.00**
Total Program Income	**80,835.00**	**55,000.00**	**-25,835.00**
Royalty Income	594.59		-594.59
Total Income	**$189,729.71**	**$167,000.00**	**$ -22,729.71**
GROSS PROFIT	**$189,729.71**	**$167,000.00**	**$ -22,729.71**
Expenses			
Administrative Expenses			
Board Meetings	2,574.83	1,500.00	-1,074.83
Computer		4,000.00	4,000.00
Software Programs	4,345.00		-4,345.00

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Technical Support	726.25		-726.25
Total Computer	**5,071.25**	**4,000.00**	**-1,071.25**
Gifts, Awards & Recognitions	1,371.40	1,400.00	28.60
Insurance		4,000.00	4,000.00
Director's & Officer's	1,684.00		-1,684.00
Office Liability	1,769.00		-1,769.00
Total Insurance	**3,453.00**	**4,000.00**	**547.00**
Merchant Fees	6,260.42	7,200.00	939.58
Office Expense	2,721.26	3,500.00	778.74
Office Manager			
Office Manager - Magaro	39,035.92	35,000.00	-4,035.92
Office Manager - Magaro Allocation to Programs	-9,471.00		9,471.00
Total Office Manager	**29,564.92**	**35,000.00**	**5,435.08**
Professional Fees/Independent Contractors			
Attorney	1,036.50	7,000.00	5,963.50
Bookkeeper	4,332.00	4,000.00	-332.00
Certified Public Accountant	1,850.00	1,800.00	-50.00
Total Professional Fees/Independent Contractors	**7,218.50**	**12,800.00**	**5,581.50**
Rent	5,762.90	6,600.00	837.10
Telephone	3,039.99	3,500.00	460.01
Total Administrative Expenses	**67,038.47**	**79,500.00**	**12,461.53**
Program Expenses			
Committees		4,000.00	4,000.00
CE Committee	30.37		-30.37
Community Mental Health	398.01		-398.01
Contract Labor	208.00		-208.00
Cultural Diversity	24.53		-24.53
Early Career Professionals	1,306.22		-1,306.22
Ethics and Standards	422.63		-422.63
GAC	518.97		-518.97
Graduate Students	270.00		-270.00
LGBT	290.93		-290.93
Mission Vision	28.59		-28.59
Other	257.53		-257.53
Supervision Committee	195.10		-195.10
Total Committees	**3,950.88**	**4,000.00**	**49.12**
Community Events			
Harvey Milk Diversity Breakfast	400.00		-400.00
NAMI Walk	500.00		-500.00
NAMI Walk - Contract Labor	208.00		-208.00
Science Fair		600.00	600.00
Awards	500.00		-500.00

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Other	663.35		-663.35
Total Science Fair	**1,163.35**	**600.00**	**-563.35**
Total Community Events	**2,271.35**	**600.00**	**-1,671.35**
Continuing Education			
APA Fees	500.00		-500.00
CE Courses		10,000.00	10,000.00
At the Intersections of Gender Identity	314.75		-314.75
Integral Marital Therapy	65.10		-65.10
Media Training for Psychologists	7,500.00		-7,500.00
Media Training for Psychologists - Contract Labor	572.00		-572.00
Therapy Quest	75.95		-75.95
When Gambling Becomes A Problem	79.95		-79.95
Total CE Courses	**8,607.75**	**10,000.00**	**1,392.25**
Collaborative CE Events			
CICAMH	750.00		-750.00
CICAMH - Contract Labor	364.00		-364.00
CPA Convention	3,163.42	3,000.00	-163.42
CPA Convention - Contract Labor	676.00		-676.00
Navy Seals - Contract Labor	78.00		-78.00
Total Collaborative CE Events	**5,031.42**	**3,000.00**	**-2,031.42**
Community CE Events			
Association of Black Psychologists Convention	1,042.85		-1,042.85
National Latino/a Psychologist Conference	2,625.00		-2,625.00
Total Community CE Events	**3,667.85**		**-3,667.85**
Fall Conference		35,000.00	35,000.00
A/V	4,000.00		-4,000.00
CME	500.00		-500.00
Contract Labor	5,701.00	5,000.00	-701.00
Drawings	620.81		-620.81
Honoraria	13,100.45		-13,100.45
Other	4,862.62		-4,862.62
Raffle Prize -2017	700.00		-700.00
Venue	25,849.39		-25,849.39
Total Fall Conference	**55,334.27**	**40,000.00**	**-15,334.27**
Spring Workshop			
AV Techical Support	600.09		-600.09
AV Videography	1,495.00		-1,495.00
Contract Labor	1,430.00		-1,430.00
Food	2,040.55		-2,040.55
Honoraria	1,150.00		-1,150.00
Other	2,151.09		-2,151.09

San Diego Psychological Association

BUDGET VS. ACTUALS: FY_2018 - FY18 P&L

January - December 2018

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Total Spring Workshop	**8,866.73**		**-8,866.73**
Total Continuing Education	**82,008.02**	**53,000.00**	**-29,008.02**
CPA Division V Prescription Privileges Fund	5,000.00		-5,000.00
Marketing	3,985.79	5,000.00	1,014.21
Networking Events			
Brew Ha Ha! (deleted)		10,000.00	10,000.00
Contract Labor (deleted)	234.00		-234.00
Other (deleted)	684.26		-684.26
Venue (deleted)	10,632.76		-10,632.76
Total Brew Ha Ha! (deleted)	**11,551.02**	**10,000.00**	**-1,551.02**
Many Voices		10,000.00	10,000.00
Starry Starry Night (deleted)			
Bar (deleted)	669.11		-669.11
Catering (deleted)	10,595.49		-10,595.49
Other (deleted)	3,443.67		-3,443.67
Venue (deleted)	4,803.00		-4,803.00
Total Starry Starry Night (deleted)	**19,511.27**		**-19,511.27**
Total Networking Events	**31,062.29**	**20,000.00**	**-11,062.29**
San Diego Psychologist			
Editor	4,000.00	4,000.00	0.00
Other		400.00	400.00
Software Programs	99.00		-99.00
Total San Diego Psychologist	**4,099.00**	**4,400.00**	**301.00**
Total Program Expenses	**132,377.33**	**87,000.00**	**-45,377.33**
Taxes			
Property Tax	463.42	500.00	36.58
State Tax	10.00		-10.00
Total Taxes	**473.42**	**500.00**	**26.58**
Total Expenses	**$199,889.22**	**$167,000.00**	**$ -32,889.22**
NET OPERATING INCOME	**$ -10,159.51**	**$0.00**	**$10,159.51**
Other Expenses			
Depreciation	286.00		-286.00
Total Other Expenses	**$286.00**	**$0.00**	**$ -286.00**
NET OTHER INCOME	**$ -286.00**	**$0.00**	**$286.00**
NET INCOME	**$ -10,445.51**	**$0.00**	**$10,445.51**

Member list (Summary | Keyword search | Advanced search | Saved searches)

Level	Total	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Affiliate Member	31	8	-	-	-	23	-	-	-
Friend Member	12	4	-	-	1	7	-	-	1
Full Member Aged 70	22	12	-	-	-	10	-	-	-
Full Member Licensed	364	138	-	-	2	224	-	1	3
Full Member Licensed, 1-2 Years	41	8	-	-	-	33	-	-	1
Full Member Licensed, 3-4 Years	37	8	-	-	-	29	-	-	-
Full Member Non-Licensed	66	16	-	-	1	49	-	1	4
Graduate Student Member	88	19	-	-	-	69	-	-	6
Staff	1	1	-	-	-	-	-	-	-
Total	662	214	-	-	4	444	-	2	15

