

POLICIES AND PROCEDURES
OF
SAN DIEGO PSYCHOLOGICAL ASSOCIATION

AMENDED AND RESTATED 12/17/20

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CHAPTER 1

MEMBERSHIP

1.1 BYLAWS

Key sections of the Bylaws relevant to membership are as follows. 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 policies and procedures related to membership.

1.2 MEMBERSHIP RECORDS

Prior to 2017, SDPA 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 by email in support of membership are kept for administrative purposes for one year. Once a year, membership data is exported from the Website to an excel file that is kept securely in the SDPA Office Records.

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. The Board maintains a schedule of currently approved sublevels of membership and the dues required at each sublevel (see Membership Levels and Dues Schedule in 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 Sample Applicants Qualified for Membership in the Appendices).

President

The President is responsible for supervising the membership 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 Sample Applicants Qualified for Membership 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.

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 Licensed Aged 65. An applicant will be considered qualified for status as a Full Member Licensed Aged 65 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 65 or older as of the first day of the membership term. A Full Member Licensed Aged 65 or older may, if desired, be classified as a Full Member Licensed.

Full Member Non-Licensed. An applicant will be considered qualified for status as a Full Member Non-Licensed if the applicant provides evidence they have earned a doctorate in psychology or a diploma from the American Board of Professional Psychology (ABPP) and they are not listed as actively licensed to practice psychology in the state of

California. The Board may determine that a degree earned in another country is the equivalent of a doctorate in psychology.

Full Member Retired. An applicant will be considered qualified for status as a Full Member Retired if the applicant provides evidence they have earned a doctorate in psychology or a diploma from the American Board of Professional Psychology (ABPP) and evidence they have retired from their work in the field of psychology. 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 or as an Affiliate Member.

Friend Member. An applicant will be considered qualified for status as a Friend Member if there is no evidence that the applicant qualifies for another level of membership and 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 email.

Office E-News

Names of new members are published in the next Office E-News following Board certification. If desired by the new member, a head shot photo and brief biographical paragraph may also be included in the Office E-News.

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. 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 2nd (60 days before renewal date)

Emails are automatically sent notifying members that their memberships will expire on January 1st and the renewal period has begun. Information is placed on the front page of the Website that indicates that memberships will expire and the renewal period has begun.

December 2nd (30 days before renewal date)

Emails are automatically sent notifying non-renewed members that their memberships will expire on January 1st.

January 1st

Emails are automatically sent notifying non-renewed members that their memberships are due for renewal today. Members continue to be able to access benefits and to renew memberships.

January 8th

Personalized emails are sent by the Office Manager notifying non-renewed members that memberships have expired. Members will have until the last day in February 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 be eligible for member benefits.

February 1st

Emails are automatically sent notifying non-renewed members that their memberships have expired. The Office Manager makes personal calls or sends personal emails to non-renewed members to encourage renewal.

March 1st

Emails are automatically sent notifying non-renewed members that their memberships are now suspended. They are no longer eligible for member benefits and they will need to contact the SDPA Office to be reinstated. Non-renewed members are automatically suspended in the Website with membership invoices voided.

If SDPA is offering Auto-Renew memberships, renewal procedures are described in SDPA Office Records.

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 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, emails and home addresses from view. Members may direct the Website to hide other information in their profiles as well. Board policy is to provide a Send Message button in each member profile to allow members to contact other members by hidden email. 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 currently licensed to practice clinical psychology in California. Board policy is that the Office Manager on a monthly basis verifies with the California Board of Psychology the Active status of Full Member Licensed members. Full Member Licensed members are automatically included in the Find a Psychologist feature on the Website if they are currently actively licensed to practice in California and if they indicate Yes to the question in their member profiles “Would you like to be listed in the Find a Psychologist Directory?” 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. Board policy is that psychologists listed in the Find a Psychologist Directory present no more than five areas of focus.

1.12 MEMBER RECRUITMENT

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

CHAPTER 2

BOARD OF DIRECTORS

2.1 BYLAWS

Key sections of the Bylaws relevant to the Board of Directors are as follows. 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. Article IV of the Bylaws sets forth rules related to the Board of Directors. Article IV describes 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 or unfilled offices 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 policies and procedures related to the Board of Directors.

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 a Full Member Meeting. Election of Directors may occur, however, by other procedures consistent with the Bylaws.

Per the Bylaws, the Nominations, Elections and Awards Committee manages the Board election process. 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 15th 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 verifies to the Board that nominees meet qualifications to be elected to the Board consistent with the Bylaws. Board policy is for the Committee to present the list of qualified nominees to the Board at the September Board meeting for Board certification of candidates for election. 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 broadly 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 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 Sample Board Committee Liaisons for Website in the Appendices). The purpose of liaisons is to facilitate communication between committees and the Board. 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

See Board Meeting Standing Rules in the Appendices.

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. 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. At the beginning of each year, the Board makes a decision to accept or amend the Board Meeting Standing Rules for the current year that is recorded in the minutes.

2.5 STRATEGIC PLAN/BUDGET

Board policy is to approve in November of each year a Strategic Plan/Budget for the following year (see Sample Strategic Plan and 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 Attorney Memorandum Re Directors and Officers Liability in the Appendices).

CHAPTER 3

EXECUTIVE OFFICERS

3.1 BYLAWS

The key section of the Bylaws relevant to Executive Officers is Article V that sets forth the duties of the Executive Officers. Consistent with the Bylaws, the Board establishes the following policies and procedures related to the Executive Officers.

3.2 PRESIDENT

General

The President is responsible for getting the work of the Association done. The President will have developed the previous year a vision (Strategic Plan) to carry out the SDPA Mission that was approved by the Board. The President manages the work of the Association in a manner consistent with the Strategic Plan and the laws and rules that govern SDPA. The President manages through leadership; that is, by recruiting, inspiring and directing the efforts of volunteers. The President acts as spokesperson for SDPA to members and the public but may request support from others in the Association with specific expertise.

Board Meetings

It is Board policy that the President act as presiding officer at Board meetings, however, the Board may decide to designate another Board member to act as presiding officer at a particular Board meeting or for the entire year (see Board Standing Rules in the Appendices). The President makes arrangements for the January Board Installation Luncheon and the Board Retreat. The President makes arrangements for the annual 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 meets regularly with the Office Manager and the independent contractors to broadly supervise and coordinate their activities.

Events/Activities

The President is broadly responsible for ensuring that SDPA events/activities are conducted in a manner consistent with Board approval. For more specific President responsibilities related to events/activities see EVENTS/ACTIVITIES.

Committees

The President is responsible for managing the day-to-day activities of the committees on behalf of the Board. The President is the chair of the Executive Committee and the Finance Committee. 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 Committee Chairs Meetings and presides at these meetings.

California Psychological Association (CPA)

The President is responsible for SDPA compliance with CPA Chapter obligations to the extent feasible (see CALIFORNIA PSYCHOLOGICAL ASSOCIATION).

3.3 PRESIDENT-ELECT

The President-Elect works closely with the President all year 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 Board Retreat and working with the Executive and Finance Committees to finalize the Strategic Plan/Budget for Board approval in November. The President-Elect is a member of the Nominations, Elections and Awards Committee and assists in identifying qualified nominees for the next year's Board. 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 is chair of the Nominations, Elections and Awards Committee. The Immediate Past President is a member of the Past Presidents Committee. The Past Presidents Committee holds a dinner early in the year for the purpose of welcoming and advising the incoming President. The Immediate Past President attends Committee Chairs Meetings. The Immediate Past President presents a report to the members at the 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

Under California law, the Secretary of a corporation is the custodian of corporate records and acts as agent for the corporation for legal purposes. The Secretary is responsible for taking minutes at Board meetings and Full Member meetings. 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 (see Record Retention Requirements in the Appendices).

3.6 TREASURER

As chief financial officer and custodian of SDPA funds, the Treasurer reviews financial statements and financial activity and asks appropriate questions of those in the SDPA Office involved in its financial operations. 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 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

Key sections of the Bylaws relevant to committees and task forces are as follows. 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 policies 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 is assisted in its work by the President, the Board committee liaisons and the Office Manager (see below). Board policy is to include a committee handbook on the Website to provide guidance for those who serve SDPA committees and task forces.

President

Board policy is that the President is responsible for broadly managing the committees. The President supervises the Office Manager to ensure 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 Board approval. When necessary, the President is assisted in this work by Board committee liaisons.

Board Committee Liaisons

The Board assigns each Board member to be liaison to a specific group of committees. The purpose of liaisons is to facilitate communication between committees and the Board. 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.

Office Manager

Board policy is that the Office Manager is responsible for providing SDPA Office support to committees (see below). It is the job of the Office Manager to hold committee chairs responsible for meeting their administrative responsibilities to the SDPA Office that includes submission of meeting minutes, yearly reports and committee updates for the Office E-News. 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:

- Providing administrative support for committee events/activities (see EVENTS).
- E-blasting information to members or the public as requested by committees
- Including committee updates/reports in the Office E-News.
- Maintaining Website information about committees (committee site pages).
- Maintaining Website directories of committee chairs/members.
- Maintaining committee chairs/liaisons rosters.
- Maintaining SDPA Office Records related to committees (e.g. minutes/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 (see Sample New Committee Proposal in the Appendices) and submits the proposal to the SDPA Office. The proposal 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 proposal should indicate the name of the person submitting, 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, the Board reviews and approves the statement of purpose proposed for the new operating committee. The Board also reviews and approves any changes to its statement of purpose proposed by an operating committee. A list of Board approved operating committees with statements of purpose is maintained in the SDPA Office Records.

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) but no more than two chairs (see Committee Chairs/Members Chart in the Appendices).

Standing Committees

In appointing standing committee chairs, 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 its 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. As a practical matter, Board policy is that chairs of standing and operating committees continue to serve until they resign or are removed by the Board when their terms expire or for other cause.

4.7 COMMITTEE MEMBERS

The Bylaws set forth rules related to specifications of committee members or qualifications they need to serve. Unless the Bylaws or these policies and procedures 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 Committee Chairs/Members Chart in the Appendices.

Standing Committees

In appointing standing committee members, 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

Any SDPA member may serve as 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. Members of operating committees serve at will.

4.8 SDPA LIABILITY FOR COMMITTEES/RECORD OF COMMITTEE CHAIRS AND MEMBERS

As a matter of law, SDPA is liable for the events/activities of committees. Because of this, it is important that the Association be able to identify who are the individuals currently involved in committee activities/events. Once committee chairs or standing committee members have been specified or appointed, 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. Board policy is to ask operating committee chairs to periodically identify SDPA members serving as operating committee members so they can be reflected in the Committee Members Directory. 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 to do their work. Committees may decide how frequently and through what means of communication regular meetings need to occur. There should be a record of committee work (typically in minutes) that is submitted to the SDPA Office. It is Board policy that expenses related to regular committee meetings are not paid for by SDPA. Committee meetings may be conducted by Zoom or held in SDPA Office conference rooms.

4.10 COMMITTEE EVENTS/ACTIVITIES AND FUNDING

See EVENTS/ACTIVITIES.

4.11 COMMITTEE CHAIRS MEETINGS

Board policy is for the President to conduct a Committee Chairs Luncheon early in the year, typically in a private home. 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. One purpose of the Committee Chairs Luncheon is to set the stage for the submission of committee action plans for the year.

4.12 COMMITTEE REPORTS

Board policy is to require committee chairs to submit reports to the SDPA Office to facilitate management and oversight of committees. These required reports are described below.

Committee Action Plan

Committee chairs are required to submit a report at the beginning of the year outlining the committee action plan for the year (see Sample Committee Action Plan 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. Committee action plans are due to the SDPA Office by February 15th.

Event/Activity Proposals

Committee chairs are required to submit proposals for events/activities planned (see EVENTS/ACTIVITIES).

Member Requests for Reimbursement

Committee members may submit member requests for reimbursement (see FINANCIAL).

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. The committee update 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 update should indicate the name of the person submitting, their contact information and the date submitted. Committee updates should be submitted to the SDPA Office no later than 60 days after a specific event. Committee updates are included in Office E-News in the Committee Updates section.

Committee Minutes

Minutes must be taken at regular committee meetings (see Sample Committee Meeting Minutes in the Appendices). 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 within 60 days of the meeting. Chairs should keep copies of meeting minutes.

Committee Final Reports

Committee chairs are required to submit a final report for the year (see Sample Committee Final Report 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 by February 1st.

CHAPTER 5

FINANCIAL

5.1 BYLAWS

Key sections of the Bylaws relevant to SDPA finances are as follows. 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 policies and procedures related to financial matters.

5.2 GENERAL DESCRIPTION OF FINANCES

SDPA financial assets are composed of cash in bank checking and savings accounts, investments in money markets or certificates of deposit and fixed assets including furniture and equipment maintained in the SDPA Office.

SDPA, in general, maintains no liabilities. However, Board policy is for SDPA to maintain a credit card for SDPA Office use that requires repayment in full each month.

SDPA revenues are generated from a number of sources. Members pay dues. Participants in events/activities pay registration or other 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. SDPA earns interest on funds invested.

SDPA expenses are generally of two types, administrative and program. SDPA pays administrative expenses related to the operation of the SDPA Office, such as rent, telephone, office supplies, insurance, computer services, merchant fees, marketing, Office Manager and independent contractors. SDPA pays expenses associated with programs, typically events/activities, 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 may pay 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, such as QuickBooks. The books are calendar year and are kept on the cash basis of accounting. The books are composed of general ledger accounts that have been customized for SDPA's particular financial activities. Entries are made into the general ledger accounts to record transactions. Financial statements are generated monthly from the accounting software that reflect current balances in the general ledger accounts.

Membership Management Software (Website)

Membership management software is used to record all information about membership and event/activity transactions. Invoices related to advertising and exhibitor/sponsor revenues are also recorded in this software. This software serves as the platform for the Website. Members each have profiles on the Website that they may view/edit as needed. Members go online to pay dues or to register for events/activities or they may call the Office Manager to make the entries on their behalf. Website transactions automatically link to a credit card company that processes credit card transactions. Note that Website transactions are not integrated into the books.

Bank

SDPA maintains a checking account and a savings account at a bank. SDPA may also invest reserve funds in investment vehicles at the bank. The bank maintains an online system for checking balances and transferring money between accounts.

Credit Card Company

When credit cards are used to pay SDPA for dues, event/activity registrations or other fees, a credit card company, such as Affinipay, processes the charges for SDPA. The credit card company makes deposits into the SDPA bank account and debits the SDPA bank account for merchant fees. Credit card transactions can be viewed by accessing the credit card company site. Credit card charges may be processed automatically through the Website or entered manually into the credit card company site. Credit card transactions are manually recorded into the books.

SDPA Office Credit Card

SDPA maintains a credit card for use by the Office Manager to purchase needed supplies. The Accounting Supervisor, the Bookkeeper and the Office Manager have access to the office credit card online site to review transactions and manage payments.

Reconciliations

Each month, the books need to be reconciled with the bank statements. Each month, the financial transactions in the Website need to be reconciled to financial 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 Statements

Financial statements are generated from the books and include balance sheet, profit/loss and budget/actual (see Samples in the Appendices). The financial statements have been customized for SDPA so that revenues and expenses are grouped in a way that will be most helpful for Board review. These statements are provided to the Board monthly and at year-end. In addition to the financial statements, the Board is provided with subsidiary schedules that detail membership activity including dues summary and member count (see Samples in the Appendices). Once an event/activity is complete, the Board is provided with a detailed financial report for the event/activity (see Sample in the Appendices). Once a year at the State of the Association meeting, the Treasurer gives a financial slide show presentation to the membership. At year end, the Treasurer produces a Treasurer's report.