SDPA MEMBERSHIP DUES
12/31/18

	2015		2016		2017		2018
1/15	$20,785.00	1/16	$33,720.00	1/17	16,590.00	1/18	$16,121.15
2/15	$5,912.50	2/16	$10,220.00	2/17	$22,860.00	2/18	$11,260.11
3/15	$6,035.00	3/16	$1,860.00	3/17	$8,540.00	3/18	$3,651.15
4/15	$2,620.00	4/16	$1,740.00	4/17	$1,980.00	4/18	$1,778.80
5/15	$1,360.00	5/16	$2,040.00	5/17	$1,800.00	5/18	$973.66
6/15	$1,480.00	6/16	$960.00	6/17	$840.00	6/18	$1,379.48
7/15	$1,642.50	7/16	$600.00	7/17	$720.00	7/18	$882.43
8/15	$2,012.50	8/16	$1,860.00	8/17	$1,920.00	8/18	$246.58
9/15	$2,335.00	9/16	$1,440.00	9/17	$1,132.20	9/18	$892.73
10/15	$2,330.00	10/16	$21,280.00	10/17	$1,475.33	10/18	$13,264.28
11/15	$19,386.25	11/16	$6,600.00	11/17	$29,114.74	11/18	$21,708.46
12/15	$22,495.00	12/16	$18,430.00	12/17	$42,601.92	12/18	$32,981.05
	$88,393.75		$100,750.00		$129,574.19		$105,139.88

SAMPLE LETTER TO BANK

January 1, 2021

Union Bank

Re: San Diego Psychological Association
Account (Insert Account Number) (Basic Business Checking)
Account (Insert Account Number) (Business Money/Market)

To Whom It May Concern:

San Diego Psychological Association currently has two accounts with your bank listed above. The authorized signers on the accounts are currently Joseph Severino, President, Saurabh Gupta, President-Elect, Diane Pendragon, Immediate Past President, and Carrie Jaffe, Treasurer. Two signers are required on all checks. In addition, there are five debits cards for the checking account that are issued to Joseph Severino, Saurabh Gupta, Diane Pendragon, Carrie Jaffe, and Tami Magaro (Office Manager). Joseph Severino, Diane Pendragon, Carrie Jaffe, and Cynthia Cotter (Accounting Supervisor) are currently able to go online to check balances and to make transfers between the two accounts listed above.

Please be advised that as of January 1, 2021, Saurabh Gupta is now President, Joseph Severino is now Immediate Past President, Joanna Savarese is now President-Elect, and Carrie Jaffe continues to be Treasurer. All four of these individuals will be authorized signers on the account. Saurabh Gupta and Carrie Jaffe are entitled to have authorized debit cards. Tami Magaro continues to be Office Manager and continues to be entitled to have a debit card. Note that debit cards should have the following limits in ability to charge ($2,000 per day). Joseph Severino, Carrie Jaffe, Cynthia Cotter (Accounting Supervisor) and Judy Gallegos (Bookkeeper) will be authorized to go online to check balances and to make transfers between the two accounts.

As of January 1, 2021, Diane Pendragon will no longer be an authorized signer on the accounts listed above. She will not have a debit card and will not be able to go online to check balances or make transfers between the two accounts listed above.

Please let us know if there are any questions. Thank you for your help with this banking matter.

Very truly yours,

Joseph Severino, Ph.D.
2020 SDPA President

CREDIT CARD CHARGE

Amount: $_____ Date Charged:_____

Cardholder Name:_____

Card Number:_____ Exp. Date:_____ CCV:_____

Billing Address:_____

City:_____ State:_____ Zip Code:_____

Cardholder Signature:_____

Payment For:

_____

_____

CREDIT CARD CHARGE FORM

Amount: $_____ Date Charged:_____

Cardholder Name:_____

Card Number:_____ Exp. Date:_____ CCV:_____

Billing Address:_____

City:_____ State:_____ Zip Code:_____

Cardholder Signature:_____

Payment For:

_____

_____

ON-SITE EVENT RECEIPTS

Event Name		
Event Date		
Collected By		
NAME	DESCRIPTION	AMOUNT
TOTAL AMOUNT	----------	
Verified By		
Signature/Date		

NOTE: Place in the Envelope all cash, checks, and credit card forms for the event. Amounts collected in envelope on-site must be verified to amounts of on-site registrations recorded in the Website event.

RECORD RETENTION REQUIREMENTS FOR MUTUAL BENEFIT CORPORATIONS

Type of Records	Retention Period	Reason	Authority
Records relating to the formation, organization and governance of Corporation (e.g., Articles of Incorporation; Bylaws; Minutes of Board meetings; Minutes and reports of Board Committee meetings; Minutes of Member meetings; Organizational charts of affiliates and management personnel; Annual Member Reports; Resolutions / Records of Action taken by Members without Meeting)	Permanent	Best Practice; Statute of Limitations	Corp. Code §6320
Records relating to general operations of Corporation. (e.g., Qualification to do business; Corporate spending and authority matrices and delegations of authority; Written communications from the Chairman, President, CEO or Corporation to all or a group of members (if any); Contact information for officers and directors; Bi-Annual Statement of Information to Secretary of State; Annual Registration Form RRF-1 filed with Attorney General, Disaster Recovery, Business Continuation and Emergency Plans; Licenses and Certificates – Federal, State, Local)	7 years	Best practice; Statute of Limitations	
Corporation's written policies (e.g., Records Management and Retention, Acceptable Use of Technology, Email Disaster Recovery / Business Continuation, Emergency, IT Security, and Risk Management Plans)	7 years	Best practice; Statute of Limitations	
Insurance policies insuring Corporation / Employees (e.g., Commercial general liability, other liability, professional errors & omissions, property damage / hazard, workers compensation, etc.)	10 years	Best practice; Statute of Limitations	
Records relating to Corporation's ordinary banking activities (e.g., bank statements, bank reconciliations, bank deposits, cancelled checks, check listings / ledgers / registers, petty cash, wire transfers, electronic payment records, etc.)	7 years	Best practice; Statute of Limitations	26 CFR 301.6501 (IRS) (6 years)

RECORD RETENTION REQUIREMENTS FOR MUTUAL BENEFIT CORPORATIONS

Type of Records	**Retention Period**	**Reason**	**Authority**
Periodic Financial Statements (e.g., periodic audited and unaudited financial statements, including balance sheets, income statements and profit and loss statements, general ledgers, audit work papers)	Annual- Permanently All others- 7 years	Best practice; Statute of Limitations	
Records relating to Corporation's current accounting functions (e.g., accounts payable invoices; accounts payable and receivable ledgers; general ledgers; charge offs; uncollectible accounts; travel, entertainment and expense reports, chart of accounts, trial balance, cost accounting, journals, etc.)	7 years	Best practice; Statute of Limitations.	26 CFR 301.6501 (IRS) (6 years)

Sources:

IRS Compliance Guide for 501(c)(3) Public Charities Publication 4221-PC (Rev.3-2018); Public Counsel Law Center, Records Management and Retention Policy, California Non-Profit Public Benefit Corporations (March 2010); Attorney General Guide for Charities, Best Practices for Nonprofits that Operate or Fundraise in California.

Prepared by David Leatherberry, J.D. (2020)

CONTINUING EDUCATION CONTENT FOR WEBSITE

SDPA is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. SDPA maintains responsibility for its courses and their content.

The California Board of Behavioral Sciences (BBS) continues to recognize APA as an approved provider of continuing education for LCSWs, LMFTs, LPCCs, and LEPs. SDPA also welcomes members of the community to attend its courses.

CE Courses

SDPA conducts a number of continuing education (CE) courses throughout the year that are listed in Events. These CE courses may be presented as stand-alone CE courses, workshops or conferences. Stand-alone CE courses are typically less than a day in length and are held at the SDPA Office. Workshops are generally a day in length and may be held either at the SDPA Office or at another venue. A conference may be one or two days in length and is typically held at a hotel. Registration fees for the workshops and conferences vary and are published in promotional materials for those events. Registration fees for stand-alone CE courses are standardized and are presented below.

REGISTRATION FEES FOR STAND-ALONE CE COURSES:

	COST 1 CE UNIT	FEE	TOTAL 1 CE UNIT	TOTAL 2 CE UNITS	TOTAL 3 CE UNITS	TOTAL 4 CE UNITS	TOTAL 6 CE UNITS
MEMBER	$10.00	$5.00	$15.00	$25.00	$35.00	$45.00	$65.00
MEMBER STUDENT/POST-DOC	$5.00	$5.00	$10.00	$15.00	$20.00	$25.00	$35.00
NON-MEMBER	$15.00	$5.00	$20.00	$35.00	$50.00	$65.00	$95.00
NON-MEMBER STUDENT/POST-DOC	$7.50	$5.00	$12.50	$20.00	$27.50	$35.00	$50.00

CE Attendance Policy

To receive CE credit and certificates, participants must sign-in and sign-out of the course. CE credit and certificates will not be issued to those that arrive more than ten minutes after the start time or leave prior to sign-out. Sign-in sheets will be taken up ten minutes after the start time and replaced for sign-out at the end of the program. This policy is strictly enforced.

CE Cancellation Policy

No refund will be given to any registered individual who is a no-show to a course. Any registrant canceling within 72 hours of a course will be refunded 50% of the course fee.

CE Course Proposals

If you wish to propose a CE course, please contact our Office Manager. She will guide you through the CE course proposal process.

CE Conflicts of Interest

As an APA-approved sponsor of continuing education, SDPA is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery, and evaluation of continuing education. Consistent with concepts outlined in the APA Ethical Principles of Psychologists and Code of Conduct, potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair his or her objectivity, competence, or effectiveness. Any questions regarding conflicts of interest related to a CE course presentation should be directed to the SDPA Office.

CE Diversity Policy

SDPA selects presenters and develops program content for is continuing education that respects cultural, individual and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status. SDPA maintains committees whose focuses are on diversity issues. These committees are encouraged to work with the CE Committee and the President and Board to propose culturally competent educational programming. In addition, the President and Board work to increase recruitment of psychologists from diverse communities into membership and leadership positions in SDPA; to recruit prospective continuing education course presenters from these communities as well as those with education, training and clinical experience working with persons from these diverse communities.

CE Accommodations for Disabilities

SDPA ensures that all continuing education programs accommodate individuals with disabilities, according to the requirements of the Americans with Disabilities Act (ADA). Particular attention is paid to issues of accessibility, customer service and publicity. Most continuing education programs are presented at the SDPA Office that is located in an ADA compliant building (United Way). When larger continuing education events are scheduled, the CE Committee ensures that the venues selected are accommodating as well. Signage is utilized to communicate the locations of accessible parking, toilets and communication resources.

Course promotion materials clearly state SDPA's commitment to nondiscrimination and accessibility and work to communicate to prospective participants the availability of

ADA compliant resources. Course registration materials request specific information regarding accommodations necessary for participants.

SDPA prepares all staff and volunteers at the continuing education events to serve individuals with disabilities in a knowledgeable and sensitive manner. This includes respect for autonomy and agency; accommodation for the need for more time to communicate, complete required tasks, and move from one location to the next; and availability of information regarding the location of communication equipment, accessible bathrooms, and ramps. Program staff members ensure the identification and availability of staff members to handle inquiries and requests related to disability.

Course promotional materials are offered in multiple formats and media (print, internet based, radio or television) to ensure wide dissemination. Print materials are reviewed to increase accessibility for the visually impaired and are also disseminated on internet-based platforms (website, social media) to increase accessibility. When necessary, CE Committee staff members will work with local disability advocacy groups to publicize events to members of the community who may not be reached by traditional media.

CE Grievance Procedure

SDPA is fully committed to conducting all activities in strict conformance with the APA Ethical Principles of Psychologists and Code of Conduct. SDPA will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the chair(s) of the Continuing Education (CE) Committee, the chair(s) of the Ethics and Standards Committee and the chair(s) of the workshop/conference, if applicable.

While SDPA goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues that come to the attention of the CE course or workshop/conference staff that require intervention and/or action on the part of the CE course or workshop/conference staff or an Executive Officer of SDPA. The procedural description below serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken.

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The chair(s) of the CE Committee or the chair(s) of the workshop/ conference will then pass on the comments to the speaker, assuring the confidentiality of the grieved individual.

2. If the grievance concerns a CE course or a workshop/conference course offering, it's content, level of presentation, or the facilities in which the CE course or workshop/conference course was offered, the chair(s) of the CE Committee or the chair(s) of the workshop/conference, respectively, will mediate and will be the final arbitrators. If the participant requests action, the chair(s) of the CE Committee or the chair(s) of the workshop/conference will:

a. Attempt to move the participant to another course or
b. Provide a credit for a subsequent year's course or
c. Provide a partial or full refund of the course fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns the SDPA CE program, in a specific regard, the chair(s) of the CE Committee will attempt to arbitrate.

CONTINUING EDUCATION CONTENT FOR REGISTRATION/PROMOTIONAL MATERIALS

SDPA is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. SDPA maintains responsibility for its courses and their content.

The California Board of Behavioral Sciences (BBS) continues to recognize APA as an approved provider of continuing education for LCSWs, LMFTs, LPCCs, and LEPs. SDPA also welcomes members of the community to attend its courses.

CE Attendance Policy

To receive CE credit and certificates, participants must sign-in and sign-out of the course. CE credit and certificates will not be issued to those that arrive more than ten minutes after the start time or leave prior to sign-out. Sign-in sheets will be taken up ten minutes after the start time and replaced for sign-out at the end of the program. This policy is strictly enforced.

CE Cancellation Policy

No refund will be given to any registered individual who is a no-show to a course. Any registrant canceling within 72 hours of a course will be refunded 50% of the course fee.

CE Conflicts of Interest

As an APA-approved sponsor of continuing education, SDPA is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery, and evaluation of continuing education. Consistent with concepts outlined in the APA Ethical Principles of Psychologists and Code of Conduct, potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair his or her objectivity, competence, or effectiveness. Any questions regarding conflicts of interest related to a CE course presentation should be directed to the SDPA Office.

CE Diversity Policy

SDPA selects presenters and develops program content for is continuing education that respects cultural, individual and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status. SDPA maintains committees whose focuses are on diversity issues. These committees are encouraged to work with the CE Committee and the President and Board to propose culturally competent educational programming. In addition, the President and Board work to increase recruitment of psychologists from diverse communities into membership and leadership positions in SDPA; to recruit prospective continuing education course presenters from these

communities as well as those with education, training and clinical experience working with persons from these diverse communities.

CE Accommodations for Disabilities

SDPA ensures that all continuing education programs accommodate individuals with disabilities, according to the requirements of the Americans with Disabilities Act (ADA). Particular attention is paid to issues of accessibility, customer service and publicity. Most continuing education programs are presented at the SDPA Office that is located in an ADA compliant building (United Way). When larger continuing education events are scheduled, the CE Committee ensures that the venues selected are accommodating as well. Signage is utilized to communicate the locations of accessible parking, toilets and communication resources.

Course promotion materials clearly state SDPA's commitment to nondiscrimination and accessibility and work to communicate to prospective participants the availability of ADA compliant resources. Course registration materials request specific information regarding accommodations necessary for participants.

SDPA prepares all staff and volunteers at the continuing education events to serve individuals with disabilities in a knowledgeable and sensitive manner. This includes respect for autonomy and agency; accommodation for the need for more time to communicate, complete required tasks, and move from one location to the next; and availability of information regarding the location of communication equipment, accessible bathrooms, and ramps. Program staff members ensure the identification and availability of staff members to handle inquiries and requests related to disability.

Course promotional materials are offered in multiple formats and media (print, internet based, radio or television) to ensure wide dissemination. Print materials are reviewed to increase accessibility for the visually impaired and are also disseminated on internet-based platforms (website, social media) to increase accessibility. When necessary, CE Committee staff members will work with local disability advocacy groups to publicize events to members of the community who may not be reached by traditional media.

CE Grievance Procedure

SDPA is fully committed to conducting all activities in strict conformance with the APA Ethical Principles of Psychologists and Code of Conduct. SDPA will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the chair(s) of the Continuing Education (CE) Committee, the chair(s) of the Ethics and Standards Committee and the chair(s) of the workshop/conference, if applicable.

While SDPA goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues that come to the attention of the CE course or workshop/conference staff that require intervention and/or action on the part of the CE course or workshop/conference staff or an Executive Officer of SDPA. The procedural description below serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken.

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The chair(s) of the CE Committee or the chair(s) of the workshop/ conference will then pass on the comments to the speaker, assuring the confidentiality of the grieved individual.

2. If the grievance concerns a CE course or a workshop/conference course offering, it's content, level of presentation, or the facilities in which the CE course or workshop/conference course was offered, the chair(s) of the CE Committee or the chair(s) of the workshop/conference, respectively, will mediate and will be the final arbitrators. If the participant requests action, the chair(s) of the CE Committee or the chair(s) of the workshop/conference will:

a. Attempt to move the participant to another course or
b. Provide a credit for a subsequent year's course or
c. Provide a partial or full refund of the course fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns the SDPA CE program, in a specific regard, the chair(s) of the CE Committee will attempt to arbitrate.