Financial statements are not published on the Website due to risk of capture by outsiders from the Internet. The Treasurer's report and slide show presentation to the State of the Association are posted on the Website, however, only Members may access.

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 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 current commitments and past history. Budgeting for events may be done generally with detailed budgeting accomplished when event/activity proposals have been developed. 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 accounting system as follows.

Accounting Supervisor

The Accounting Supervisor is an experienced accountant who provides consult regarding proper maintenance of the books and Website related to financial transactions. This professional may be a paid independent contractor (e.g. internal accountant) or a member volunteer with specialized background. The Accounting Supervisor immediately supervises the Office Manager and the Bookkeeper in day-to-day financial transactions. The Accounting Supervisor has administrative access to the Website, the books and the credit card company site. The Accounting Supervisor has read-only access to the bank online system. The Accounting Supervisor has access to the office credit card online site. The Accounting Supervisor will periodically request that adjustments be made to the books or the Website. At month end, the Accounting Supervisor reconciles the Website transactions with the transactions in the books. They produce the monthly and yearly financial statements and subsidiary schedules. They provide financial reports for events/activities. They assist in preparation of the yearly budget. They oversee the preparation of the tax returns by the CPA and other governmental filings. The Accounting Supervisor reports to the Treasurer and the Finance Committee.

Office Manager

The Office Manager is responsible for managing day-to-day financial transactions on the Website. They are the point of contact with members and the public related to these transactions. The Office Manager has full administrative access to the Website but has no access to the books, credit card company site or the bank online system. The Office Manager has access to the office credit card online site. The Office Manager is immediately supervised in this work by the Accounting Supervisor.

Bookkeeper

The Bookkeeper is a paid independent contractor that is responsible for entering all transactions into the books. The Bookkeeper has full administrative access to the books and the credit card company site but has no access to the Website. The Bookkeeper has access to the office credit card online site. The Bookkeeper has read-only access to the bank online system. The Bookkeeper gets the mail and manages all bank deposits and all disbursements by check. The Bookkeeper reconciles the books with the bank statements. They make sure that there is proper compliance with safeguarding procedures related to deposits and disbursements. They maintain the accounting files in the locked safe file cabinet. The Bookkeeper is immediately supervised in this work by the Accounting Supervisor.

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 statements 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. Along

with the President and the Secretary, the Treasurer is one of the signatories on the bank accounts and has access to the bank online system (to make transfers between bank accounts). Along with the President, the Treasurer has read-only administrative access to the Website, the books, and the credit card company site. Along with the President, the Treasurer is authorized to sign contracts. The Treasurer works with the Finance Committee to draft the yearly budget for Board approval. The Treasurer makes a slide show financial presentation to the members at the 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. In general, the Finance Committee advises the Board in its financial decision making. This includes how much reserve to maintain and how to invest. The Finance Committee works with the Treasurer to draft the yearly budget for Board approval.

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 passworded commercial cloud-based document storage system, such as Google Docs, and in a locked safe file cabinet in a locked SDPA Office in a secured building.

Books

The books are maintained by the Bookkeeper who is supervised by the Accounting Supervisor. Executive Officer signatories maintain read-only administrative access to review transactions in the accounting software.

Website

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

Credit Card Company Site

The credit card company site is maintained solely by the Bookkeeper and the Accounting Supervisor, however, Executive Officer signatories maintain read-only access to review transactions.

Bank Accounts

The President, Secretary, and Treasurer are the authorized signatories on the SDPA bank account with access to the bank online system. Two signatures are required to sign checks. Only authorized signatories are allowed to transfer money between bank accounts. No one may transfer funds outside the bank. The Accounting Supervisor and Bookkeeper have read-only access to the banking online system.

At the beginning of each year, the Immediate Past President works with the bank to make needed banking changes to reflect changes in roles within SDPA.

Cash Reserves/Investments

Board policy is to maintain in cash reserves an amount that will maintain the SDPA Office (administrative expense) for one year. Cash reserves are invested in an interest bearing savings account, money market accounts or certificates of deposit. 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 statement balances for fixed assets tie to the detailed schedule of fixed assets in the federal tax return for a given year. The federal tax return fixed asset schedule is used as the subsidiary accounting schedule for fixed assets. The Bookkeeper records monthly depreciation in the books that is consistent with that recorded in the federal tax return.

Liabilities

SDPA generally operates in cash rather than on credit. SDPA does maintain an office credit card for SPDA Office use that requires repayment in full each month. Otherwise, SDPA does not borrow money.

Receipts in Cash

Checks for membership dues and event/activity fees are sometimes received in the SDPA Office mail. The Bookkeeper retrieves the mail and asks the Office Manager, if necessary, to identify what the check is for (dues, specific events, ads). The Office Manager records the payment into the Website accounting system settling the payment against the appropriate invoice that was generated when a membership dues, event/activity fee or other transaction took place.

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. The

Bookkeeper 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/activities the transactions are automatically processed by the credit card company. Periodically, members or registrants may simply provide credit card information to the SDPA Office for payment. When this happens, the Office Manager enters the credit card information directly into the Website recording the relevant invoice as paid (“settled”).

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

SDPA currently uses Affinipay as its credit card company that links to Wild Apricot. Before Affinipay, SDPA 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. Currently, 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 by going into the credit card company site. Affinipay is promising automatic refund capabilities in the near future.

Receipts at Events

Checks and credit card payments are sometimes received onsite at an event. The Office Manager brings a laptop to events/activities to record onsite transactions. Currently, Wild Apricot does not provide mobile swiping of credit cards for events/activities. However, Wild Apricot 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. 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 events/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 the Office Manager using the SDPA Office credit card. Automated clearing house (ACH)

processing is used for payroll expense, telephone invoices and various software program payments.

Vendor Invoices

The Bookkeeper receives a vendor invoice by mail or email and works with the Office Manager to identify the nature of the expense and a description of the proper general ledger account to charge. The Bookkeeper makes sure that a vendor invoice has been approved by the Board for payment. The Bookkeeper, with the help of the Office Manager, might also note whether the expense is included in the budget or was separately approved by the Board. After the invoice is paid, the Bookkeeper files the invoice in the locked safe file cabinet.

Member Requests for Reimbursement

Members may submit requests for reimbursement of expenses included in the general budget or previously approved by the Board. The member request for reimbursement form must be accompanied by receipts. After the Request for Reimbursement is paid, the Bookkeeper files the paperwork in the locked safe file cabinet.

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 Bookkeeper then mails the disbursement.

The Bookkeeper records the disbursements into the books and files the paid invoices or member reimbursement forms 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 SDPA Office Credit Card

The Office Manager may make purchases for administrative purposes or for events/activities online or in stores. The SDPA Office credit card 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 SDPA Office credit card require prior approval by email from two Executive Officer signatories. SDPA maintains a limit on the amount that may be charged on the card.

The receipt that is generated for an SDPA Office credit 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 email(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 SDPA Office credit card payments into the books and files the receipts with attachments in the file called "SDPA Office Credit Card" 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 may charge a small fee. 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 into QuickBooks online and retrieve the information using their 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. The CPA files the tax returns electronically and provides SDPA with a digital copy of the returns that is filed in the SDPA Office Records.

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 filing fee that can be paid online using the SDPA Office credit card. The Secretary of State sends out a postcard to the SDPA Office as a reminder for filing. As a practical matter, the bank now requires that the California Secretary of State Statement of Information be updated online at the beginning of the year to reflect new Executive Officers before bank signatory authorizations can be changed. So the Form SI-100 filing will automatically have been met.

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, SDPA is not a charity so is 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 Record Retention Requirements in the Appendices.

5.8 ATTORNEY SERVICES

The SDPA attorney is retained by the Board at a negotiated rate to represent the interests of the SDPA. In this role, the SDPA attorney represents the Association and not its individual Board members. The SDPA Attorney may be engaged to provide legal opinions for the Association as follows:

- 1.) The Board may ask a Board member to consult with the SDPA attorney for an opinion on a specific issue and to report the opinion to the Board;
- 2.) Executive officers may individually consult with the SDPA attorney on issues related to their roles as executive officers or other organizational concerns;
- 3.) The Ethics and Standards Committee may consult as needed with the SDPA attorney on issues related to the purpose of that Committee;
- 4.) The Governance Committee may consult as needed with the SDPA attorney on issues related to the purpose of that Committee.

CHAPTER 6

CONTINUING EDUCATION

6.1 BYLAWS

Key sections of the Bylaws relevant to continuing education are as follows. According to Article I 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 Professional Development Committee (CPD Committee) as a standing committee for the purpose of ensuring SDPA compliance with the standards and criteria for APA approved sponsors of continuing education for psychologists. The Committee also makes recommendations to the Board regarding the continuing professional development needs of SDPA members. Article VI sets forth rules related to the appointment and qualifications of the chair and members of the CPD Committee. CPD 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. SDPA follows APA Sponsor Renewal Procedures. In 2024, SDPA was renewed for five years. To maintain its status, SDPA is required to file annual reports. SDPA follows APA Annual Report Procedures. To maintain its status, SDPA must follow APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists 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 CPD Committee. The chair supports and advises the President and the Board in setting 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 CPD Committee in all phases and aspects of producing continuing education programs to ensure that SDPA's status as APA sponsor is maintained and that courses are developed, reviewed and presented in a manner consistent with APA standards.

CE course proposals are solicited via the Website, Office E-News and e-blasts (see CE Course Proposal Procedures in the Appendices). When a CE course proposal is submitted, the chair of the CPD Committee and the President determine whether the proposed course is consistent with approved current year continuing education goals. The CPD Committee then reviews and approves the CE course proposal (see CE Course Proposal Review Procedures in the Appendices). Once a proposed course is approved by the CPD Committee, the Board is sent a copy of the approved CE course proposal. If the Board receives a copy of the approved CE course proposal in a timely manner, the Board implicitly approves (see Board Approval Chart in the Appendices). The Board retains the right to reject a CE course 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.

Security of Tests and Proprietary Information

The CPD Committee ensures the security of tests and proprietary information included in the presentation of a course. The CPD 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 CPD 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 CPD 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 and in promotional and registration materials (see Continuing Education Content for the Website and Registration Materials in the Appendices).

Respect for Diversity

The CPD Committee ensures that presenters and program content produced respect 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 CPD 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 and in promotional and registration materials (see Continuing Education Content for Website and Registration Materials in the Appendices).

Accommodations for Disabilities

The CPD 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. Many 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 CPD 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 Continuing Education Content for Website and Registration Materials in the Appendices). Course registration materials request specific information regarding accommodations necessary for participants.

The CPD 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, CPD Committee staff members will work with local disability advocacy groups to publicize events to members of the public 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 partner with another organization in producing an event/activity (assume joint liability). A second way in which SDPA might collaborate is to provide APA sponsored CE units (co-sponsorship) without partnering in the production of the event/activity itself. In these latter cases, language must be included in registration and promotional material for the event/activity making clear SDPA's limited role. In all cases in which SDPA provides APA sponsorship of CEs (co-sponsorship), the CPD Committee ensures that APA standards are followed in the same manner that it would if SDPA were solely responsible for the continuing education event/activity.

Standard C: Educational Planning and Instructional Methods

Learning Objectives

The CPD 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 CPD 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 CPD 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. Examples of such instructional methods include didactic/lecture, discussion, Q & A, PowerPoint, video, role-playing, demonstration, and experiential.

Presenter Competency

The CPD 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 a 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 CPD 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 CPD 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 CPD Committee asks each presenter to explicitly document in writing these statements in preparation for inclusion during the CE course. The CPD 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 CPD Committee approves only CE courses suitable for a primary audience of psychologists. Members of the CPD 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 CPD Committee asks presenters to demonstrate that CE course content is relevant to psychological practice, education, and/or science. At SDPA, the CPD 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 CPD 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 their objectivity, competence or effectiveness. SDPA policy related to conflicts of interest is included in the Website and in registration and promotional materials (see Continuing Education Content for Website and Registration Materials in the Appendices).

In the CE course proposal form, the CPD 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 CPD 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 CPD 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 CPD 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 CPD Committee provides CE course participants with CE course evaluations following CE course presentation (see 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 CPD Committee provides results of CE course evaluations to presenters for feedback. The CPD 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 CPD 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 CPD 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. The CPD 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.

Attendance/Cancellation Policy

The CPD Committee requires CE course participants to sign-in and sign-out of a CE course in order to receive CE credit. 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. The CPD 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 attendance/cancellation is included in the Website and in registration and promotional materials (see Continuing Education Content for Website and Registration Materials in the Appendices).

Standard G: Promotion and Advertising of Programs

The CPD 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 developing and proposing continuing education goals for the year with the support and advice of the CPD Committee. These goals are included in the Strategic Plan that is ultimately approved by the Board. The President recommends themes for conferences and the Board gives preference to those recommendations in approving these events/activities. The President serves as an ex-officio member of the CPD Committee and supports the CPD Committee in its role of administering the continuing education program consistent with APA standards. The President oversees continuing education events/activities 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/activities and provide introductory remarks where appropriate. The President may act as master of ceremonies for a continuing education event/activity but is not obligated to do so. The President acts as spokesperson to the public regarding continuing education programs.

Board

Under California Nonprofit Mutual Benefit Corporation Law, the Board is responsible for all SDPA events/activities. Because of this, the Board must approve either explicitly or implicitly the production of CE events/activities (see Events/Activities Procedures Chart in the Appendices). It is important that those involved in the development, review and presentation of CE events/activities communicate with the Board as the work progresses. The CPD Committee reports to the Board through its liaison the Member-at-Large Continuing Professional Development. Absent specific Board directives, CE events/activities must be produced in a manner consistent with the

current Strategic Plan/Budget approved by the Board. The Board may set policy related to CE course honoraria and CE course registration fees.

CPD Committee

As discussed above, the CPD Committee plays the key role in ensuring that APA standards for sponsors of continuing education for psychologists are met (see CPD Committee Description for Website in the Appendices).

Board policy is to maintain in any given year at least five members on the CPD 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 CPD Committee to facilitate communication between the CPD Committee and the Board. Board policy is to allow up to two additional SDPA members to attend CPD Committee meetings as non-voting trainees for future CPD Committee membership.

The CPD Committee is responsible for receiving and reviewing CE course proposals. The President, with support and advice from the CPD Committee, sets continuing education goals for the year. The CPD Committee provides policies and procedures related to continuing education (see Continuing Education Content for Website and Registration Materials in the Appendices). CE course proposals are solicited through the continuing education section on the Website, through the Office E-News and through periodic e-blasts to members and the public. Members of the CPD Committee may individually assist in the solicitation of CE course proposals from presenters with expertise in areas of current interest, including those with national impact.

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

Events Committee

The Events Committee is available to assist producers of individual CE events/activities in developing these events/activities (see EVENTS/ACTIVITIES).

SDPA Office

The SDPA Office assists producers of individual CE events/activities in administering these events/activities (see EVENTS/ACTIVITIES).

CE Facilitator

The CE Facilitator assists prospective CE course presenters in obtaining CPD Committee approvals of CE course proposals. The CE Facilitator manages communications

between presenters and the CPD Committee. The CE Facilitator also manages CE course attendance, evaluations and certificates (see EVENTS/ACTIVITIES).

CHAPTER 7

ETHICS AND STANDARDS

7.1 BYLAWS

Key sections of the Bylaws relevant to ethics and standards are as follows. According to Article I Section 3 of the Bylaws, 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 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 nominees 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 email, 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 email and any motions approved will be reflected in the minutes for the next meeting. Votes by email 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 confidential 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 Ethics on Call Content for Website in the Appendices). Information about Ethics on Call is included in the Office E-News (see Ethics on Call Content for the Office E-News in the Appendices). 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.

The person on call reads the following disclaimer to the caller.

The SDPA Ethics and Standards 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. 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.