CE COMMITTEE DESCRIPTION FOR WEBSITE

The Continuing Education Committee is a standing committee. The Continuing Education Committee manages the process of developing and reviewing continuing education courses to meet the training interests and needs of SDPA members and ensures compliance with procedures and standards associated with SDPA's status as an APA accrediting entity.

See CONTINUING EDUCATION (link)

CE COURSE PROPOSAL PROCEDURES

Prospective CE course presenters are asked to contact the Office Manager to guide them through the CE course proposal process.

The Office Manager speaks with the prospective CE course presenter about the topic the presenter wishes to propose and their qualifications to speak on this topic. The Office Manager then discusses the proposed topic and presenter with the President and the chair of the CE Committee to determine if the prospective course fits within the continuing education goals for the year.

If the proposed course fits within educational goals for the year, the Office Manager provides the prospective presenter with a copy of the CE course proposal form (see CE Course Proposal Form in the Appendices) and reviews with them the requirements for submission.

The prospective CE course presenter must submit the CE course proposal form to the Office Manager at least 60 days prior to the anticipated date of the CE course event.

The Office Manager reviews the submitted CE course proposal and works with the prospective presenter to ensure that the proposal is complete.

The Office Manager sends the completed CE course proposal to the chair of the CE Committee.

CE COURSE PROPOSAL

DATE RECEIVED BY OFFICE MANAGER:
PRESENTER:
PRESENTER AFFILIATION:
PRESENTER CONTACT INFO:
PRESENTER:
PRESENTER AFFILIATION:
PRESENTER CONTACT INFO:
COURSE TITLE:
CE CREDITS:
DATE/TIME OF PRESENTATION:
LOCATION OF PRESENTATION:

Complete form below using the instruction sheet attached with examples.
Form must be submitted to the SDPA Office no less than 60 days prior to date of course.
Form must include most recent CV and photo for promotion materials.
Form must include brief biographical paragraph for promotion materials.
Form must include a detailed content outline/timeline for the course.
Form must include a list of references for the course.
Form information may be used verbatim in course promotional materials and evaluation forms.
Presenters must comply with APA Ethical Principles of Psychologists and Code of Conduct.
If questions, please contact the Office Manager sdpa@sdpsych.org (858) 277-1463

CURRICULUM CONTENT

Course Description (see Instructions below)
(At least 300 words)
(Attach list of references)
(Attach detailed content outline/timeline)

Describe Conflicts of Interest (see Instructions below)

EDUCATIONAL PLANNING AND INSTRUCTIONAL METHODS

Describe Learning Objectives (see Instructions below)

Describe Instructional Methods (see Instructions below)

Describe Presenter Competency (see Instructions below)
(Include brief biographical paragraph for promotion materials)

ARTICLES HANDOUTS:

_____ I will make my own copies of handouts for distribution to the course participants.
_____ I would like the SDPA office to post online copies of articles/handouts.
_____ No handouts will be used in my course.

_____ _____
PRESENTER SIGNATURE DATE

INSTRUCTIONS

CURRICULUM CONTENT

Course Description (At least 300 words)

Course description must demonstrate that the course content meets one of the following:

1.) *Content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach;*
2.) *Content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;*
3.) *Content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.*

Course description must include statements that describe the accuracy and utility of the material presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks. Presenters please note that course evaluations will ask participants whether the above statements were included in the presentation.

Course description must demonstrate that content builds upon the foundation of a completed doctoral program in psychology. ***Presenters must indicate whether the course content is introductory, intermediate, or advanced****.*

Course description must demonstrate that the content is relevant to psychological practice, education, and/or science.

Course description should include at least five references (research and/or theoretical) supporting the evidence-based content. At least three of the reference must be current (within the last 10 years) and ideally from peer reviewed journals rather than articles solely promoting the topic or approach. References should be presented in APA format.

Course description must include target audience (e.g. licensed psychologists, graduate psychology students, allied mental health professionals).

Course description must include a detailed content outline/timeline (see Examples below).

Conflicts of Interest

Presenter must report potential conflicts of interest. Conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair his or her objectivity, competence, or effectiveness. Presenter must clearly describe any commercial support for the CE program, presentation, or instructor. Presenter must describe any other relationship that could be reasonably construed as a conflict of interest.

EDUCATIONAL PLANNING AND INSTRUCTIONAL METHODS

Learning Objectives (see Examples below)

Presenters must list learning objectives that clearly describe:

1.) *What participants are expected to learn:*
2.) *How participants can apply this knowledge in practice or other professional contexts.*

Presenters should list 2-3 learning objectives for a course 1-3 hours in length, 3-4 learning objectives for a course 4-6 hours in length and 5-6 learning objectives for a course 7-8 hours in length. Learning objectives must be clear, specific to course content and relate back to course description.

Instructional Methods

Presenters must describe instructional methods that actively engage the learner to enhance acquisition of knowledge and, where appropriate, facilitate translation into practice.

Presenters must indicate whether the instructional method will be:

1.) *Didactic – Lecture based instruction and indicate whether the presentation uses PowerPoint, video/interviews, or demonstration.*
2.) *Experiential – Involving or based on experience and observation (not more than 49% allowed) and include a description (group breakout or activities).*

Presenter Competency

Presenter must demonstrate expertise in course content and competency to teach this content at a level that builds upon a completed doctoral program in psychology. Expertise may be demonstrated by evidence of doctoral degree in psychology, teaching experience, clinical practice, research publication, and references relevant to the proposed course.

Presenters must include a brief biographical paragraph to be used for promotional materials (see Example below).

EXAMPLES OF LEARNING OBJECTIVES:

This workshop is designed to help you:

1. Summarize basic hypnosis theory and technique;
2. Describe examples of hypnotic technique and phenomena;
3. Identify differences between acute and chronic pain;
4. Demonstrate hypnosis in controlling acute pain;
5. Demonstrate post-hypnotic suggestions to chronic pain; and
6. Demonstrate hypnotic technique in dyads.

EXAMPLE OF BRIEF BIOGRAPHICAL PARAGRAPH:

(Name) is a licensed clinical psychologist, leading expert in the field of _____, and author of (titles) and numerous courses on the topic of _____. She/he provides trainings, workshops, and consultations nationwide and internationally. She/he currently works with the _____. She/he is also a supervising psychologist at _____, and an instructor at_____ in San Diego, California.

Verbs to consider when writing learning objectives:

- list, describe, recite, write
- compute, discuss, explain, predict
- apply, demonstrate, prepare, use
- analyze, design, select, utilize
- compile, create, plan, revise
- assess, compare, rate, critique

Verbs to avoid when writing learning objectives:

- know, understand
- learn, appreciate
- become aware of, become familiar with

EXAMPLES OF CONTENT OUTLINE/TIMELINE:

Example #1 (2 hour course):

- Introductions (speaker, audience, course, and topic). (15 min)
- Relational aggression and its consequences: Who does what to whom and why? (15 min)
- Peer cultures and social climates: With friends like this, who needs enemies? (15 min)
- What has been done about it thus far? Treatment approaches and literature. (30 min)
- Current media attention (video clips). (30 min)
- Summary, questions and closing comments. (15 min)

Example #2 (4 hour course):

- Introduction to the aging and long-term care workshop and speakers. (15 min)
- Definition of elder abuse: California laws pertaining to abuse of the elderly. (30 min)
- Neurocognitive changes in normal versus abnormal aging. (30 min)
- Diagnosis of and early detection of dementia in the elderly. (30 min)
- Transient cognitive impairments in the elderly due to medical complications. (30 min)
- Diagnosis and treatment of depression in the elderly. (30 min)
- Murder-suicide in the elderly. (30 min)
- Psychological practice and issues in the long-term care setting. (30 min)
- Panel discussion pertaining to aging and psychological care of the elderly. (30 min)

CE COURSE PROPOSAL REVIEW PROCEDURES

The chair of the CE Committee assigns the CE course proposal to two members of the CE Committee for review. Factors involved in the selection of the two reviewers are willingness/availability, independence from presenter, and experience with the CE course proposal content. An assigned reviewer may decline to review a CE course proposal. An effort is made by the chair to spread the reviews as fairly as possible among CE Committee members. Reviewers must e-mail the Office Manager within 24 hours accepting the review assignment or indicating otherwise.

Reviewers must review CE course proposals using a review form provided (see CE Course Proposal Review Form in the Appendices) and return the initial reviews within two weeks after receipt. CE course proposals can be reviewed as Approved, Not Approved, or Approved with Conditions.

Approved by Both – If both reviewers approve, the Office Manager contacts the presenter and proceeds with administration of the presentation. A copy of the approved CE course proposal is sent to Board members for their information.

Not Approved by Both – If neither of the reviewers approve, the Office Manager advises the presenter of the outcome with appreciation for the submission.

Not Approved by One - If only one reviewer approves, the Office Manager notifies the chair and the proposal is assigned to a third reviewer. If the third reviewer does not approve, the proposal is considered not approved (see above). If the third reviewer does approve, the proposal is considered approved (see above).

Approved with Conditions by One or Both – If either reviewer assigns a status of approved with conditions, the Office Manager will notify the chair. The chair will contact the presenter with the conditions. If the proposal is revised, the proposal will be returned to the appropriate reviewer(s) to approve or not approve.

CE course proposals approved by two reviewers are then sent to the Board prior to the date of the event. The approved proposals may be sent to the Board in abbreviated form for administrative purposes.

CE COURSE PROPOSAL REVIEW

DATE RECEIVED BY OFFICE MANAGER: _____
PRESENTER(S): _____
COURSE TITLE: _____
CE CREDITS: _____
DATE OF PRESENTATION: _____
REVIEWER: _____
APPROVED: _____ NOT APPROVED: _____ APPROVED WITH CONDITIONS: _____

_____
_____

INSTRUCTIONS:

Reviewer must notify Office Manager of acceptance within 24 hours.
Reviewer must return the CE Course Proposal Review Form to Office Manager within two weeks.

CURRICULUM CONTENT

Course Description

Does the course description demonstrate that the course content meets one of the following? Yes/No

_____ *Content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach.*

_____ *Content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research.*

_____ *Content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.*

_____
_____

Does the course description demonstrate that the course content is relevant to psychological practice, education, and/or science? Yes/No

_____ *Psychological Practice*
_____ *Education*
_____ *Science*

_____
_____

Does the course description include statements that describe the accuracy and utility of the material presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks? Yes/No

_____
_____

Does the course description demonstrate that the course content builds upon the foundation of a completed doctoral program in psychology? Yes/No

_____
_____

Does the presenter indicate whether the course content is introductory, intermediate, or advanced? Yes/No

_____ *Introductory*
_____ *Intermediate*
_____ *Advanced*

Does the course description include at least five references (research and/or theoretical) supporting the evidence-based content? At least three of the references must be current (within the last 10 years) and ideally from peer reviewed journals rather than articles solely promoting the topic or approach. Note: The more distant a topic appears from core disciplinary knowledge, the greater the responsibility to demonstrate the connection to improvement of services to the public and contributions to the profession. Yes/No

_____ *Peer-reviewed journals (at least three current)*
_____ *Other (older peer-reviewed, unpublished, research, book chapters, relevant experience)*

_____
_____

Does the course description include target audience (e.g. Licensed Psychologists, Graduate Psychology Students, Allied Mental Health Professionals)? Yes/No

_____
_____

Does the course description include a detailed content outline/timeline and does it indicate parts of the presentation that are not for credit? Yes/No

_____
_____

Conflicts of Interest

Does the presenter report potential conflicts of interest that describe commercial support for the CE program, presentation, or instructor or other relationships that could be reasonably constructed as a conflict of interest? Yes/No

_____
_____

EDUCATIONAL PLANNING AND INSTRUCTIONAL METHODS

Learning Objectives

Does the presenter list learning objectives that clearly describe both of the following? 1.) What participants are expected to learn:
2.) How participants can apply this knowledge in practice or other professional contexts? Yes/No

_____
_____

Does the Presenter list 2-3 learning objectives for a course 1-3 hours in length, 3-4 learning objectives for a course 4-6 hours in length and 5-6 learning objectives for a course 7-8 hours in length? Yes/No

_____
_____

Are the learning objectives clear, specific to course content and relate back to course description? Yes/No

_____
_____

Instructional Methods

Does the presenter describe instructional methods that actively engage the learner to enhance acquisition of knowledge and, where appropriate, facilitate translation into practice? Yes/No

_____
_____

Does the presenter indicate whether the instructional method will be:

3.) *Didactic – Lecture based instruction and indicate whether the presentation uses PowerPoint, video/interviews, or demonstration or*
4.) *Experiential – Involving or based on experience and observation (not more than 49% allowed) and include a description (group breakout or activities)? Yes/No*

_____
_____

Presenter Competency

Does the presenter demonstrate expertise in course content and competency to teach this content at a level that builds upon a completed doctoral program in psychology. Expertise may be demonstrated by evidence of doctoral degree in psychology, teaching experience, clinical practice, research publication, and references. Yes/No

_____
_____
_____
_____

COMMENTS

_____
_____
_____
_____
_____
_____

_____ _____

REVIEWER SIGNATURE DATE

COURSE TITLE:_____
COURSE PRESENTER(S):_____
DATE/TIME:_____
VENUE:_____
CE CREDITS:_____

CE COURSE SIGN IN-OUT SHEET

NAME	LICENSE #	SIGN IN SIGNATURE	SIGN OUT SIGNATURE

CE COURSE EVALUATION QUESTIONS

INTRODUCTION

We hoped you enjoyed our CE course (Title) presented by (Presenter Name). Please fill out the survey below and allow up to one week to receive your CE Certificate to be mailed to you.

If you have any questions or concerns, please contact our Office Manager at sdpa@sdpsych.org.

Thank you for taking the time to complete the evaluation.

San Diego Psychological Association

PARTICIPANT INFORMATION

1.) Address

    Name and Credential for CE Certificate
    E-mail Address

2.) License # (e.g. PSY 23456)

3.) Please note your profession and status (check all that apply).

    Psychologist
    Medical Professional
    Masters Level Licensed Therapist
    Social Worker
    Student
    Administrator
    Faculty
    Other (please specify)

4.) Please note years in profession.

    Graduate Student
    1-5 Years
    6-10 Years
    11-20 Years
    20+ Years

5.) What influenced you to take this CE course?

Course Description
Faculty
Topics
Tuition Fee
Location
Other (please specify)

6.) How did you hear about this CE course?

SDPA Website
SDPA E-Blast
Internet Search
Referred by colleague/word of mouth
Other (please specify)

COURSE TITLE

1.) Was the course learning objective met? (Insert course learning objective)

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

(Repeat for other course learning objectives)

2.) Accuracy and utility of content were discussed?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

3.) Content was appropriate for postdoctoral level training?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

4.) Teaching methods were effective?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

5.) Visual aids, handouts, and oral presentations clarified content?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

6.) Information could be applied to my practice or other work context?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

7.) Information contributes to achieving personal or professional goals?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

8.) Issues of diversity were addressed.

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

9.) How much did you learn as a result of this CE course?

Very Little
Little
Some
Good Bit
A Great Deal

10.) How useful was the content of this CE course for your practice or other professional development?

Not Useful
A Little Useful
Somewhat Useful
A Good Deal Useful
Extremely Useful

11.) This CE course enhanced my professional expertise?

Yes
No

12.) I would recommend this program to others?

Yes
No

13.) Teaching methods and tools focused on how to apply course content to my practice/work environment?

Yes
No

14.) Learning was enhanced through a variety of media utilizing auditory, visual, and multimedia formats?

Yes
No

15.) The presentation facilitated the integration and synthesis of information?

Yes
No

PROFESSIONAL AND ETHICAL ISSUES

1.) Presenter (or program chair, etc.) made clearly evident, prior to registration, the following:

a. Requirements for successful completion of the CE course?

Yes
No

b. Commercial support for CE course, SDPA, or presenter (or any other relationship that could reasonably be construed as a conflict of interest)?

Yes
No

c. Commercial support for content of CE course (e.g., research grants funding research findings, etc.) that could be construed as a conflict of interest?