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 cabinet 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 and also an Ethics on Call section on the Website that describes its services to members (see 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 or may e-blast articles to members or the public. 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 conference. If APA sponsored CEs are offered, the Committee will follow continuing education course procedures (see CONTINUING EDUCATION).

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 policies and procedures related to communications.

8.2 COMMUNICATIONS

SDPA communicates with its membership and the public 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 or the public with information related to important SDPA events/activities. SDPA maintains a listserv to facilitate communication between members. SDPA at one time published The San Diego Psychologist that was the official newsletter for the Association available to members and the public. Board policy is to maintain social media presence. See Media Policy and Listserv Policy in the Appendices.

8.3 WEBSITE

Board policy is that SDPA maintain a Website to provide information to members and the public about SDPA and its events/activities. The Website is managed on a day-to-day basis by the Web Manager that coordinates with the Office Manager with oversight by the President. It is Board policy that SDPA maintain a relationship with a computer technical support person with expertise in the Website software.

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 is administered by the Office Manager with oversight by the President. The Office E-News importantly includes President Messages to the membership. The Office E-News communicates information related to events/activities, member benefits, new members, key Board decisions and committee updates.

8.5 E-BLASTS

Board policy is for SDPA to periodically issue e-blasts to advise members and the public of SDPA events/activities or other important information. E-blasts are used to market

SDPA events/activities but not public events. SDPA committees may use e-blasts to provide information related to their purpose to members and the public that may include information about public events. E-blasts are used to notify members of important administrative matters such as dues renewal and Board elections.

8.6 SOCIAL MEDIA

Board policy is for SDPA to maintain a social media presence to disseminate information to members and the public about SDPA events/activities (see Media Policy in the Appendices).

8.7 LISTSERV

Board policy is for SDPA to maintain a listserv for members to communicate with each other (see Listserv Policy in the Appendices).

8.8 THE SAN DIEGO PSYCHOLOGIST

For many years, SDPA published The San Diego Psychologist. It was initially published in hard copy. For a short period, the newsletter was published digitally. Prior issues are maintained in the SDPA Office.

8.9 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 on the Website and are accessible to the public through a banner on the front page of the Website and through a link in the Office E-News. Fees for classified ads on the Website 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. SDPA exhibitors or sponsors may also be entitled to ads in association with their participation in events/activities. The Board establishes advertising fees.

CHAPTER 9

EVENTS/ACTIVITIES

9.1 BYLAWS

Key sections of the Bylaws relevant to events/activities are as follows. According to Article I Section 3, of the Bylaws 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 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 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 policies and procedures related to events/activities.

9.2. EVENTS/ACTIVITIES

SDPA carries out its Mission largely through the production of continuing education (CE) events/activities and non-CE events/activities providing other types of information or opportunities for networking. The Board is responsible for all SDPA events/activities but delegates the work to others to accomplish on its behalf. Board policy is that events/activities are typically produced by the President that has developed a Strategic Plan for the year related to events/activities. An operating committee may produce an event/activity so long as the concept is within the Strategic Plan for the year set forth by the President. Once the President or an operating committee has developed an event/activity, the Board must either explicitly or implicitly approve the event/activity before it can be administered (see Board Approval Chart in the Appendices). As producer of an event/activity, the President or operating committee must ensure that the event/activity is administered in a manner consistent with Board approval.

See Events/Activities Procedures Chart in the Appendices.

9.3 CE EVENTS/ACTIVITIES

CE events/activities present continuing education (CE) courses qualified for APA credit. The CE courses may be presented as a conference (multiple CE courses in one or two days) or as stand-alone CE courses. Board policy is that the President is responsible for producing the Fall Conference. The President or an operating committee may produce other conferences and stand-alone CE courses.

CE Event/Activity Development

The President or an operating committee develops a CE event/activity that is consistent with the education goals included in the Strategic Plan for the year. The Events Committee may be of logistical assistance to the President or the operating committee in developing the CE event/activity (see below).

CE Course Proposals

The President or operating committee producing a CE event/activity is responsible for the submission of CE course proposals by presenters for CPD Committee approval (see CONTINUING EDUCATION). CE course proposals must be submitted to the SDPA Office no later than 90 days prior to the CE event/activity. The CE Facilitator logistically assists the presenters of CE courses in obtaining CPD Committee approval and also assists in administration of CE certification (see below).

CE Event/Activity Proposal

The President or operating committee producing a CE event/activity is responsible for submitting an event/activity proposal that includes a budget for Board approval (see Sample Event/Activity Proposal (With Budget) in the Appendices). The event/activity proposal must be submitted to the SDPA Office no later than 60 days prior to the event/activity. Note that the Board may, in its discretion, waive rules related to the timing of event/activity proposal submissions.

Board Approvals/Funding

Once the CPD Committee approves CE course proposals, copies of the approved proposals must be provided to the Board in a timely manner. The Board then implicitly approves the approved CE course proposals (see Board Approval Chart in the Appendices). The Board retains the right to reject an approved CE course proposal, however, it is expected that such rejection would occur only under extraordinary circumstances. The Board must explicitly approve the CE event/activity proposal and any contracts with venue or vendors. Funding for the CE event/activity is approved from the yearly budget.

CE Event/Activity Administration

The President or operating committee producing the CE event/activity is responsible for administering the CE event/activity in a manner consistent with Board approval of the CE event/activity. The producer of the CE event/activity, along with the CPD Committee, is responsible for ensuring that the CE event/activity is administered in a manner consistent with standards for APA Continuing Education Sponsorship (see CONTINUING EDUCATION). The SDPA Office provides logistical support for producers of CE events/activities in administering these events (see below).

9.4 NON-CE EVENTS/ACTIVITIES

Non-CE events/activities provide for participants either non-CE information or opportunities for networking. Board policy is that the President is responsible for producing a Mid-Year Networking Event and a Year-End Celebration. The President is also responsible for producing organizationally required events including the January Board Installation, Board Retreat, State of the Association and Committee Chairs Luncheon. The President or operating committees may produce meet and greets or other networking/informational stand-alone events (e.g. Science Fair). A meet and greet is an event/activity open to the public with a budget submitted for food/beverages. Board policy is that an operating committee may produce only two meet and greet events/activities per year.

Non-CE Event/Activity Development

The President or an operating committee develops an event/activity that is consistent with the goals set out in the Strategic Plan for the year. The Events Committee may be of logistical assistance to the President or the operating committee in developing the event/activity (see below).

Non-CE Event/Activity Proposal

The President or the operating committee producing an event/activity is responsible for submitting an event/activity proposal for approval that includes a budget (see Sample Event/Activity Proposal (With Budget) in the Appendices). If the event/activity is stand-alone, is free to attendees and the budget is \$500 or less, the event/activity proposal must be submitted to the SDPA Office no later than 30 days prior to the event/activity. Otherwise, the event/activity proposal must be submitted to the SDPA Office no later than 60 days prior to the event/activity for explicit Board approval. Note that the Board may, in its discretion, waive rules related to the timing of event/activity proposal submissions.

Approvals/Funding

If the non-CE event/activity is stand-alone, is free to attendees and the budget is \$500 or less, the President may approve the proposal. In this case, the Board implicitly approves the event/activity proposal. Note that the Board retains the right to reject an event/activity proposal approved by the President, however, it is expected that such rejection would occur only under extraordinary circumstances. Otherwise, the Board must explicitly approve the event/activity proposal and any contracts with venue or vendors. Funding for the event/activity is approved from the yearly budget.

Non-CE Event/Activity Administration

The President or operating committee producing the event/activity is responsible for administering the event/activity in a manner consistent with Board approval of the event/activity. Generally, the SDPA Office provides the logistical support for producers in administering events/activities (see below). However, if there are no registration

fees charged for the event, the operating committee may provide its own administration.

9.5 LOGISTICAL SUPPORT

Events Committee

The Events Committee provides support in developing events/activities. Event/activity development support includes, for example, researching potential dates, themes, presenters/courses, venue, audio/visual, parking, vendor contracts, marketing approach, exhibitors/sponsors, decorations, entertainment, and food/beverages. Event/activity development also includes solicitation of volunteers to be of assistance both prior to the event/activity and on-site.

SDPA Office

The SDPA Office provides support in administering events/activities. Event/activity administrative support includes, for example, creating logo/marketing materials, managing marketing through e-blasting and/or printing/mailing, setting up the event/activity in the SDPA calendar, managing registrations, producing programs, name tags, signage, program materials/handouts, managing the event/activity on-site, managing volunteers on site and managing Zoom or slide presentations.

CE Facilitator

The CE Facilitator provides support to prospective CE course presenters in obtaining CPD Committee approval for CE course proposals. The CE Facilitator manages communications between presenters and the CPD Committee. The CE Facilitator also manages CE course attendance, evaluations and certificates.

9.6 VENUES

Board policy encourages use of conference centers as venues for large events/activities in preference to hotels as the latter are more expensive.

For stand-alone events/activities, Board policy encourages use of the United Way conference rooms, if possible, as SDPA is entitled to use of those facilities for free as part of its office lease contract.

9.7 REGISTRATION FEES

Board policy is to avoid providing free registration fees for larger events/activities. Past experience is that individuals register but fail to attend or they attend without registering. This may cause problems in ordering food, beverages or supplies resulting in losses for the Association.

The purpose of the Year-End Celebration is to honor outgoing Board members, incoming Board members, committee chairs, and those receiving Awards. Board policy is to provide free registration for these individuals. Guests of Board members and committee chairs are charged registration fees. Board policy is to provide free registration for one Award recipient guest. Other Award recipient guests are charged registration fees.

9.8 HONORARIA

Board policy is to avoid standardization of honoraria for presenters. Producers of events/activities should propose honoraria for events/activities based upon factors/budgetary constraints associated with the individual events/activities. Board policy is for the following factors to be considered, among others, when proposing event/activity honoraria:

- Number of participants anticipated
- Presenter credentials
- Presenter experience
- Presenter course length
- Presenter content (professional versus experiential)
- Presenter travel time/distance
- Presenter costs
- Presenter demand
- Presenter motivation (professional versus public service)
- Presenter obligation to speak (requirement of job)
- Presenter equity considerations

9.9 EXHIBITORS/SPONSORS

Board policy is to include in event/activity program materials a legal disclaimer that advises participants that SDPA does not endorse exhibitor/sponsor individuals, organizations or the services they provide.

9.10 CONTRACTS

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.

9.11 COLLABORATIVE EVENTS/ACTIVITIES

Board policy is that SDPA may collaborate with other professional organizations to produce events/activities for the purposes of networking, information or continuing education. Board policy is that there be a written agreement memorializing rights and

obligations of the parties to the collaboration. For information on SDPA collaborations in producing continuing education events/activities, see CONTINUING EDUCATION.

9.12 CALENDAR OF EVENTS

Board policy is to include on the Website a calendar of events. This calendar includes all SDPA produced events such as continuing education events, networking events, and committee events. Board policy is to include Board meetings in the calendar and, if specifically requested by a committee, to include committee meetings as well. Board policy is to exclude non-SDPA produced events from the calendar of events, even if SDPA has provided APA sponsored CEs for the event. Committees may include information about non-SDPA produced events in their committee informational e-blasts or their committee updates in the Office E-News.

CHAPTER 10

AWARDS

10.1 BYLAWS

Key sections of the Bylaws relevant to awards are as follows. 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 presented for these nominees. The Nominations, Elections and Awards Committee presents the nominees to the Board that approves 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 presented for 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 presented for 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 presented for 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 presented for 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 or certified by the Board.

10.8 DR. CYNTHIA A. COTTER DISTINGUISHED VOLUNTEER AWARD

The Dr. Cynthia A. Cotter Distinguished Volunteer Award is presented to an individual who has made an especially great contribution to SDPA during the current year above and beyond any obligation or role the individual had with the Association. This individual saw a need within the Association and unselfishly stepped up to meet it.

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

10.9 GRADUATE STUDENT AWARD

The Graduate Student Award is presented to a Graduate Student Member(s) who demonstrated significant and exemplary contributions to SDPA during the year.

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

10.10 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 presents the nominees to the Board at their October meeting for approval or certification. Award recipients are then notified of the awards and are invited to attend the event scheduled for presentation. The Nominations, Elections and Awards Committee purchases trophies and manages the presentation of awards at the event.

CHAPTER 11

SDPA OFFICE

11.1 BYLAWS

Key sections of the Bylaws relevant to the SDPA Office are as follows. 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 policies and procedures related to the SDPA Office.

11.2 HOURS OF OPERATION

Board policy is to allow the President to establish and manage hours of operation for the SDPA Office for the current year. The hours of operation will be published on the Website.

11.3 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 three years. A digital copy of the current lease and information related to the building landlord is kept in the SDPA Office Records. 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.

11.4 OFFICE SECURITY

Board policy is to provide keys for access to the building and the SDPA Office to the President, President-Elect, Treasurer, and Office Staff. Board policy is to maintain a locked safe file cabinet in the SDPA Office (see below). Board policy is that individuals with keys to the SDPA Office shall have access to the locked safe file cabinet. Building maintenance has access to the SDPA Office but not to the locked safe file cabinet.

11.5 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 SDPA Office Records.

11.6 OFFICE MANAGER

Board policy is for SDPA to use the services of an Office Manager on a part or full time basis to manage certain aspects of SDPA Office operations. Duties and responsibilities of the Office Manager are discussed in the various chapters of these policies and procedures. Board policy is to keep a list of Office Manager duties and responsibilities in the SDPA Office Records that will be incorporated into any contract signed with an individual who assumes that role.

Board policy is that SDPA will utilize the services of a payrolling company for the Office Manager so that SDPA will not be burdened by the full duties of 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 SDPA Office Records.

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 and cost of living increases. Board policy is to approve a year-end bonus based upon performance. The Board may prescribe limits for year-end percentage increases in hourly rate and bonuses.

11.7 INDEPENDENT CONTRACTORS

Board policy is for SDPA to use independent contractors as needed for SDPA Office operations. Examples of independent contractors include Bookkeeper, Accounting Supervisor, Web Manager, Attorney, and Certified Public Accountant. Board policy is for SDPA to sign contracts with independent contractors that incorporate lists of duties that are the subject of agreement between the parties and are kept in the SDPA Office Records. For more detail related to independent contractor roles/duties specifically related to financial transactions see FINANCIAL.

11.8 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. Information about the Attorney including a copy of the attorney contract is kept in the SDPA Office Records.

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 on the Website.

11.9 OFFICE TELEPHONE GREETING MESSAGES

Board policy is to keep in SDPA Office Records standard verbiage to be used for office telephone greeting messages.

11.10 FORMS

The SDPA Office makes use of many forms for operations. Board policy is to keep templates for forms and sample completed forms on the Website and in SDPA Office Record. Forms created must include at a minimum the substantive information required by the policies and procedures but may include additional features for aesthetic purposes or for administrative convenience.

11.11 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 if they are in hard paper copy form.

Stamps
Check Register
Deposit Tickets
Bank Deposit Stamp
Accounting Files (Most Recent Two Years)
Tax Information/Correspondence (All Years)
Computer Backup Discs (All Years)
Office Staff Records (All Years)

11.12 SDPA OFFICE RECORDS

Board policy is for official business transactions for the Association to be processed on the Website membership management software or other software purchased by the Association and maintained on office computers/devices or online. This includes, but is not limited to transactions related to dues, event registrations, exhibitors, sponsors,

poster presenters and advertising. Board policy is that SDPA maintain SDPA Office Records documents on a cloud-based platform such as Google Docs.

Board policy is that monthly backups of SDPA Office Records documents be maintained on hard drives secured in the locked safe file cabinet. Board policy is that regular backups be maintained for data incorporated into Association software and that the Website be backed up in its entirety at least once per year.

11.13 OFFICE CALENDAR

Board policy is that SDPA maintain 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 SDPA Office Records.