Yes
No

d. Commercial support or benefit for endorsement of products (e.g., books, training, drugs, etc.)

Yes
No

e. Accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught and the severe and most common risks?

Yes
No

VENUE

1.) Facility was adequate for my needs?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

2.) Special needs were met?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

3.) Facility was comfortable and accessible?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

4.) Food and beverages were adequate (if applicable)?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

5.) Program brochure was informative and accurate?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

PRESENTER NAME

1.) Knew the subject matter?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

2.) Presented content effectively (e.g. promoted deep reasoning and learning; included a consideration of obstacles or anomalies)?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

3.) Elaborated upon the stated objectives?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

4.) Maintained my interest?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

5.) Answered questions effectively?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

6.) Was responsive to questions, comments, and opinions?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

7.) Provided a variety of applied examples (e.g., case presentations)?

Strongly Agree
Agree
Neither Agree Nor Disagree
Disagree
Strongly Disagree

(Repeat for other presenters)

OVERALL

1.) What was your overall impression of the CE course? What went well? What could have been improved?

2.) What did you learn that was new or different? How and/or will this information change how you practice?

3.) What topics or presenters would you like to see at future CE courses?

4.) Other comments?

San Diego Psychological Association

Certificate of Attendance

Participant Name: License #:

This is to certify that the participant above has attended, in its entirety, the following continuing education course:

Course Title:

Presenter: CE Credits:

Date: Location:

_____

President
San Diego Psychological Association

San Diego Psychological Association (SDPA) is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. SDPA maintains responsibility for this program and its content.

In California, APA approved CEs are valid for licensed psychologists, licensed school psychologists, LCSW, LMFT, LEP and LPCC licensees. Though APA is a national organization, the out-of-state licensee should check with their state governing board to make sure that APA approved CEs are valid in their state.

4699 Murphy Canyon Road, Suite 105 San Diego, CA 92123 (858) 277-1463 www.sdpsych.org

CE COURSE HONORARIA

SDPA Member Presenters

Board policy is to ask SDPA members to donate their time to present CE courses. SDPA members benefit from exposure and they receive CE credit for their presentations. SDPA member presenters do not pay registration fees for the event at which they present. In the case of a workshop or a conference, the Board may authorize a small gift (such as a $50 - $100 gift card) to SDPA member presenters.

Local Presenters

Board policy is to ask local presenters who are not SDPA members to donate their time to present CE courses. Local presenters benefit from exposure and they receive CE credit for their presentations. Local presenters do not pay registration fees for the event at which they present. In special cases, local presenters may be paid an honorarium not to exceed $75 per CE credit for the course(s) they present. In the case of a workshop or a conference, the Board may authorize a small gift ($50 - $100 gift card) to local presenters.

National Presenters

Board policy is to pay honoraria to national presenters at individually negotiated rates. Travel/hotel expenses are included in the negotiations. Outside limits on honoraria/expenses are established in event budgets that are approved by the Board. National presenters do not pay registration fees for the event at which they present.

Approved by Board on _____(date).

CE COURSE REGISTRATION FEES

Registration fees for the workshops and conferences are calculated based upon budgeted costs and targeted profits for those separate events. Registration fees for stand-alone CE courses are standardized and are as follows:

REGISTRATION FEES FOR STAND-ALONE CE COURSES

	COST 1 CE UNIT	FEE	TOTAL 1 CE UNIT	TOTAL 2 CE UNITS	TOTAL 3 CE UNITS	TOTAL 4 CE UNITS	TOTAL 6 CE UNITS
MEMBER	$10.00	$5.00	$15.00	$25.00	$35.00	$45.00	$65.00
MEMBER GRADUATE STUDENT	$5.00	$5.00	$10.00	$15.00	$20.00	$25.00	$35.00
NON-MEMBER	$15.00	$5.00	$20.00	$35.00	$50.00	$65.00	$95.00
NON-MEMBER GRADUATE STUDENT	$7.50	$5.00	$12.50	$20.00	$27.50	$35.00	$50.00

Approved by Board on _____(date).

APA ANNUAL REPORT
PROCEDURES

January

Log in to the APA CESA website (cesaoas.apa.org/login) to begin the process of filing the annual report. Login information for SDPA is kept in a separate notebook (see Computer Notebook) in the SDPA Office in the locked safe file cabinet.

Follow the CESA instructions (see CESA OAS Annual Report Information and Instructions in Appendices).

The annual report requires the submission of promotional materials for all CE events during the reporting period. Copy and paste the Website registration pages for all CE events from the prior year to create .pdf files to upload to the CESA website. The annual report requires activity title, date(s) of activity, # of credits, instructional hours, activity format, number of psychologists, number of non-psychologists and the D1 criterion that the activity most closely reflects (see APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists).

February

The annual report must be filed by the end of February (a date is specified). The annual report may be filed up to 30 days prior to the deadline. Upload all required information into the APA CESA website and submit with the annual fee. A month after the annual report is submitted a Certificate is issued.

APA SPONSOR RENEWAL PROCEDURES

Renewal

SDPA renewal as APA Sponsor of Continuing Education should be completed by the chair of the CE Committee with the assistance of the President and the Office Manager. SDPA was renewed in Spring of 2019 for five years. The next renewal will be Spring of 2024. The APA online application for renewal process can be accessed one year in advance of the due date for renewal (late February).

APA accepts draft applications before application for renewal. In late 2018, SDPA submitted a draft that was reviewed with comments prior to its submission of the application for renewal in February 2019 that was approved without correction.

November

Log in to the APA CESA website (cesaoas.apa.org/login) to begin the process of submitting a draft renewal application. Login information for SDPA is kept in a separate notebook (see COMPUTER NOTEBOOK) in the SDPA Office in the locked safe file cabinet.

Follow the CESA instructions online for completion of the draft renewal application (see APA CESA OAS Application Checklist, APA Approval of Sponsors of Continuing Education for Psychologists Policies and Procedures Manual and APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists in the Appendices).

December

Submit the draft of the renewal application.

January

APA will provide comments on the draft renewal application. Make needed changes and complete the final renewal application.

February

Submit the final renewal application along with the renewal fee.

February – April

Renewal application will be under review by APA.

April – May

Renewal application decision will be reached by APA.

July – August

Review Report will be sent by APA.

ETHICS AND STANDARDS COMMITTEE DESCRIPTION FOR WEBSITE

The Ethics and Standards Committee is a standing committee. The Ethics and Standards Committee provides consultation, education and peer advocacy to the members of SDPA. The Committee works to protect the interests of the public by enhancing professional knowledge and conduct, promoting public awareness of ethical issues related to psychologists, providing individuals having a complaint with resources and referrals to appropriate regulatory agencies, and making recommendations to the Board regarding professional and ethical issues of general relevance.

The Ethics and Standards Committee is not disciplinary, nor does it serve in an enforcement capacity. Rather, it exists to serve SDPA members through educational consultation. The Committee works to stay abreast of current and changing ethical concerns relating to psychologists. The Committee prepares articles for The San Diego Psychologist and also provides continuing education relating to ethics topics. Additionally, the Committee provides Ethics on Call services for SDPA members to respond to issues or concerns related to the practice of psychology. The Committee responds to requests for consultation in a timely and confidential manner.

See ETHICS ON CALL (link)

ETHICS ON CALL CONTENT FOR WEBSITE

Ethics on Call is an ethics consultation service provided to Full Members Licensed and Graduate Student Members by the Ethics and Standards Committee. If you have questions or need guidance regarding an ethical issue, please contact the Ethics on Call psychologist listed below. Please DO NOT contact any other Ethics and Standards Committee members for a quicker response. The designated psychologist will return your call at the earliest opportunity. Thank you for respecting the schedule.

Please note that the Ethics on Call hours are normal business hours, Monday-Friday, 9:00 AM – 5:00 PM, excluding holidays. When leaving a message for the Ethics On Call psychologist, please be sure to specify the best times to reach you.

(YEAR) DATES	PSYCHOLOGIST	PHONE
January 17 - February 20		
February 21 - March 19		
March 20 - April 16		
April 17 - May 14		
May 15 - June 18		
June 19 - July 18		
July 19 - August 20		
August 21 - September 17		
September 18 - October 15		
October 16 - November 19		
November 20 - December 17		
December 18 - January 16		

The Ethics and Standard Committee provides consultation through education. The Committee and its members cannot provide legal advice nor can a specific course of action be advised for your situation. It is recommended that the advice of an attorney be obtained before making any decision that could have legal consequences. In order to provide the best possible consultation, the Committee members collaborate with each other routinely on calls or requests for our resources. A brief description of your call will be kept in the meeting minutes, with no identifying information.

FREQUENTLY ASKED QUESTIONS OF THE ETHICS AND STANDARDS COMMITTEE

Q: How does the Ethics and Standards Committee work to help SDPA members?

A: Ethics and Standards Committee supports our membership in several valuable ways. One of the most important services that the Committee provides is an Ethics on Call service to our members to consult on ethical issues that may arise as a part of clinical and professional practice. We also provide continuing education courses at

SDPA workshops or conferences and provide resources for timely updates on ethical issues from both APA and the California Board of Psychology. The Ethics and Standards Committee is not a disciplinary entity, rather it exists to serve members and the community at large by providing consultation to members on a variety of ethical issues in accordance with the current APA Ethical Principles of Psychologists and Code of Conduct.

Q: How do I contact the Committee if I need consultation on an ethical issue?

A: Contact information and the Ethics on Call schedule for the Committee are located on the Website and are also listed in the Office E-News. Call the Ethics on Call psychologist at the contact phone number listed on the schedule. Please leave a message with the dates and times that you are available for a return call. If you are away from your computer and need the contact information, you can call the SDPA office at 858-277-1463. The greeting provides updated information about the name and contact number for the current Ethics on Call psychologist.

Q: How soon can I expect a response?

A: You can expect a call within one business day. Calls are received and returned during normal business hours, unless other arrangements are made. If you call on a weekend or a holiday, your call will be returned the next business day.

Q: What happens when I call a Committee member for consultation?

A: Each consultation begins with a brief review of the Ethics Committee's procedures. Then the caller will be asked to describe the ethical situation about which they are seeking consultation. The goal is to assist a caller in understanding how APA's Ethical Principles of Psychologists and Code of Conduct apply to the situation in question. However, in discussing the ethical situation, clinical and legal issues are often identified, and the member is encouraged to seek additional consultation to address those issues. Routinely, the Ethics on Call psychologist will seek consultation with the Committee. No identifying information about the caller will be used. At each monthly meeting, calls are presented to the Committee for review. On occasion, additional ideas and further follow-up may be suggested by the Committee. If that is the case, the Ethics on Call psychologist will contact the caller with any added suggestions or input from the Committee as a whole. The Ethics on Call psychologist completes a written summary of each consultation and it is placed in the monthly meeting minutes.

ADDITIONAL INFORMATION FROM THE ETHICS AND STANDARDS COMMITTEE

Issues of Confidentiality and Consent with Minors
Responding to a Subpoena

Have Medicare Clients Self-Pay?
Privilege After Death

ARTICLES

Sheets (2010) Complex Ethical Dilemmas: Sorting Through and Identifying Course(s) of Action
Decision Tree When Working Through Ethical Dilemmas

Sheets (2012) Will Confidentiality Survive Death?
This article in The California Psychologist written by Mary Harb Sheets, Ph.D. was previously published by the California Psychological Association, Vol. 45, No. 2, March/April, 2012. Printed with permission of Mary Harb Sheets, Ph.D. and CPA.

APAPO The Stress-Distress-Impairment Continuum for Psychologists

QUICK LINKS

American Psychological Association Ethical Principles of Psychologists and Code of Conduct

California Psychological Association Ethics on Call

California Board of Psychology

APA Publications "Ethics"

ETHICS ON CALL FOR THE OFFICE E-NEWS

Ethics on Call is an ethics consultation service provided to Full Members Licensed and Graduate Student Members by the Ethics and Standards Committee. If you have questions or need guidance regarding an ethical issue, please contact the Ethics on Call psychologist listed below. Please DO NOT contact any other Ethics and Standards Committee members for a quicker response. The designated psychologist will return your call at the earliest opportunity. Thank you for respecting the schedule.

Please note that the Ethics on Call hours are normal business hours, Monday-Friday, 9 am - 5 pm, excluding holidays. When leaving a message for the Ethics On Call psychologist, please be sure to specify the best times to reach you.

(YEAR) DATES	**PSYCHOLOGIST**	**PHONE**
January 17 - February 20		
February 21 - March 19		
March 20 - April 16		
April 17 - May 14		
May 15 - June 18		
June 19 - July 18		
July 19 - August 20		
August 21 - September 17		
September 18 - October 15		
October 16 - November 19		
November 20 - December 17		
December 18 - January 16		

The Ethics and Standard Committee provides consultation through education. The Committee and its members cannot provide legal advice nor can a specific course of action be advised for your situation. It is recommended that the advice of an attorney be obtained before making any decision that could have legal consequences. In order to provide the best possible consultation, the Committee members collaborate with each other routinely on calls or requests for our resources. A brief description of your call will be kept in the meeting minutes, with no identifying information.

For more information see ETHICS ON CALL (link).

AWARD NOMINATION

NAME OF AWARD (see attached Awards List):

NAME OF INDIVIDUAL NOMINATED FOR AWARD:

DESCRIBE QUALIFICATIONS OF INDIVIDUAL NOMINATED FOR AWARD (see attached Awards List):

NOMINATION SUBMITTED BY:
COMMITTEE SUBMITTING:
CONTACT INFO:
DATE:

(Submit Form to SDPA Office)

AWARDS LIST

DISTINGUISHED CONTRIBUTION TO PSYCHOLOGY AWARD

The Distinguished Contribution to Psychology Award is presented to an individual who has made a profound contribution to the field of psychology and who has dedicated a significant portion of time and energy to helping others. Considerations for this award would be given for pioneering efforts, sustained and exemplary service, or leadership in the field in other important ways. Primary consideration is given to candidates whose efforts served the San Diego community, in particular.

LEGISLATIVE AWARD

The Legislative Award honors a lawmaker or other individual who demonstrates through legislative activities the importance of psychology in improving quality of life and whose advocacy efforts have been on behalf of mental health and psychology. This award is intended to honor an individual or legislator on the state, county or federal level, that has impacted the lives of Californians through either authoring or actively promoting legislation that advances or protects the field of psychology.

MEDIA AWARD

The Media Award is presented to a member of the San Diego media who has made a significant contribution to the mental health community in the past year, as a result of their coverage of psychological and/or mental health issues.

LOCAL HERO AWARD

The Local Hero Award is given to a lay person (i.e. a non-psychologist) in the San Diego community who selflessly provides the community with the idealism and care needed to rekindle hope in today's world. The Local Hero embodies the principles of service, community empowerment, humility, humor and a pioneering inspiration for moving some local problem to an exciting new clarification if not resolution.

FELLOW AWARD

The Fellow Award is the highest level of membership in SDPA. A Fellow is a psychologist who can serve as a model to others. To meet the criteria of Fellow, a psychologist must excel in one of the following areas or a combination of those areas: exceptional service to a community (this could include service on Boards, developing community programs, helping shape policy, or being influential in some recognizable way); making a significant contribution to the profession of psychology (this could include outstanding performance in teaching, research, or writing); making a contribution to the local, state or national psychological associations (this could include filling leadership positions, creating programs, or being influential in some recognizable way).

PRESIDENT'S AWARD

The President's Award allows the current year's President to honor a member who has made an especially great contribution to SDPA during the current year.

WEBSITE CONTENT

Home
Find a Psychologist
Classified Ads
Calendar of Events
Upcoming Events
Latest News Feed (APA)
Frame of Mind (Board Statements of Opinion on Critical Issues)
Banners (Notice of Important Matters/Events)

About Us
SDPA
Mission
Board of Directors
Committees
Fellows
Office
History

Join
Join
Member Benefits
Graduate Students
Early Career Professionals

Members
Renew/Update Profile
Member Directory
Member Forum
Office E-News
The San Diego Psychologist
Continuing Education
Ethics on Call
Professional Resources
Governance
Donate to CPA-PAC
Suggestions

Community
Sign Up
Find a Psychologist
Classified Ads
Continuing Education

Community Services
Community E-News
The San Diego Psychologist
CMH Resources
Suggestions

Events
All Events
All CE Events
SDPA Events
Community Events
SDPA Members at Events (Photos of Members at Events)

Approved by Board on _____(date).