CHAPTER 12

CALIFORNIA PSYCHOLOGICAL ASSOCIATION

12.1 BYLAWS

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

12.2 CALIFORNIA PSYCHOLOGICAL ASSOCIATION (CPA) BYLAWS

CPA Bylaws set forth CPA requirements for Chapters. Board policy is for SDPA to comply with these requirements to the extent feasible.

12.3 THE CALIFORNIA PSYCHOLOGIST

The California Psychologist magazine 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. Board policy is to make the requested contribution to the annual convention to the extent feasible. CPA protocol is to ask the Chapter in the venue city to 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. Board policy is for SDPA to perform its role as Host Chapter when requested to do so to the extent feasible.

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. CPA requests that each Chapter send its President and Local Advocacy Network Representative (LAN REP) to the conference. CPA may sponsor some of the costs for these two individuals. Board policy is for SDPA to reimburse these two individuals for costs not sponsored by CPA. 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)

CPA requests that each Chapter appoint 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. Trophies are kept in the SDPA Office.

APPENDICES

MEMBERSHIP LEVELS AND DUES SCHEDULE

FULL MEMBER

Full Members shall hold a doctoral degree in psychology.

FULL MEMBER LICENSED \$260

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 \$140

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 \$200

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 65 \$120

Full Members Licensed Aged 65 shall hold a doctoral degree in psychology, be actively licensed to practice psychology in the state of CA and be aged 65 or older.

FULL MEMBER NON-LICENSED \$120

Full Members Non-Licensed shall hold a doctoral degree in psychology and be non-licensed to practice psychology in the state of CA.

FULL MEMBER RETIRED \$30

Full Members Retired shall hold a doctoral degree in psychology and be retired from their work in the field of psychology.

GRADUATE STUDENT MEMBER \$60

Graduate Students shall be enrolled in a doctoral program in psychology.

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AFFILIATE MEMBER \$140

Affiliate Members shall be professionals in fields affiliated with psychology (e.g. M.D., RN, MFT, LPCC, LCSW, J.D. school psychologists).

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FRIEND MEMBER \$80

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.

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
Office E-News	X	X	X	X
Free Classified Ads	X	X	X	X

SAMPLE APPLICANTS QUALIFIED FOR MEMBERSHIP
FEBRUARY BOARD MEETING 2024

NAME	MEMBER LEVEL	E-MAIL	LICENSURE (X)	DEGREE (X)	AGE (X)	DOCTORAL PROGRAM (X)
Jane Smith, Ph.D.	Full Member Licensed	js@gmail.com	X			
Susan Doe, JD	Affiliate (Attorney)	sd@gmail.com				
Nancy Stone	Graduate Student	ns@alliant.edu				X
Katherine Garcia, Psy.D.	Full Member Licensed 1-2	kg@gmail.com	X			
Thomas Hu, Ph.D.	Full Member Non- Licensed	th@gmail.com		X		
Nancy Turner, Ph.D.	Full Member Licensed Aged 70	nt@gmail.com	X			
Nguyen Lee	Friend	nl@gmail.com			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 Licensed Aged 70 – Active License Board of Psychology/Applicant Represents Age 70 as of 1/1.

Full Member Non-Licensed - Diploma Doctorate in Psychology or Diploma ABPP.

Full Member Retired Aged 70 – Inactive License Board of Psychology/Applicant Represents Age 70 as of 1/1.

Graduate Student Member – Evidence Registration Doctoral Program in Psychology as of 1/1.

Affiliate Member – Applicant Represents In Field Affiliated with Field of Psychology (put credential in parentheses next to Affiliate).

Friend Member – Evidence of Age 18 on 1/1.

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!



[Home](#) > [Board Committee Liaisons](#)

2024 Board Committee Liaisons

President Debra Halliday, Psy.D.

Executive Committee (Standing)

Governance Committee (Standing)

President-Elect Nicole Karst, Psy.D.

Immediate Past President Darlene Townes, Psy.D.

Fellows Committee

Nominations, Elections and Awards Committee (Standing)

Past Presidents Committee

Treasurer Chad Cox, Psy.D.

Finance Committee (Standing)

Treasurer-Elect (N/A)

Secretary Chelsea Dudley, Psy.D.

Graduate Student Representative Molly

McElwee

Graduate Students Committee

Member at Large - Ethics and Standards (Odd) Mariela Shibley Psy.D.

Ethics and Standards Committee (Standing)

Member at Large - Events (Even) Reid Kessler, Psy.D.

Events Committee

Member at Large - Government Affairs (Even) Robert Teel, Ph.D.

Government Affairs (GAC) Committee (Standing)

Member at Large - Membership (Odd) Kenneth Dellefield, Ph.D.

Membership Committee (Standing)

Member at Large - Professional Practice (Odd) Joanna Savarese, Ph.D.

Early Career Professionals (ECP) Committee, Private and Group Practices Administration Committee, Supervision Committee

Contemplative Practices Committee

Member at Large - Professional Specialties (Even) Julia Rosengren, Psy.D.

Addictive Disorders Committee, Forensic Committee, Health Psychology Committee, Sport Psychology Committee

NOTE: Members at Large serve two-year terms. The terms are designated as **odd** or **even** based upon the year they are elected. If an MAL resigns during their term, a new MAL appointed by the Board must serve only to complete that term. The purpose of this rule is to ensure that no more than five MALs depart in a given year. See SDPA Bylaws.

Member at Large - Community

(Even) Glenn Lipson, Ph.D., APBB

Children, Youth and Family Committee

Community Mental Health Committee (Standing)

Disaster Psychology Committee

Public Education Media (PEM) Committee

Science Fair Committee

Member at Large - Continuing

Professional Development (Odd) Golzar

Kouklan, Psy.D.

Continuing Professional Development (CPD) Committee
(Standing)

Member at Large - Diversity (Odd)

Michelle Carcel, Psy.D.

Aging Issues Committee

Cultural Diversity Committee

LGBTQ Committee

Men's Issues Committee

Women's Wellness Committee

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ATTORNEY MEMORANDUM RE DIRECTORS AND OFFICERS LIABILITY

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 governs 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 included in these Policies and Procedures will 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, SDPA attorney or Parliamentary advisor. The Board may choose to suspend any or all of these Board Meeting Standing Rules for the year or for 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. 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 Sample January Board Meeting Installation Luncheon Agenda and Board Installation Procedures in the Appendices) and to present to the new Board members a brief training about SDPA and about Board service. The meeting is held on a weekend day at an accommodating venue. A New Board Member Packet is included on the Website under Board of Directors with important information about SDPA and about Director duties and responsibilities.

Board Retreat

Board policy is that an all-day retreat be held during the summer for the purposes of strategic planning/budgeting for the Association (see Sample 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 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 President-Elect presents to the Board a broad outline of a Strategic Plan/Budget for the following year for discussion and feedback (see Sample Strategic Plan in the Appendices). 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 then presented to the Board at the upcoming 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 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 email 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 email 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 next meeting 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 Board meeting minutes should contain the date, time and location for the meeting and a list of those Directors in attendance and absent (see 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 email 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 Board 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 may 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.

BOARD MEMBER 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 on SDPA as an organization and the duties and responsibilities of Board members. 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

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 Sample Board Meeting Agenda 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 will be discussed at every Board meeting but the format of the agenda 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 the agenda. 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 (see Sample Board Meeting Special Motion 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 Sample Board Meeting Agenda, Sample January Board Installation Luncheon Agenda, and Sample 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 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 the 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 Board Retreat 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.

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 Agenda presented to the Board for the meeting.

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

Computers at Board Meetings

Board policy is to ask Directors to bring their computers to in person Board meetings so they can review material provided to them.

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. Board policy is that 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 Board Retreat meetings, all other Board meetings are held on Zoom or 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 might be conducted from 6:30 PM – 7:00 PM at which food and beverages are available. Directors may be individually assigned to bring the food and beverages for a given Board meeting (reimbursed by SDPA). Food assignments may be 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 an in person 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.

SAMPLE
BOARD MEETING AGENDA
Date

	(Insert Names)	Min.
Welcome and Agenda Building	President	5
ANNOUNCEMENTS:	President	10
Pride Parade		
Juneteenth		
REGULAR BUSINESS:		
Consent Agenda		5
Approval of the Minutes	Secretary	
Applicants Qualified for Membership	Office Manager	
Office Manager Report	Office Manager	5
Treasurer's Report	Treasurer	15
For Discussion		
General:		
Special Motion - Certification of Candidates for Board Election	MAL	10
Special Motion - Creation of New Committee	MAL	10
Special Motion - Approval of New Committee Chair	MAL	10
Policy Related to Discounts for Fall Conference	MAL	10
Events:		
Approval of Theme for Fall Conference	MAL	10
Approval of Event/Activity Proposal for Event	MAL	10
UNFINISHED BUSINESS:		
Special Motion - Creation of New Level of Membership		10
NEW BUSINESS:		10
Total Time Requested		120
Adjourn		

Next Meeting Scheduled for (Date) on Zoom.

SAMPLE
JANUARY BOARD INSTALLATION AGENDA
Date

	(Insert Names)	Min.
Welcome!	Imm. Past President	5
BOARD INSTALLATION:		
Introduction of Board Members/Ice Breaker	Imm. Past President	10
Installation of New Board Members	Imm. Past President	10
REGULAR BUSINESS:		
Review of New Board Member Packet on Website	Office Manager	5
Approval of Minutes	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
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:	MALs	100
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 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 11.6
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	Explicit Approval (Governance) Appointed With Preference for Recommendations of Committee - Must have sufficient knowledge and experience from involvement in SDPA necessary to apply and provide meaningful guidance regarding governance principles (Ethics and Standards) Appointed With Preference for Recommendations of Committee - Must have knowledge and experience applying ethical principles (CPD) Appointed With Preference for Recommendations of Committee - Must have knowledge and experience reviewing proposals for CE courses (Membership, GAC, CMH) Appointed With Preference for Recommendations of Committee See Committee Chairs/Members Chart in the Appendices	Article VI Section 1	Chapter 4 Paragraph 4.6

BOARD APPROVAL CHART

DECISION TOPIC	APPROVAL DESCRIPTION	BYLAWS	POLICIES/PROCEDURES
Standing Committee Members	Explicit Approval (Nominations, Elections and Awards) Appointed(MAL/2 Full Members Not on Board) (Governance) Appointed With Preference for Recommendations of Committee – Must have sufficient knowledge and experience from involvement in SDPA necessary to apply and provide meaningful guidance regarding governance principles (Ethics and Standards) Appointed With Preference for Recommendations of Committee - Must have knowledge and experience applying ethical principles (CPD) Appointed With Preference for Recommendations of Committee - Must have knowledge and experience reviewing proposals for CE courses (Membership, GAC, CMH) Appointed With Preference for Recommendations of Committee See Committee Chairs/Members Chart in Appendices	Article VI Section 1	Chapter 4 Paragraph 4.7
Operating Committee Chairs	Appointed With Preference for Recommendations of President See Committee Chairs/Members Chart in Appendices	Article VI Section 2	Chapter 4 Paragraph 4.6
Operating Committee Members	Implicit Approval (SDPA Member) See Committee Chairs/Members Chart in Appendices	Article VI Section 2	Chapter 4 Paragraph 4.7
Event/Activity Proposals	Explicit Approval (All Events Except Non-CA Events President May Approve) Implicit Approval (Non-CE Events President May Approve) See Events/Activities Approval Chart in Appendices		Chapter 9 Paragraph 9.2 Chapter 9 Paragraph 9.3 Chapter 9 Paragraph 9.4
CE Course Proposals	Implicit Approval (CPD Committee) See Events/Activities Approval Chart in Appendices		Chapter 6 Paragraph 6.3 Chapter 9 Paragraph 9.3
Award Nominations	Explicit Approval (Distinguished Contribution, Others) Certification Approval (Media, Legislative, Hero, Fellow)	Article IV Section 14	Chapter 10
Amendments to Articles of Incorporation	Explicit Approval (Membership Must Approve)	Article VIII Section 1	
Amendments to Bylaws	Explicit Approval (Membership Must Approve 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. The term “approve” or “appoint” in these policies and procedures indicates explicit approval unless otherwise specified.

Implicit Approval

The Board implicitly approves a decision when the Board is timely advised that other designated parties (e.g. President/CPD 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.

SAMPLE STRATEGIC PLAN 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 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 (50th 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 email 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 email 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

	10/31/24 ACTUAL	2025 BUDGET	
ADMINISTRATIVE INCOME			
Advertising Income	\$3,010.00	\$3,600.00	(Classified Ad, E-Blast Ads)
Royalties	\$174.53	\$200.00	(Affinipay)
Dues Income	\$54,886.34	\$100,000.00	
Interest Income	\$27.60	\$1,500.00	(CD Interest Not Yet Booked for 2024)
Total Administrative Income	\$58,098.47	\$105,300.00	
ADMINISTRATIVE EXPENSE			
Board Meetings	(\$490.00)	(\$1,500.00)	(See Below)
Computer	(\$9,691.09)	(\$9,887.99)	(See Below)
Computer Tech Support	(\$150.00)	(\$300.00)	(See Below)
Office Manager	(\$25,477.00)	(\$26,000.00)	(20 Hr./Wk \$25/Hr.)
Office Manager Payrolling Fees	(\$7,643.19)	(\$7,800.00)	(30% Payroll)
Gifts/Awards	\$0.00	(\$1,400.00)	(Trophies/Gift Certificates)
Dues & Subscriptions	\$0.00	\$0.00	
Insurance	(\$1,881.00)	(\$1,900.00)	(General Liability/Employer/D/O)
Membership Drive	(\$1,330.52)	\$0.00	
Merchant Fees	(\$4,743.05)	(\$6,000.00)	
Bank Charges	(\$6.31)	\$0.00	
Office Expense	(\$479.75)	(\$500.00)	
Professional Fees/Independent Contractors:			
CPA	(\$305.00)	(\$2,300.00)	(Tax Returns)
Web Manager	\$0.00	(\$5,000.00)	(See Tami for Quote)
Accounting Supervisor	\$0.00	\$0.00	(See CAC re CPA Firm)
Attorney	(\$12,508.75)	(\$3,000.00)	
Bookkeeper	(\$4,029.00)	(\$5,000.00)	
Social Media	\$0.00	\$0.00	

Office Support (Tami Magaro)	(\$760.00)	(\$2,000.00)	(See Tami for Quote)
Rent	(\$5,752.50)	(\$6,800.00)	
Telephone	(\$1,703.09)	(\$2,000.00)	(Phone and Internet)

Total Administrative Expense	(\$76,950.25)	(\$81,387.99)	
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PROGRAMS (NET)

Committees	(\$1,366.27)	(\$1,500.00)	
Community Events	(\$1,490.18)	(\$1,700.00)	(See Below)
Continuing Education:			
APA Fees	(\$550.00)	(\$500.00)	
CE Facilitator (Tami Magaro)	(\$3,558.00)	(\$4,000.00)	(See Tami for Quote)
CE -Go	(\$925.00)	(\$1,000.00)	
CE Accreditation Fees	\$465.00	\$500.00	
CE Courses	\$2,461.21	\$2,500.00	
Community CE	\$0.00	\$0.00	(See Below)
Collaborative CE	(\$1,350.00)	(\$1,500.00)	(See Below)
Spring Conference	\$15,716.42	\$0.00	
Fall Conference	\$16,993.90	\$0.00	

Other Events:

Summer Networking	(\$728.13)	\$0.00	
Holiday Party	\$361.20	\$0.00	

Unallocated Programs	\$0.00	(\$15,212.01)	
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Total Programs (Net)	\$26,030.15	(\$22,412.01)	
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TAXES	(\$536.29)	(\$1,000.00)	
DEPRECIATION	(\$722.15)	(\$500.00)	
NET INCOME (LOSS)	\$5,919.93	\$0.00	