OFFICE E-NEWS CONTENT

President's Message
Office Information/Hours
Tami's Turn
Member Benefit Spotlight
Attorney Information
Ethics on Call Information
Board Blast!
Upcoming Events
Spring Workshop Spotlight
Fall Conference Spotlight
Get Involved!
New Members
Member Spotlight
Mental Health Monday
Members on the Move
Committee Reports
Committee Updates
Other News
CPA
Classified Ads
Featured Partners

Approved by Board on _____(date).

ADVERTISING FEES

CLASSIFIED ADS

SDPA offers classified ads for both members and non-members. Classified ads are published via the Classified Ads banner on the front page of our Website and via a link in the Office E-News that is sent to our members no less than once per month (approximately 600). Classified ads are FREE for our members and expire after two months. Classified ads are $65 for non-members and expire after one month. Classified ads should be 150 words or less and should include the following information; type of classified ad (office space rental, opportunities, for sale, other), title of classified ad, description/content, contact name, contact phone, contact e-mail, city, state, and zip.

ADS

SDPA offers advertising on the front page of our Website, at the bottom of our Office E-News, and at the bottom of our E-Blasts. Office E-News is published no less than once per month to our members (approximately 600). E-Blasts are sent out as needed to publicize various SDPA events/activities and may be published to members only or to our entire contact list (over 2,300). The ad on the front page of our Website is a company logo linked to a company website. The ads in the Office E-News and the E-Blasts are approximately 2"X 3" if viewed on a computer. Submit the ad in .jpeg format. To apply for an ad, please contact our Office Manager (858) 277-1463.

	Members	Non-Members
1 Month	$100	$200
3 Months	$250	$500
6 Months	$480	$960
9 Months	$675	$1,350
12 Months	$1,200	$2,400

FEATURED PARTNERS

Featured Partners are individuals or organizations that exhibit at SDPA events. Featured Partners are offered various opportunities to advertise on the Website and in SDPA communications depending upon exhibitor level. For more information, please contact our Office Manager at (858) 277-1463.

Approved by Board on _____(date).

EVENTS/ACTIVITIES APPROVAL CHART

EVENT		EVENT/ACTIVITY PROPOSAL	PRESIDENT	BOARD
NON-CE EVENTS:				
Committee		Committee submits Event/Activity Proposal to SDPA Office no less than 30 days prior to event. Event budget included may propose a profit or a loss.	President may approve Event/Activity Proposal if proposed loss falls within Budget parameters for committees for the year. President sends copy of approved Event/Activity Proposal to Board prior to event.	If Board receives copy of Event/Activity Proposal approved by President prior to event, the Board does not need to approve (see Note A below). Board must approve Event/Activity Proposal if proposed loss exceeds Budget parameters for committees for the year.
Networking (Mid-Year or Year-End Celebration)		President selects theme and works with Office Manager to prepare the Event/Activity Proposal to submit to the Board. Event budget included may propose a profit or a loss.	President cannot approve.	Board must approve Event/Activity Proposal. Board may approve even if proposed loss exceeds amount for this event included in Budget for the year.
Collaborative		If SDPA is producing the event, President negotiates contract with collaborative party, subject to Board approval. President works with Office Manager to prepare Event/Activity Proposal that reflects negotiated terms to submit to Board.	President cannot approve.	Board must approve the contract with collaborative party and Event/Activity Proposal.

EVENTS/ACTIVITIES APPROVAL CHART

EVENT		CE COURSE PROPOSAL(S)	CE COMMITTEE	BOARD		EVENT/ACTIVITY PROPOSAL	PRESIDENT	BOARD
CE EVENTS:								
Stand-Alone		President determines initially that topic and presenter are consistent with CE goals set by President and CE Committee chair for the year. Presenter then submits CE Course Proposal to SDPA Office no less than 60 days prior to event.	CE Committee reviewers approve CE Course Proposal within two weeks. Copy of approved CE Course Proposal is sent to Board prior to event (see Note B below).	If Board receives copy of CE Course Proposal approved by CE Committee reviewers prior to event, the Board does not need to approve (see Note A below).		Office Manager prepares Event/Activity Proposal and sends to President for approval. Event budget included should propose a profit.	President approves Event/Activity Proposal and sends copy of approved Event/Activity Proposal to Board prior to event.	If Board receives a copy of Event/Activity Proposal approved by President prior to event, Board does not need to approve (see Note A below).
Committee		Presenter submits CE Course Proposal to SDPA Office no less than 60 days prior to event.	CE Committee reviewers approve CE Course Proposal within two weeks. Copy of approved CE Course Proposal is sent to Board prior to event (see Note B below).	If Board receives copy of CE Course Proposal approved by CE Committee reviewers prior to event, Board does not need to approve (see Note A below).		Office Manager prepares Event/Activity Proposal and sends to President for approval. Event budget included may propose a profit or a loss.	President may approve Event/Activity Proposal if proposed loss falls within parameters for committees included in Budget for the year. President sends copy of approved Event/Activity Proposal to Board prior to event.	If Board receives copy of Event/Activity Proposal approved by President, Board does not need to approve (see Note A below). Board must approve Event/Activity Proposal if proposed loss exceeds parameters for committees included in Budget for the year.
Workshop		President sets theme for workshop and determines initially that topics and presenters are consistent. Presenters then submit CE Course Proposals to SDPA Office no less than 60 days prior to event.	CE Committee reviewers approve CE Course Proposals within two weeks. Copies of approved CE Course Proposals are sent to Board prior to event (see Note B below).	If Board receives copies of CE Course Proposals approved by CE Committee reviewers prior to event, Board does not need to approve (see Note A below).		President or Workshop chair works with Office Manager to prepare Event/Activity Proposal to send to Board for approval. Event budget included should propose a profit.	President cannot approve.	Board must approve Event/Activity Proposal. Board may approve even if proposed profit is less than amount for this event included in Budget for the year.

EVENTS/ACTIVITIES APPROVAL CHART

EVENT		CE COURSE PROPOSAL(S)	CE COMMITTEE	BOARD		EVENT/ACTIVITY PROPOSAL	PRESIDENT	BOARD
CE EVENTS:								
Conference		President sets theme for conference and determines initially that topics and presenters are consistent. Presenters then submit CE Course Proposals to SDPA Office no less than 60 days prior to event.	CE Committee reviewers approve CE Course Proposals within two weeks. Copies of approved CE Course Proposals are sent to Board prior to event (see Note B below).	If Board receives copies of CE Course Proposals approved by CE Committee reviewers prior to event, Board does not need to approve (see Note A below).		President or Conference chair works with Office Manager to prepare Event/Activity Proposal to send to Board for approval. Event budget included should propose a profit.	President cannot approve.	Board must approve Event/Activity Proposal. Board may approve even if proposed profit is less than amount for this event included in Budget for the year.
Collaborative		If SDPA is sponsoring the CEs, presenters submit CE Course Proposals to SDPA Office no less than 60 days prior to event.	CE Committee reviewers approve CE Course Proposals within two weeks. Copies of approved CE Course Proposals are sent to Board prior to event (see Note B below).	If Board receives copies of CE Course Proposals approved by CE Committee reviewers prior to event, Board does not need to approve (see Note A below).		If SDPA is producing the event, President negotiates contract with collaborative party, subject to Board approval. President works with Office Manager to prepare Event/Activity Proposal reflecting negotiated terms to send to Board for approval.	President cannot approve.	Board must approve the contract with collaborative party and Event/Activity Proposal.

NOTE A: For all Events/Activities, the Board must receive in a timely manner copies of CE Course Proposals approved by the CE Committee reviewers or Event/Activity Proposals approved by the President. While the Board does not need to explicitly approve these proposals, it retains the right to reject a proposal if the Board has concerns about propriety of producing that event/activity. It is expected that such rejection will occur only under extraordinary circumstances. It is recommended that the President make the Board aware of plans for activities/events as those plans develop to lower the likelihood of any last minute extraordinary Board rejections.

NOTE B: Copies of CE Course Proposals sent to the Board may be presented in abbreviated form for administrative purposes.