DETAIL:

Board Meetings:

Prior Year Late Reimbursement	\$190.00	\$0.00	
Installation Brunch	\$0.00	\$800.00	(In Person)
State of Association Breakfast	\$0.00	\$200.00	(In Person)
Board Retreat	\$300.00	\$300.00	(In Person)
Committee Chairs Luncheon	\$0.00	\$200.00	(In Person)
Total	\$490.00	\$1,500.00	

Computer:

Wild Apricot	\$5,724.00	\$5,800.00	
Zoom	\$1,439.10	\$1,500.00	
Quickbooks	\$1,940.00	\$2,000.00	
Survey Monkey	\$468.00	\$468.00	
Canva	\$119.99	\$119.99	
Greatly Social	\$0.00	\$0.00	
Go Daddy (Three Years)	\$0.00	\$0.00	(E-Mail/Domain, etc.)
Misc.	\$0.00	\$0.00	
Total	\$9,691.09	\$9,887.99	

Computer Tech. Support:

Michael Gold	\$0.00	\$0.00	
ARRC	\$150.00	\$300.00	(Daniel - Wild Apricot Expert \$75/hr.)
Total	\$150.00	\$300.00	

Community Events:

Harvey Milk	\$0.00	\$0.00	
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MLK Breakfast	\$400.00	\$500.00	
Pride	\$200.00	\$200.00	
Science Fair	\$890.18	\$1,000.00	(\$500 Food/\$100 Printing/\$400 Cash Awards)
Total	\$1,490.18	\$1,700.00	
Community CE Events:			
NLPA	\$0.00	\$0.00	(Latinx Psychologists)
ABPsi	\$0.00	\$0.00	(Black Psychologists)
IVAT	\$0.00	\$0.00	(Violence/Trauma)
Total	\$0.00	\$0.00	
Collaborative CE Events:			
CPA Convention	\$500.00	\$500.00	(Required by CPA for Chapters)
CICAMH	\$850.00	\$1,000.00	(SDPA Involved in Creating)
Total	\$1,350.00	\$1,500.00	

SAMPLE BOARD MEETING SPECIAL MOTION

DATE: 7/8/23

BOARD MEMBER(S) SUBMITTING: Cynthia Cotter, Ph.D. Chair Governance Committee

BACKGROUND:

Bylaws Article VI Section 1 B currently states:

The Finance Committee shall manage the finances of SDPA and advise the Board in its financial decision-making. The Finance Committee shall be advisory only and shall not be authorized to act on behalf of the Board.

The Finance Committee shall consist of the Treasurer, Treasurer-Elect (when applicable), President, President-Elect and two Members-at-Large. The Treasurer shall serve as chair. The Board shall appoint the Members-at-Large. The terms for the chair and members of this Committee shall be one year.

DISCUSSION:

The most important purpose of the Finance Committee is to advise the Board in its financial decision-making. There is no practical way for the Finance Committee to manage the finances of SDPA. As the above section is currently drafted, choices of members for the Finance Committee are limited to those currently holding executive office or those currently serving on the Board without reference to their level of relevant financial experience. It is suggested that the Board would be benefitted by the presence on the Finance Committee of other members of SDPA or members of the public with financial experience or expertise. Because of this, the following motion for amendment is made.

MOTION:

A motion is made to amend the above Bylaw section to read as follows:

The Finance Committee shall review and research major issues related to the finances of SDPA and advise the Board in its financial decision-making. The Finance Committee shall be advisory only and shall not be authorized to act on behalf of the Board.

The Finance Committee shall consist of the Treasurer, Treasurer-Elect (when applicable), President, President-Elect and two additional members. The Treasurer shall serve as chair. The Board shall appoint the additional members which need not be members of SDPA. In appointing the additional members of the Committee, the

Board shall consider whether the individuals have knowledge and experience in financial decision-making to provide meaningful guidance to the Board. The terms for the chair and members of this Committee shall be one year.

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 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)

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 appointed by Board (BL) - Must Have Knowledge and Experience Related to Finance (BL).	Full Member Except Two Appointed (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) with Preference for Recommendations of Committee (PP) – Must have sufficient knowledge and experience from involvement in SDPA necessary to apply and provide meaningful guidance regarding governance principles (BL).	Full Member (BL)	Two Years - Board May Reappoint for Additional Terms (BL)	Three appointed by Board with Preference for Recommendations of Committee (PP) – Must have sufficient knowledge and experience from involvement in SDPA necessary to apply and provide meaningful guidance regarding governance principles (BL).	Full Member (BL)	Two Years – 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)	At least five members with eight considered optimal (PP). Appointed by Board (BL) with Preference for Recommendations of Committee (PP) – Must Have Knowledge and Experience Applying Ethical Principles (BL) (See Note below)	Full Member (BL)	Two Years – Board May Reappoint for Additional Terms (BL)

COMMITTEE CHAIRS/MEMBERS CHART

COMMITTEES	CHAIR(S)	QUALIFICATIONS	TERMS		MEMBERS	QUALIFICATIONS	TERMS
Continuing Professional Development	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)		At least five members (PP). Appointed by Board with Preference for Recommendations of Committee (PP) – Must Have Knowledge and Experience Reviewing Proposals for CE Courses (BL) (See Note below)	Full Member (BL)	Two Years – Board May Reappoint for Additional Terms (BL)
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)	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)	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)	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		No Board approval required (BL)	Member (BL)	At Will (BL)
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

COMMITTEE CHAIRS/MEMBERS CHART

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.

Ethics and Standards Committee – Per PP Chapter 7 Ethics and Standards, Board policy is to appoint an “associate” member that is licensed at least two years but no more than five years, on recommendation of the Committee. The associate member does not vote or participate in Ethics on Call.

CPD Committee – Per PP Chapter 6 Continuing Education, Board policy is to allow up to two non-voting trainees to attend CPD Committee meetings for future CPD membership.

SAMPLE NEW COMMITTEE PROPOSAL

NAME OF NEW COMMITTEE: Aging Issues Committee (AIC)

DESCRIPTION OF PURPOSE OF NEW COMMITTEE:

The purpose of the Aging Issues Committee (AIC) is to provide members with the opportunity to consult and network with others who work with older adults and to share treatment strategies and expertise. The Committee provides opportunities for professionals to share with each other their experiences related to aging and retirement. The Committee offers members and the public education/resources related to aging issues.

HOW WILL THIS COMMITTEE FULFILL THE SDPA MISSION?:

The Mission of SDPA includes...c) improving the qualifications and effectiveness of psychologists through high standards of ethics, conduct, education, and achievement and d) increasing and promoting psychological knowledge through meetings, professional contacts, reports, papers, discussions and publications.

The Aging Issues Committee aims to help SDPA fulfill its Mission particularly by the above means.

SDPA MEMBERS INTERESTED IN SERVING AS COMMITTEE CHAIR(S) WITH BACKGROUND INFO (Note: SDPA Committee Chairs must be Full Members):

Proposed Co-Chairs:

Ken Dellefield, Ph.D.

Dr. Dellefield has been licensed as a clinical psychologist in San Diego since 1993. He maintains a practice focused on seniors. Dr. Dellefield has been committed to the field of Geriatric Psychology and our community, assisting in the development of an Aging and Mental Health training manual and clinical program "A Comprehensive Guide to Working with the Elderly". He helped to develop the Geriatric-Psychiatric research/training and clinical program for the Veterans Administration Medical Center and UCSD. Dr. Dellefield has worked successfully providing services, consultation, training and supervision to department heads in over 30 retirement communities. Dr. Dellefield has served on the SDPA Board as well as the Board of the Psychology Internship Council (CAPIC). He has been a past chair of the SDPA Supervision Committee and has taught Supervision and Consultation courses at Alliant over the

past ten years. Dr. Dellefield was presented with the SDPA Distinguished Contribution to Psychology Award in 2017.

Cynthia A. Cotter, Ph.D.

Dr. Cotter has been practicing as a clinical psychologist in San Diego since 2011. She specializes in geriatric psychology and neuropsychology. Her neuropsychological assessments benefit medical diagnosis, treatment, and care planning for individuals with degenerative dementias and those with cognitive difficulties associated with medical conditions or trauma. Dr. Cotter provides supportive therapy for older adults struggling with depression/anxiety, grief/loss, health/lifestyle changes, and care of others.

SDPA MEMBERS INTERESTED IN SERVING ON THIS COMMITTEE:

The plan is that members will be notified of the creation of the Aging Issues Committee in the SDPA Office News and solicited for participation. In addition to soliciting for participation among members, the Committee will reach out to graduate students and psychologists who are interested in working with older adults to join SDPA.

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

The plan for the Aging Issues Committee is to conduct regular meetings. At these meetings, committee members will discuss their interests, present educational material to other committee members and engage in mutual consultation/collaboration related to working with older adults. The Aging Issues Committee will develop both informal and formal (CE accredited) courses to present to SDPA members and to the public related to aging and working with older adults. It is anticipated that the Aging Issues Committee will at some point conduct an all-day workshop for SDPA members on the topic of Working with Older Adults in Clinical Practice. Some questions that might be addressed in this workshop include:

What are evidence-based treatment models for working with older adults?
How do I know when a client might be developing dementia?
How do older adults respond to medications differently than young adults?
How do older adults uniquely experience depression and anxiety?
What do I do if I suspect elder abuse is occurring?
How can I be of assistance to family of an elderly parent who is struggling with declines in cognition or who is exhibiting abnormal behavior?
How can I be of help to an elderly person (and/or their family) facing transition from Independent living to a senior facility that provides more assistance?
What are sources of funding (such as Medicare) available for psychology services provided to older adults?

What are the unique challenges faced by older adults in the 2020s in the United States?

The Aging Issues Committee will advocate for new clinical training sites for graduate students to train in Geropsychology and to provide opportunities for psychologists to practice in this area.

The Aging Issues Committee will undertake programs in support of the elderly in the community. An example would be to give support to older adults in senior facilities. So many older adults have been isolated because of COVID and depression is very common. Recent research is showing that regular remote communication with volunteers is effective in improving mental health. Barriers exist, such as identifying isolated seniors and available volunteers as well as dealing with difficulties/fears seniors have using phones and computers. The Committee could recruit psychology graduate students to make weekly remote contact with seniors and could recruit help from retirement communities, boards and cares, health care providers, etc. to identify appropriate seniors.

The Aging Issues Committee will work to ensure that SDPA is providing active representation to community agencies such as County Mental Health, Aging and Independent Services, etc.

The Aging Issues Committee will provide support for psychologists who are age 65 and older who are facing change in their own lives and practices associated with aging.

No cost information is available at this time.

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

It is anticipated that the SDPA Office will support the Aging Issues Committee administratively related to communications to the membership and the public. It is also anticipated that the SDPA Office will administratively support Committee events/activities.

OTHER INFORMATION RELATED TO THE PROPOSAL FOR NEW COMMITTEE:

None.

REPORT SUBMITTED BY: Cynthia A. Cotter, Ph.D.
CONTACT INFO: (619) 992-4519 cacphd@me.com
DATE: 5/12/21

SAMPLE COMMITTEE ACTION PLAN

YEAR: 2025

COMMITTEE: Aging Issues Committee

CHAIR(S): Ken Dellefield, Ph.D./Cynthia Cotter, Ph.D.

CHAIR(S) CONTACT INFO: kendellefield@gmail.com/cacphd@me.com

BOARD COMMITTEE LIAISON: Michelle Carcel, Psy.D.

MEMBERS OF COMMITTEE: See Website Directory - Committee Members

GENERAL DESCRIPTION OF GOALS FOR THE YEAR:

The AIC plans to conduct at least ten regular meetings, predominantly on Zoom. Meetings focus generally on development of programs related to aging, case consultations, and sharing of experiences as older adults or as family members of older adults.

The AIC plans to conduct another luncheon series of six 90 minute talks on Zoom on topics related to aging. Possible themes being considered by the Committee include cognitive decline in older adults, spirituality and aging, and mental health in older adults.

The AIC plans to continue publishing bimonthly its newsletter entitled Age in Action that includes articles by professionals and older adults/family of older adults on health and lifestyle. The newsletter also provides resources for seniors. The editor of the newsletter is David DiCicco, Ph.D.

The AIC plans to again hold its AIC Spree at the Sea in October. This will be the fourth year in which the Committee has a dinner for its members at the La Jolla Beach & Tennis Club. The event also offers SDPA members a chance to get to know the Aging Issue Committee.

REGULAR MEETINGS PLANNED:

The AIC holds regular meetings on Zoom on the second Monday night of the month from 5:00 PM – 6:30 PM.

CHANGES IN COMMITTEE INFORMATION FOR WEBSITE REQUESTED:

(Linked to Committee List): None

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

See above.

HOW EVENTS/ACTIVITIES PLANNED FULFILL SDPA MISSION:

See above.

REQUESTS FOR ASSISTANCE FROM THE SDPA OFFICE:

Continue to provide e-blasts that communicate information related to AIC meetings and events/activities.

OTHER INFORMATION/QUESTIONS FOR SDPA OFFICE: None

REPORT SUBMITTED BY: Cynthia A. Cotter, Ph.D.

DATE: 12/8/24

SAMPLE COMMITTEE UPDATE

AGING ISSUES COMMITTEE (AIC)

The Aging Issues Committee (AIC) made its fifth and sixth presentations as part of its Later-Life Transitions Luncheon Series. The topic Loss of a Spouse/Partner on March 15 was facilitated by Dr. Wendy Tayer UCSD Senior Behavioral Health. The topic The Final Transition on April 19 was facilitated by Drs. Cynthia Cotter and Andrea Karp. The events were on Zoom and were well attended.

The AIC has been invited to participate in the upcoming SDPA Fall Conference that will take place on October 5th. The event is entitled Hot Topics in Clinical Practice: Youth, Adults and Older Adults. The AIC will produce courses for the event related to older adults.

The purpose of the Aging Issues Committee (AIC) is to provide members with the opportunity to consult and network with others who work with older adults and to share treatment strategies and expertise. The Committee provides opportunities for professionals to share with each other their experiences related to aging and retirement. The Committee offers members and the public education/resources related to issues of aging.

AIC meetings are held on the second Monday of the month from 5:00 to 6:30 PM on Zoom. **The next meeting will be June 10, 2024.** If you are interested in participating in the AIC, please contact the co-chairs:

Kenneth Dellefield, Ph.D. kendellefield@gmail.com
Cynthia A. Cotter, Ph.D. cacphd@me.com

NOTE: All matters discussed at AIC meetings are confidential, and items from our discussions should not be disclosed outside the meetings. Discussions during the clinical portions of the meetings are for educational purposes only and are not intended as formal case consultation. Discussions during the experiential part of meetings are designed to be private with the goal of gaining peer support and advisement. Participants agree to avoid taking notes or making any form of recording.

Age in Action

MAY ISSUE AVAILABLE SOON!

SAMPLE COMMITTEE FINAL REPORT

YEAR: 2024

COMMITTEE: Aging Issues Committee

CHAIR(S): Ken Dellefield, Ph.D./Cynthia Cotter, Ph.D.

NEW CHAIR: Same

NEW CHAIR CONTACT INFO: kendellefield@gmail.com/cacphd@me.com

BOARD COMMITTEE LIAISON: Michelle Carcel, Psy.D.

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

1/19/24 – Later Life Transitions Luncheon Series: Moving to a Senior Facility

12:00 PM – 1:30 PM on Zoom

Facilitated by Ken Dellefield, Ph.D./Cynthia Cotter, Ph.D.

The presenters discussed the experiences of older adults who find themselves having to leave their family home and move to a senior facility. This transition is particularly hard for many older adults to navigate and can cause a great deal of stress for the senior and their family. Attendance – 33

2/16/24 – Later Life Transitions Luncheon Series: Becoming Caregiver to a Family Member

12:00 PM – 1:30 PM on Zoom

Facilitated by Marjorie Coburn, Ph.D./Ken Dellefield, Ph.D.

The presenters discussed the experiences of older adults who find themselves unexpectedly in roles of caregiver to family members and the challenges they face. Dr. Coburn shared her own experiences taking care of her husband for many years. Attendance – 22

3/15/24 – Later Life Transitions Luncheon Series: Loss of a Spouse/Partner

12:00 PM – 1:30 PM on Zoom

Facilitated by Wendy Tayer, Ph.D. UCSD Senior Behavioral Health

The presenter discussed the experiences of older adults who have lost a spouse/partner and the challenges they face. She described research related to the impact of this type of loss on health, emotional well-being, relationships and functioning.

Attendance – 23

4/19/24 – Later Life Transitions Luncheon Series: The Final Transition

12:00 PM – 1:30 PM on Zoom

Facilitated by Cynthia A. Cotter, Ph.D./Andrea Karp, Psy.D.

The presenters led a discussion on the following questions “What do we think/feel when faced with the proposition of our own death?” And “What are the barriers to our communicating our thoughts/feelings related to our own death?”. The presenters also provided information on the current state of End of Life Options in California.

Attendance – 27

10/26/24 – Fall Conference: Hot Topics for Clinical Psychologists

AIC developed two courses for the event related to older adults including Spotlight on Elder Abuse facilitated by Paul Greenwood, J.D. former Deputy DA in charge of the Elder Abuse Team in San Diego and Encountering Memory Loss in Clinical Practice facilitated by Marc Norman, Ph.D. ABPP/ABCN neuropsychologist with UC San Diego Health.

Attendance – 135

10/13/24 – AIC Spree at the Sea

AIC hosted its annual dinner at the La Jolla Beach & Tennis Club for committee members to spend time together and to provide SDPA members with an opportunity to meet AIC members.

Attendance – 26

Age in Action – Newsletter

AIC published five issues of its online newsletter that provides articles for older adults and their families related to aging along with resources for older adults.

Editor – David DiCicco, Ph.D.

HOW EVENTS/ACTIVITIES MET GOALS AND FULFILLED SDPA MISSION:

The AIC events/activities provided education/resources for SDPA members and the public related to aging issues.

The AIC events/activities provided opportunity for professionals to network related to older adults clients.

The AIC events/activities provided opportunity for older adult professionals to share experiences related to aging.

SUGGESTIONS FOR COMMITTEE FOR UPCOMING YEAR:

None

OTHER INFORMATION/QUESTIONS FOR SDPA OFFICE:

None

REPORT SUBMITTED BY: Cynthia A. Cotter, Ph.D.

CONTACT INFO: cacphd@me.com

DATE: 12/8/24

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 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)

San Diego Psychological Association

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking U.S. Bank	24,490.56
Savings U.S. Bank	20,623.11
US Bank Certificate of Deposit	30,000.00
Total Bank Accounts	\$75,113.67
Total Current Assets	\$75,113.67
Fixed Assets	
Computers & Equipment	2,996.46
Furniture	4,075.79
Tenant Improvements	2,540.41
xAccumulated Depreciation	-9,468.25
Total Fixed Assets	\$144.41
TOTAL ASSETS	\$75,258.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Card	555.72
Total Credit Cards	\$555.72
Total Current Liabilities	\$555.72
Total Liabilities	\$555.72
Equity	
Unrestricted Net Assets	68,782.43
Net Income	5,919.93
Total Equity	\$74,702.36
TOTAL LIABILITIES AND EQUITY	\$75,258.08

San Diego Psychological Association

Profit and Loss

January - October, 2024

	TOTAL
Income	
Administrative Income	
Advertising Income	3,010.00
Dues Income	54,886.34
Interest Income	27.60
Royalty Income	174.53
Total Administrative Income	58,098.47
Program Income	
Continuing Education	
CE Accreditation Fees	
CE Courses (Non-SDPA)	465.00
Total CE Accreditation Fees	465.00
CE Courses	
Multicultural Clinical Supervision	2,920.00
Prepare for the Unexpected	1,495.00
Total CE Courses	4,415.00
Fall Conference - Hot Topics for Clinical Psychologists	
Exhibitors	13,545.00
Registrations	24,407.50
Sponsors - Speakers	5,000.00
Total Fall Conference - Hot Topics for Clinical Psychologists	42,952.50
Spring Workshop - The Practice of Addiction Psychology	
Exhibitors	16,150.00
Meals	180.00
Registrations	23,910.00
Total Spring Workshop - The Practice of Addiction Psychology	40,240.00
Total Continuing Education	88,072.50
Networking Events	
Black and White Ball	
Registration	85.00
Total Black and White Ball	85.00
Sunset at the Gala (2023)	
Silent Auction	512.00
Total Sunset at the Gala (2023)	512.00
Trivia Night	
Registrations	765.00
Sponsors	500.00
Total Trivia Night	1,265.00
Total Networking Events	1,862.00

San Diego Psychological Association

Profit and Loss

January - October, 2024

	TOTAL
Total Program Income	89,934.50
Total Income	\$148,032.97
GROSS PROFIT	\$148,032.97
Expenses	
Administrative Expenses	
Bank Service Charges	6.31
Board Meetings	490.00
Computer	
Software Programs	9,691.09
Technical Support	150.00
Total Computer	9,841.09
Insurance	
Director's & Officer's	880.00
Office Liability	1,001.00
Total Insurance	1,881.00
Membership Drive	1,330.52
Merchant Fees	4,743.05
Office Expense	479.75
Office Manager	
Office Manager - Garza	25,477.00
Office Manager - Garza - Payrolling Fees	7,643.19
Total Office Manager	33,120.19
Professional Fees/Independent Contractors	
Attorney	12,508.75
Bookkeeper	4,029.00
Certified Public Accountant	305.00
Office Support - Tami Magaro	760.00
Total Professional Fees/Independent Contractors	17,602.75
Rent	5,752.50
Telephone	1,703.09
Total Administrative Expenses	76,950.25
Program Expenses	
Committees	
Contemplative Practices	200.00
Ethics and Standards	223.55
LGBTQ	331.60
Sport Psychology	200.00
Women's Wellness Committee	411.12
Total Committees	1,366.27

San Diego Psychological Association

Profit and Loss

January - October, 2024

	TOTAL
Community Events	
Martin Luther King, Jr. Breakfast	400.00
San Diego Pride Parade	200.00
Science Fair	
Awards & Other	890.18
Total Science Fair	890.18
Total Community Events	1,490.18
Continuing Education	
APA Fees	550.00
CE Courses	
Multicultural Clinical Supervision	
Food & Beverage	430.83
Speaker	750.00
Speaker Dinner	262.24
Speaker Travel	300.00
Total Multicultural Clinical Supervision	1,743.07
Prepare for the Unexpected	
Food & Beverages	120.69
Printing & Supplies	90.03
Total Prepare for the Unexpected	210.72
Total CE Courses	1,953.79
CE Facilitator - Tami Magaro	3,558.00
CE Go	925.00
Collaborative CE Events	
CICAMH	850.00
CPA Convention	500.00
Total Collaborative CE Events	1,350.00
Fall Conference 2024 - Hot Topics for Clinical Psychologists	
Catering	11,551.45
Honoraria	7,750.00
Printing & Supplies	1,312.15
Venue	5,345.00
Total Fall Conference 2024 - Hot Topics for Clinical Psychologists	25,958.60
Spring Workshop - The Practice of Addiction Psychology	
Catering	11,262.16
Honoraria	3,750.00
Marketing	187.52
Speaker Expenses	1,475.54
Supplies	2,618.36
Venue	5,230.00
Total Spring Workshop - The Practice of Addiction Psychology	24,523.58

Cash Basis Wednesday, November 13, 2024 05:40 PM GMT-08:00 3/4

San Diego Psychological Association

Profit and Loss

January - October, 2024

	TOTAL
Total Continuing Education	58,818.97
Networking Events	
Sunset At The Gala (2023)	235.80
Trivia Night	
Awards	185.86
Caterer	1,272.80
Food and Beverage	322.36
Supplies	212.11
Total Trivia Night	1,993.13
Total Networking Events	2,228.93
Total Program Expenses	63,904.35
Taxes	
Property Tax	536.29
Total Taxes	536.29
Total Expenses	\$141,390.89
NET OPERATING INCOME	\$6,642.08
Other Expenses	
Depreciation	722.15
Total Other Expenses	\$722.15
NET OTHER INCOME	\$ -722.15
NET INCOME	\$5,919.93

Cash Basis Wednesday, November 13, 2024 05:40 PM GMT-08:00 4/4

San Diego Psychological Association

Budget vs. Actuals: FY_2024 - FY24 P&L

January - October, 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Administrative Income			
Advertising Income	3,010.00	2,500.00	-510.00
Dues Income	54,886.34	83,333.30	28,446.96
Interest Income	27.60	83.30	55.70
Royalty Income	174.53	250.00	75.47
Total Administrative Income	58,098.47	86,166.60	28,068.13
Program Income			
Continuing Education			
CE Accreditation Fees			
CE Courses (Non-SDPA)	465.00		-465.00
Total CE Accreditation Fees	465.00		-465.00
CE Courses			
Multicultural Clinical Supervision	2,920.00		-2,920.00
Prepare for the Unexpected	1,495.00		-1,495.00
Total CE Courses	4,415.00		-4,415.00
Fall Conference - Hot Topics for Clinical Psychologists		4,166.70	4,166.70
Exhibitors	13,545.00		-13,545.00
Registrations	24,407.50		-24,407.50
Sponsors - Speakers	5,000.00		-5,000.00
Total Fall Conference - Hot Topics for Clinical Psychologists	42,952.50	4,166.70	-38,785.80
Spring Workshop - The Practice of Addiction Psychology			
Exhibitors	16,150.00		-16,150.00
Meals	180.00		-180.00
Registrations	23,910.00	1,666.70	-22,243.30
Total Spring Workshop - The Practice of Addiction Psychology	40,240.00	1,666.70	-38,573.30
Total Continuing Education	88,072.50	5,833.40	-82,239.10
Networking Events			
Black and White Ball			
Registration	85.00		-85.00
Total Black and White Ball	85.00		-85.00
Sunset at the Gala (2023)			
Silent Auction	512.00		-512.00
Total Sunset at the Gala (2023)	512.00		-512.00
Trivia Night			
Registrations	765.00		-765.00
Sponsors	500.00		-500.00
Total Trivia Night	1,265.00		-1,265.00
Total Networking Events	1,862.00		-1,862.00
Total Program Income	89,934.50	5,833.40	-84,101.10
Total Income	\$148,032.97	\$92,000.00	\$ -56,032.97

SDPA Policies and Procedures Amended 2025

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San Diego Psychological Association

Budget vs. Actuals: FY_2024 - FY24 P&L

January - October, 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
GROSS PROFIT	\$148,032.97	\$92,000.00	\$ -56,032.97
Expenses			
Administrative Expenses			
Bank Service Charges	6.31		-6.31
Board Meetings	490.00	666.70	176.70
Computer			
Software Programs	9,691.09	8,692.50	-998.59
Technical Support	150.00	708.30	558.30
Total Computer	9,841.09	9,400.80	-440.29
Gifts, Awards & Recognitions		1,000.00	1,000.00
Insurance		1,500.00	1,500.00
Director's & Officer's	880.00		-880.00
Office Liability	1,001.00		-1,001.00
Total Insurance	1,881.00	1,500.00	-381.00
Membership Drive	1,330.52	541.70	-788.82
Merchant Fees	4,743.05	5,000.00	256.95
Office Expense	479.75	416.70	-63.05
Office Manager			
Office Manager - Garza	25,477.00	26,000.00	523.00
Office Manager - Garza - Payrolling Fees	7,643.19	7,800.00	156.81
Total Office Manager	33,120.19	33,800.00	679.81
Professional Fees/Independent Contractors			
Attorney	12,508.75	2,500.00	-10,008.75
Bookkeeper	4,029.00	4,166.70	137.70
Certified Public Accountant	305.00	1,916.70	1,611.70
Office Support - Tami Magaro	760.00		-760.00
Total Professional Fees/Independent Contractors	17,602.75	8,583.40	-9,019.35
Rent	5,752.50	5,666.70	-85.80
Telephone	1,703.09	1,666.70	-36.39
Total Administrative Expenses	76,950.25	68,242.70	-8,707.55
Program Expenses			
Committees		1,666.70	1,666.70
Contemplative Practices	200.00		-200.00
Ethics and Standards	223.55		-223.55
LGBTQ	331.60		-331.60
Sport Psychology	200.00		-200.00
Women's Wellness Committee	411.12		-411.12
Total Committees	1,366.27	1,666.70	300.43
Community Events		3,083.30	3,083.30
Martin Luther King, Jr. Breakfast	400.00		-400.00
San Diego Pride Parade	200.00		-200.00
Science Fair			

San Diego Psychological Association

Budget vs. Actuals: FY_2024 - FY24 P&L

January - October, 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Awards & Other	890.18		-890.18
Total Science Fair	890.18		-890.18
Total Community Events	1,490.18	3,083.30	1,593.12
Continuing Education			
APA Fees	550.00	416.70	-133.30
CE Courses			
Multicultural Clinical Supervision			
Food & Beverage	430.83		-430.83
Speaker	750.00		-750.00
Speaker Dinner	262.24		-262.24
Speaker Travel	300.00		-300.00
Total Multicultural Clinical Supervision	1,743.07		-1,743.07
Prepare for the Unexpected			
Food & Beverages	120.69		-120.69
Printing & Supplies	90.03		-90.03
Total Prepare for the Unexpected	210.72		-210.72
Total CE Courses	1,953.79		-1,953.79
CE Facilitator - Tami Magaro	3,558.00	4,166.70	608.70
CE Go	925.00		-925.00
Collaborative CE Events		1,666.70	1,666.70
CICAMH	850.00		-850.00
CPA Convention	500.00		-500.00
Total Collaborative CE Events	1,350.00	1,666.70	316.70
Community CE Events		416.70	416.70
Fall Conference 2024 - Hot Topics for Clinical Psychologists			
Catering	11,551.45		-11,551.45
Honoraria	7,750.00		-7,750.00
Printing & Supplies	1,312.15		-1,312.15
Venue	5,345.00		-5,345.00
Total Fall Conference 2024 - Hot Topics for Clinical Psychologists	25,958.60		-25,958.60
Spring Workshop - The Practice of Addiction Psychology			
Catering	11,262.16		-11,262.16
Honoraria	3,750.00		-3,750.00
Marketing	187.52		-187.52
Speaker Expenses	1,475.54		-1,475.54
Supplies	2,618.36		-2,618.36
Venue	5,230.00		-5,230.00
Total Spring Workshop - The Practice of Addiction Psychology	24,523.58		-24,523.58
Total Continuing Education	58,818.97	6,666.80	-52,152.17
Networking Events			
Sunset At The Gala (2023)	235.80		-235.80
Trivia Night			

San Diego Psychological Association

Budget vs. Actuals: FY_2024 - FY24 P&L

January - October, 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Awards	185.86		-185.86
Caterer	1,272.80		-1,272.80
Food and Beverage	322.36		-322.36
Supplies	212.11		-212.11
Total Trivia Night	1,993.13		-1,993.13
Total Networking Events	2,228.93		-2,228.93
Unallocated Programs		2,174.20	2,174.20
Total Program Expenses	63,904.35	13,591.00	-50,313.35
Taxes		1,416.70	1,416.70
Property Tax	536.29		-536.29
Total Taxes	536.29	1,416.70	880.41
Total Expenses	\$141,390.89	\$83,250.40	\$ -58,140.49
NET OPERATING INCOME	\$6,642.08	\$8,749.60	\$2,107.52
Other Expenses			
Depreciation	722.15	416.70	-305.45
Total Other Expenses	\$722.15	\$416.70	\$ -305.45
NET OTHER INCOME	\$ -722.15	\$ -416.70	\$305.45
NET INCOME	\$5,919.93	\$8,332.90	\$2,412.97

Member list

[Summary](#)
[Keyword search](#)
[Advanced search](#)
[Saved searches](#)

Level	Total	Active	Renewal overdue	Lapsed	Pending		Level change	New in last	
					New	Renewal		7 days	30 days
Affiliate Member	28	5	-	-	-	23	-	-	1
Affiliate Member - Auto-Renew	10	9	-	-	1	-	-	-	2
Friend Member	9	1	-	-	-	8	-	-	2
Friend Member - Auto-Renew	4	3	-	-	1	-	-	-	1
Full Member Licensed	225	48	-	-	-	177	-	-	4
Full Member Licensed - Auto-Renew	55	33	-	-	1	21	-	-	1
Full Member Licensed 1-2 Years	8	1	-	-	-	7	-	-	2
Full Member Licensed 1-2 Years - Auto-Renew	13	8	-	-	-	5	-	-	1
Full Member Licensed 3-4 Years	21	1	-	-	-	20	-	-	1
Full Member Licensed 3-4 Years - Auto-Renew	15	7	-	-	1	7	-	-	1
Full Member Licensed Aged 70	89	29	-	-	-	60	-	-	1
Full Member Licensed Aged 70 - Auto-Renew	18	17	-	-	-	1	-	-	-
Full Member Non-Licensed	36	1	-	-	-	35	-	-	-
Full Member Non-Licensed - Auto-Renew	17	15	-	-	1	1	-	-	1
Full Member Retired Aged 70	11	3	-	-	-	8	-	-	-
Full Member Retired Aged 70 - Auto-Renew	2	2	-	-	-	-	-	-	1
Graduate Student Member	43	4	-	-	1	38	-	-	12
Graduate Student Member - Auto-Renew	38	28	-	-	8	2	-	-	4
Staff	5	5	-	-	-	-	-	-	-
Total	647	220	-	-	14	413	-	-	35

**SDPA MEMBERSHIP
DUES 10/31/24**

ACTUAL DUES:

1/19	\$18,507.72	1/20	\$28,365.01	1/21	\$24,892.76	1/22	\$16,248.98	1/23	\$24,166.15	1/24	\$33,399.63
2/19	\$5,911.72	2/20	\$6,100.86	2/21	\$5,858.96	2/22	\$8,818.07	2/23	\$9,587.28	2/24	\$5,382.24
3/19	\$6,355.34	3/20	\$4,312.79	3/21	\$2,554.35	3/22	\$1,801.36	3/23	\$5,381.70	3/24	\$6,036.33
4/19	\$1,984.26	4/20	\$1,289.83	4/21	\$1,073.59	4/22	\$753.21	4/23	\$1,099.94	4/24	\$2,574.70
5/19	\$1,551.63	5/20	\$1,299.51	5/21	\$1,585.00	5/22	\$891.78	5/23	\$1,047.47	5/24	\$988.02
6/19	\$530.13	6/20	\$1,114.31	6/21	\$913.09	6/22	\$395.66	6/23	\$558.52	6/24	\$1,072.27
7/19	\$1,384.05	7/20	\$503.00	7/21	\$516.71	7/22	\$424.50	7/23	\$1,142.51	7/24	\$841.62
8/19	\$470.20	8/20	\$574.45	8/21	\$448.77	8/22	\$1,023.21	8/23	\$277.32	8/24	\$2,149.26
9/19	\$474.89	9/20	\$1,043.22	9/21	\$813.92	9/22	\$1,336.57	9/23	\$737.97	9/24	\$870.63
10/19	\$13,732.81	10/20	\$1,465.48	10/21	\$895.57	10/22	\$2,534.85	10/23	\$335.45	10/24	\$1,571.64
11/19	\$19,528.39	11/20	\$27,552.35	11/21	\$26,814.96	11/22	\$29,055.35	11/23	\$24,534.41	11/24	\$0.00
12/19	\$23,163.29	12/20	\$35,422.34	12/21	\$36,232.57	12/22	\$20,160.00	12/23	\$22,902.79	12/24	\$0.00
\$93,594.43		\$109,043.15		\$102,600.25		\$83,443.54		\$91,771.51		\$54,886.34	

FOR ANALYSIS:

RENEWAL PERIODS:

10/1/16 - 3/31/17	\$94,300.00 (\$46,310.00 as of 12/31/16)
10/1/17 - 3/31/18	\$104,224.40 (\$73,191.99 as of 12/31/17)
10/1/18 - 3/31/19	\$98,728.57 (\$67,953.79 as of 12/31/18)
10/1/19 - 3/31/20	\$95,203.15 (\$56,424.49 as of 12/31/19)
10/1/20 - 3/31/21	\$97,746.24 (\$64,440.17 as of 12/31/20)
10/1/21 - 3/31/22	\$90,991.51 (\$63,943.10 as of 12/31/21)
10/1/22 - 3/31/23	\$90,885.33 (\$51,750.20 as of 12/31/22)
10/1/23 - 3/31/24	\$92,590.85 (\$47,772.65 as of 12/31/23)

COUNTS AS OF MID-YEAR:

6/10/17	545
6/20/18	611
6/27/19	592
6/22/20	553
6/30/21	604
6/30/22	594
6/30/23	548
6/30/24	567

Note: Renewal Period includes only dues received during the six months of renewal and does not include dues that come in between renewal periods.

SDPA 2024 CONFERENCE ON PRACTICING ADDICTION PSYCHOLOGY
MAY 4, 2024
MARINA VILLAGE CONFERENCE CENTER
FINAL

REGISTRATION	Fee	Total No.	Total Fees	Attended
Member Early Bird Rate	\$165.00	64	\$10,560.00	61
Member Student/Post-Doc Early Bird I	\$55.00	10	\$550.00	8
Non-Member Early Bird Rate	\$210.00	38	\$7,980.00	37
Non-Member Student/Post-Doc Early	\$85.00	6	\$510.00	5
Member	\$235.00	5	\$1,175.00	3
Member Student/Post-Doc	\$70.00	1	\$70.00	1
Non-Member	\$275.00	7	\$1,925.00	7
Non-Member Student/Post-Doc	\$110.00	3	\$330.00	2
Members On Site	\$275.00	1	\$275.00	1
Member Student/Post-Doc On Site	\$85.00	0	\$0.00	0
Non-Member On Site	\$295.00	1	\$295.00	1
Non-Member Student/Post-Doc On Si	\$135.00	0	\$0.00	0
Poster Presenters	\$60.00	4	\$240.00	4
SUBTOTAL PAID REGISTRANTS		140	\$23,910.00	130
Speakers	\$0.00	6	\$0.00	6
Exhibitors Comped	\$0.00	23	\$0.00	20
Exhibitors-Extra	\$60.00	3	\$180.00	5
Volunteers Comped	\$0.00	18	\$0.00	16
Staff	\$0.00	1	\$0.00	1
SUBTOTAL OTHER		51	\$180.00	48
TOTAL		191	\$24,090.00	178

SDPA 2024 CONFERENCE ON PRACTICING ADDICTION PSYCHOLOGY
MAY 4, 2024
MARINA VILLAGE CONFERENCE CENTER

REGISTRATION	\$24,090.00	
EXHIBITOR FEES	\$16,150.00	
		\$40,240.00
VENUE	\$3,730.00	
CATERER	\$11,362.16	
OTHER EXPENSES:		
Speakers Fees	\$3,750.00	
Speakers Expenses	\$1,442.51	
Misc.	\$33.03	
Marketing	\$187.52	
AV	\$1,500.00	
Bags	\$878.02	
Folders	\$436.38	
Name Tags	\$225.75	
Raffle Prizes	\$100.00	
Signage	\$392.21	
Decorative	\$441.65	
		\$24,479.23
NET GAIN		\$15,760.77

SDPA 2024 CONFERENCE ON PRACTICING ADDICTION PSYCHOLOGY
MAY 4, 2024
MARINA VILLAGE CONFERENCE CENTER

EXHIBITORS:

AToN	\$5,400.00
Alter Behavioral Health	\$1,000.00
Newport Healthcare	\$1,000.00
Project Recovery	\$1,000.00
The Arrow House	\$1,000.00
Villa Kali Ma	\$1,000.00
The Trust	\$1,000.00
Hired Power	\$700.00
The Grounds Recovery/Mare's House	\$500.00
Sober Life Recovery Solutions/Healthy U	\$500.00
Alvarado Parkway Institute	\$500.00
AMFM A Mission for Michael	\$500.00
Charlie Health	\$500.00
Neurish Wellness	\$500.00
The Center for Men's Excellence	\$500.00
KADIMA Neuropsychiatry Institute	\$300.00
Solutions in Recovery San Diego	\$250.00
IVAT (Trade)	\$0.00
CLEAN Cause (Beverages)	\$0.00
Nothing Bundt Cakes (Cakes)	\$0.00
	\$16,150.00

SDPA 2024 CONFERENCE ON PRACTICING ADDICTION PSYCHOLOGY
MAY 4, 2024
MARINA VILLAGE CONFERENCE CENTER

HONORIA/TRAVEL:	FEE	TRAVEL	TOTAL
Liese	\$750.00		\$750.00
Leatherberry	\$375.00		\$375.00
Karst	\$375.00		\$375.00
Kelly	\$750.00		\$750.00
Leventhal	\$750.00	\$160.80	\$910.80
Earleywine	\$750.00	\$1,281.71	\$2,031.71
	\$3,750.00	\$1,442.51	\$5,192.51

SAMPLE MEMBER REQUEST FOR REIMBURSEMENT

MEMBER: Jane Doe, Ph.D.

COMMITTEE: Women's Wellness Committee

CHAIR: Lauren Woolley, Ph.D./Karen Lese-Fowler, Ph.D.

BOARD COMMITTEE LIAISON: Michelle Carcel, Psy.D.

DATE OF EVENT/ACTIVITY: 7/1/24

DESCRIPTION OF EVENT/ACTIVITY:

Women's Wellness Meet & Greet
Duck Foot Brewing Co.
5:00 PM – 8:00 PM

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

Appetizers	\$30 (See Receipt Attached)
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Total	\$30
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WERE THESE EXPENSES INCLUDED IN THE APPROVED EVENT/ACTIVITY PROPOSAL?
Yes - Approved by President.

CHECK PAYABLE TO: Jane Doe, Ph.D

MAIL CHECK TO: 1234 Main St. San Diego, CA 92123

REPORT SUBMITTED BY: Jane Doe, Ph.D.

CONTACT INFO: (619) 123-4567

DATE: 7/31/24

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)

ADVERTISING FEES CONTENT FOR WEBSITE

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 \$75 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 email, city, state, and zip. Photos should be horizontal only and there is a limit of four.

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 every other 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 4,000). 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.

Note: This excludes advertisement on any conference e-blasts or event/activity programs.

	<u>Members</u>	<u>Non-Members</u>
1 Month	\$100	\$200
3 Months	\$250	\$350
6 Months	\$480	\$580
9 Months	\$675	\$775
12 Months	\$960	\$1,060

CPD COMMITTEE DESCRIPTION FOR WEBSITE

The purpose of the Continuing Professional Development (CPD) Committee is to ensure SDPA compliance with the standards and criteria for APA approved sponsors of continuing education for psychologists. The Committee makes recommendations to the Board regarding the continuing professional development needs of SDPA members. The CPD Committee is a standing committee.

CONTINUING EDUCATION CONTENT FOR WEBSITE AND REGISTRATION 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 public to attend its courses.

The Continuing Professional Development (CPD) Committee receives and approves CE course proposals in accordance with guidelines presented for APA sponsors of continuing education.

CE Attendance/Cancellation 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. 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 its 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 CPD 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. When larger continuing education events are scheduled, the CPD 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, CPD Committee staff members will work with local disability advocacy groups to publicize events to members of the public 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 Professional Development (CPD) Committee, the chair(s) of the Ethics and Standards Committee and the chair(s) of the 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 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. This 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 their comments in written format. The chair(s) of the CPD Committee or the chair(s) of the 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 Conference course offering, its content, level of presentation, or the facilities in which the CE course or Conference course was offered, the chair(s) of the CPD Committee or the chair(s) of the Conference, respectively, will mediate and will be the final arbitrators. If the participant requests action, the chair(s) of the CPD Committee or the chair(s) of the 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 CPD Committee will attempt to arbitrate.

Please contact the SDPA Office Manager (see below) to submit a complaint, or if you have additional questions.

CE COURSE PROPOSAL PROCEDURES

Prospective CE course presenters are asked to contact the SDPA Office Manager if they are interested in presenting a CE course. The SDPA Office Manager refers the prospective presenter to the CE Facilitator to guide them through the CE course proposal process.

The CE Facilitator speaks with the prospective CE course presenter about the topic the presenter wishes to propose and their qualifications to speak on this topic. The CE Facilitator then discusses the proposed topic and presenter with the President and the chair of the CPD 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 CE Facilitator provides the prospective presenter with a copy of the CE course proposal form and reviews with them the requirements for submission.

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

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

The CE Facilitator sends the completed CE course proposal to the chair of the CPD Committee.

CE COURSE PROPOSAL REVIEW PROCEDURES

The chair of the CPD Committee assigns the CE course proposal to two members of the CPD 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 CPD Committee members. Reviewers must email the CE Facilitator within 24 hours accepting the review assignment or indicating otherwise.

Reviewers must review CE course proposals using a review form provided 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 CE Facilitator contacts the presenter and proceeds with administration of the presentation. A copy of the approved CE course proposal is sent in a timely manner prior to the date of the event to Board members for their information.

Not Approved by Both – If neither of the reviewers approve, the CE Facilitator advises the presenter of the outcome with appreciation for the submission.

Not Approved by One - If only one reviewer approves, the CE Facilitator 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 CE Facilitator 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 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
Email 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?

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.

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 public 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 CONTENT 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.

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For more information see ETHICS ON CALL ([link](#)).

MEDIA POLICY

As a 501 (c)(6) organization, the San Diego Psychological Association (“SDPA”) must adhere to certain laws and regulations. Failure to do so could affect SDPA’s tax-exempt status. Because of its status, SDPA pays no federal income tax on revenues from carrying out its exempt activities. With this advantage come significant restrictions on how SDPA can conduct its activities. SDPA must restrict its purpose to improving the business conditions of a particular line of business generally, i.e. the profession of psychology, rather than improving the business conditions or performing particular services for individual persons, that include not only members but also individuals and entities that are not members. Official actions by SDPA can be reviewed by the IRS and held against us. Therefore, SDPA must, to the extent it can, monitor and control those actions that could be found to be illegal.

The guidelines below apply to all SDPA social networking forums which include but are not limited to Facebook, Instagram, YouTube and any website used to communicate regarding SDPA activities (collectively, “Forums”).

1. Only those Forums created by SDPA are official Forums of SDPA. Any other Forums including websites containing SDPA logos or purporting to communicate on behalf of SDPA should be reported to the SDPA Office immediately.
2. All official Forums must be monitored by an administrator, designated by SDPA, who has the authority to remove content and/or people who violate these guidelines.
3. Forums must not be used for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.
4. Forum participants must not intentionally interfere with or disrupt other Forum members, network services, or network equipment. This includes distribution of unsolicited advertisements or chain letters, propagation of computer worms or viruses, and use of the network to make unauthorized entry into any other machine accessible via the Forum.
5. Forums may not be used to campaign or announce one’s intention to run for any elective position, or to endorse any candidates for SDPA Board and committees or other psychological, professional or governmental organizations.
6. Copyright – Referring to an article or news item with typical reference citations, providing a brief quote, or offering a link to legitimate online published content is permissible. Forum members should not post a full-text version of published material to the Forum.

Not infrequently a Forum member wants to tell others about an article or news item related to the issues discussed on the Forum. However, posting the entire article to the Forum, without the permission of the author or publisher, may result in a prima facie case of copyright violation. While there can be defenses to a claim of copyright infringement where the purpose of copying is clearly not for commercial purposes (e.g. “fair use” or academic teaching exceptions), those defenses are complicated, have been construed differently in different jurisdictions and are not necessarily applicable to Forum distribution. Simply put, do not post non-original works (including photographs, articles, art, recordings or other representations) even if you believe they are in the public domain without the written permission of the author/owner.

7. Defamation and libel – In exchanges on the Forum and when referring to others, avoid personal attacks and characterizations that question a person’s motives or qualifications.

Sometimes a robust debate about ideas spills over into attacks on the proponents or opponents of the ideas. Forum members need to be reminded that a false statement that harms someone’s reputation can be actionable as libel. There is a substantial difference between disagreeing with how someone did their research or treated a patient and accusing the person of fraud or incompetence. Because negative statements that impugn someone’s professional qualifications can cause substantial economic and emotional harm, this is an area for careful scrutiny. Keeping criticism on an objective basis that is factually verifiable and skipping personal commentary about character, competence or motive minimizes legal risk and is more consistent with the professional ethics of psychologists.

8. Antitrust concerns – SDPA by its nature is subject to antitrust issues. Discussions about rates charged, efforts to exert collective pressure on payors, terms of contracts with insurance companies, internship salaries, etc, all are prohibited.

The antitrust laws are broad and complex but on a very basic level they operate to prohibit and even in some cases criminalize certain anticompetitive agreements between competitors. A professional association like SDPA is almost by definition a group of competitors that has come together to pursue common interests. Where those common interests involve agreements on such terms of competition as rates charged, salaries paid, standards applicable to members of the profession, and other issues of the marketplace, the antitrust laws apply. Forums provide a written record of statements that can create an antitrust risk even when there is no anti-competitive intent.

9. Commercial Postings - Forums may not be used for commercial purposes, with one exception (see below). The term "commercial" in this context means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author

directly or indirectly. Examples of prohibited communications include advertisements for products or services (including material that looks like an advertisement or has that intent), notices regarding rental of office space, or direct solicitations of Forum members to purchase products or services.

Examples of messages that may be of financial benefit to Forum members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussions of professionally related products or services where the Forum member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to Forum members but may also have some incidental commercial benefit to the sender (e.g., an author merely advising the Forum of publication of a professional book) typically would not be "commercial" for purposes of this restriction.

The exception to this rule is that SDPA may use its officially sanctioned social media Forums to promote its own products and services.

10. Political statements affecting tax exemption – Forum exchanges must avoid electioneering or endorsing a candidate for federal, state, or local political office. While using the forum to endorse political candidates in a federal, state, or local election or for commercial purposes likely won't expose a member to personal legal risk, it can jeopardize SDPA's tax exempt status under section 501 (c) 6 of the Internal Revenue Code and there may be tax consequences to such activity. To keep this advantageous tax status, SDPA should not be involved in or support in any way electioneering or endorse a candidate for federal, state, or local political office. SDPA must assure that its activities are focused on the purposes for which it gained tax-exempt status.
11. Research on Forums - SDPA does not endorse or forward requests for research participation to any SDPA–approved Forum. Public social networks carry risks and disadvantages for conducting research. Users should be aware of these limitations.

Research that samples via Forum postings relies on flawed and indefensible methodology. Research that must discuss and defend its sample, the population, response rates and representativeness or generalizability of the data would be hampered in these pursuits by using these Forums.

These Forums are not exhaustive collections of members who may fit into one or more specific category (e.g., clinical psychologists, practitioners, educators, and so on). By using a Forum as the universe for their respondents, researchers could be excluding a large number of eligible participants and hence could be introducing bias into their research.

Many members belong to more than one Forum, and if the research is being sent to more than one Forum, the researcher faces the challenge of defining response rate, given duplication.

12. Grant of Non-Exclusive License to SDPA: By posting content on SDPA-approved Forums, participants are granting SDPA and its successors, a worldwide, royalty-free, perpetual, irrevocable, fully paid, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform and display such postings (in whole or part) and/or to incorporate it in other works in any form, media, or technology now known or later developed in any manner consistent with SDPA's business objectives.
13. Intellectual Property: San Diego Psychological Association, SDPA, and their logos are the intellectual property of SDPA and shall not be used or displayed without the prior written consent of SDPA.
14. Disclaimer of Warranties: The use of the Forum is solely at your own risk. SDPA expressly disclaims all warranties of any kind with respect to the Forum, whether express or implied, including implied warranties of merchantability, fitness for a particular purpose, title and non-infringement. SDPA makes no warranty that the Forum and/or any content therein will meet your requirements, secure, current, accurate, complete or error-free or that the results that may be obtained by use of the Forum and/or any content therein will be accurate or reliable. You understand and acknowledge that your sole and exclusive remedy with respect to any defect in or dissatisfaction with the Forum is to cease using the Forum.
15. Limitation of liability: You expressly understand and agree that SDPA shall not be liable for any damages including direct, indirect, incidental, special, consequential, or exemplary damages, including without limitation, damages for loss of profits, goodwill, use, data loss, or other losses (even if SDPA has been advised of the possibility of such damages) resulting from: (i) the use or inability to use the Forum, (ii) the cost of procurement of any substitute products and/or services resulting from any products, data, information or services obtained or which you were unable to obtain or transactions effected or failed to be effected, (iii) any link provided in connection with the Forum, or (iv) any matter otherwise related to your use of the Forum.
16. Your conduct on the Forum: In the event that you upload, post, e-mail or otherwise transmit content, data, information or other materials (collectively, "User Content") for display on the Forum, you will be responsible for all such User Content that you upload, post, email or otherwise transmit using the Forum. Likewise, you are responsible for complying with all third party rights with respect to all such User Content that appears on the Forum and not to download, email or otherwise transmit such User Content in violation of such third party's rights. By submitting User Content to the Forum, you automatically grant, or warrant that the owner of such Content has expressly granted,

the worldwide, royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform and display such User Content (in whole or part) and/or to incorporate it in other works in any form, media, or technology now known or later developed for the full term of any rights that may exist in such User Content. You are expressly prohibited from placing any message in any User Content or any product, good or service or otherwise transmitting through or posting on the Forum (including in any e-mail message or any chat or message board posting) any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, sexually explicit, profane, hateful, racial, ethnic or otherwise objectionable material of any kind, including without limitation, any material that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable local, state, national or international law (collectively, "Prohibited Conduct"). Prohibited Conduct expressly includes any transmission to people or other entities on mailing lists that you do not have full rights to use. You agree and acknowledge that SDPA is not responsible or liable to you or any other party or user of the Forum for any Prohibited Conduct by you or any other party or user of the Forum. You may not collect or store personal data of other users of the Forum without the prior, written permission of such user(s). You may not directly or indirectly, intentionally disrupt or interfere with the Forum in any manner that may adversely affect SDPA or any user of the Forum. You may not upload, post, email or otherwise transmit any material that contains software viruses or any other code, files or programs designed or known to disable, interrupt, or limit the functionality of any computer hardware, computer software, or telecommunications equipment or facilities.

17. Your Warranties: By your use of the Forum, you represent and warrant that you have all the rights necessary to receive, use, transmit and disclose all data that you use in any way with the Forum. You further represent and warrant that your use of the Forum and of any data input into or generated by the Forum shall comply with all applicable laws, regulations and ordinances. You agree and acknowledge that you are solely responsible for, and shall indemnify SDPA to the full extent of any liabilities, fines, penalties or forfeitures occasioned by any such violations or lack of rights.
18. Disclaimer of content: SDPA shall have the right, in its sole discretion and without recourse to review, refuse, monitor, edit or remove any Content and/or User Content that is available on the Forum. SDPA expressly disclaims all responsibility or liability to you or any other person or entity for the performance or nonperformance of such Content and/or User Content review. YOU ACKNOWLEDGE AND AGREE THAT YOU ASSUME ALL RISK ASSOCIATED WITH THE USE OF ANY AND ALL CONTENT AND/OR USER CONTENT.
19. Links: The Forum may provide, or third parties may provide, links to other Forums or sites. You acknowledge and agree that such links are provided for your convenience and do not reflect any endorsement by SDPA with respect to the provider of such link

or the quality, reliability or any other characteristic or feature of such link and SDPA is not responsible in any manner (including without limitation with respect to any loss or injury you may suffer) for any matter associated with the link, including without limitation, the content provided on or through any such link or your reliance thereon. SDPA MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ANY LINK. YOUR USE OF ANY LINK IS SOLELY AT YOUR OWN RISK. In addition, you should be aware that your use of any link is subject to the terms and conditions applicable to that link, including the privacy policies (or lack thereof) of such link.

20. You understand and agree that SDPA may from time to time establish and revise practices and limitations concerning the Forum and your use of the Forum.

LISTSERV POLICY

LISTSERV ADMINISTRATOR RESPONSIBILITIES:

The listserv administrator is responsible for managing the listserv. Duties include adding and removing subscribers, changing subscriber settings, and timely responding to listserv-related inquiries as well as managing listserv content. Managing content means ensuring compliance by the listserv and its subscribers with applicable U.S. laws and APA/SDPA policies such as not using the listserv for illegal or otherwise prohibited purposes, including harassment, bullying, defamation or other inappropriate speech, or violation of intellectual property laws, antitrust and unfair competition laws, or violation of other criminal laws. Listserv administrators are responsible for saving archived messages although SDPA reserves the right to delete old archived messages. Each newly added listserv subscriber must be provided with a welcome message containing the SDPA Listserv Rules. Each newly added listserv subscriber must acknowledge that they have read and consent to the rules.

SDPA listserv lists must have an administrator at all times. The administrator is required to notify SDPA prior to discontinuing their duties as administrator. In the event that an administrator's email address is no longer valid, or mail from the listserv is blocked, or the administrator fails to respond to inquiries, instructions, contacts or other communications, the listserv list will be made inactive until the owner can be contacted and the situation rectified. If the situation has not been rectified for a period of twenty-one calendar days, the listserv list may be deleted. Any list which remains unused for six months or longer may be removed.

LISTSERV USAGE RULES:

Rule 1: Do not use the forum for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.

- a. Copyright – Referencing articles or news items with appropriate citations, providing a brief quote in order to comment meaningfully on it, or offering a link to legitimate online published content is permissible; list members should not post published materials including partial excerpts, images, or film clips to the listserv. Not infrequently a list member wants to tell others about an article or news item related to the issues discussed on the list. However, publishing articles including excerpts to the list, without the permission of the author or publisher, may result in a prima facie case of copyright violation. While there can be defenses to a claim of copyright infringement where the purpose of copying is clearly not for commercial purposes (e.g. “fair use” or academic teaching exceptions), those defenses are complicated, have been construed

differently in different jurisdictions and are not necessarily applicable to listserv distribution.

- b. Defamation and libel – In exchanges on the listserv and when referring to others, avoid personal attacks and characterizations that question a person's reputation, motives or qualifications. It should also go without saying that personal attacks of all kinds including those based on individual characteristics of a person or group, or perceived characteristics are inappropriate. Sometimes a robust debate about ideas spills over into attacks on the proponents or opponents of the ideas. List members need to be reminded that a false statement that harms someone's reputation can be actionable as libel. There is a substantial difference between disagreeing with how someone did their research or treated a patient and accusing the person of fraud or incompetence. Because negative statements that impugn someone's professional qualifications can cause substantial economic and emotional harm, that is an area for careful scrutiny. Keeping criticism on an objective basis that is factually verifiable and skipping personal commentary about character, competence or motive minimizes legal risk.
- c. Antitrust concerns – SDPA by its nature is subject to antitrust issues. Discussions about rates charged, efforts to exert collective pressure on payors, terms of contracts with insurance companies, internship salaries, etc. all are prohibited. The antitrust laws are broad and complex but on a very basic level they operate to prohibit and even in some cases criminalize certain anticompetitive agreements between competitors. A professional association like SDPA is almost by definition a group of competitors that has come together to pursue common interests. Where those common interests involve agreements on such terms of competition as rates charged, salaries paid, standards applicable to members of the profession, and other issues of the marketplace, the antitrust laws apply. Listservs provide a written record of statements that can create an antitrust risk even when there is no anti-competitive intent.

Rule 2: Do not intentionally interfere with or disrupt other forum members, network services, or network equipment. This includes distribution of unsolicited advertisement or chain letters, propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the forum.

Rule 3: Do not use the forum for commercial purposes. "Commercial" as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for

products or services, notices regarding rental of office space, or direct solicitations of listserv members to purchase products or services.

Examples of messages that may be of financial benefit to listserv members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to listserv members but may also have some incidental benefit to the sender (e.g. an author who is a list member merely advising the list of publication of a professional book) typically would not be “commercial” for purposes of this restriction.

Rule 4: Do not use this forum for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office.

Rule 5: Do not use this forum to endorse or forward requests for research participation.

The ban on commercial use of the lists and on use of the lists for political purposes is based in legal requirements that flow from SDPA’s status as a 501 (c) 6 organization. Because of this status, SDPA pays no federal income tax on revenues from carrying out its exempt activities. With this advantage come significant restrictions on how SDPA can conduct its activities. SDPA must restrict its purpose to improving the business conditions of a particular line of business, generally, i.e. the profession of psychology, rather than performing particular services for individual persons, that include not only members but also individuals and entities that are not members. There are restrictions in the roles SDPA can take in political activity. Political activity may impact SDPA’s tax-exempt status and there may be tax consequences to such activity.

EVENTS/ACTIVITIES PROCEDURES CHART

CE EVENTS/ACTIVITIES (see Note E)		PROPOSALS (see Note F)	APPROVALS/FUNDING	LOGISTICS
WHO PRODUCES?				
OPERATING COMMITTEE Examples: Conferences Stand-Alone CE Courses		The Operating Committee develops in concept a CE event/activity consistent with continuing education goals included in the Strategic Plan for the year (see Note B). The Operating Committee submits CE Course Proposals to the CPD Committee no less than 90 days prior to the Event/Activity (see Note D). The Operating Committee submits the Event/Activity Proposal (that includes a budget) to SDPA Office no less than 60 days prior to the Event/Activity.	The Board implicitly approves CE Course Proposals approved by the CPD Committee provided the Board has received copies prior to the Event/Activity (see Note A). The Board explicitly approves the Event/Activity Proposal (that includes a budget) and any contracts related to the Event/Activity (see Note A). Funding is approved from the yearly budget.	EVENT/ACTIVITY DEVELOPMENT: The Events Committee provides support for the Operating Committee in developing the Event/Activity (see Note B). CE FACILITATION: The CE Facilitator provides support to the Operating Committee related to CE (see Note D). EVENT/ACTIVITY ADMINISTRATION: The SDPA Office provides support for the Operating Committee in administering the Event/Activity (see Note C).
PRESIDENT Examples: Conferences Stand-Alone CE Courses		The President develops in concept a CE event/activity consistent with continuing education goals included in the Strategic Plan for the year (see Note B). The President submits CE Course Proposals to the CPD Committee no less than 90 days prior to the Event/Activity (see Note D). The President submits the Event/Activity Proposal (that includes a budget) to SDPA Office no less than 60 days prior to the Event/Activity.	The Board implicitly approves CE Course Proposals approved by the CPD Committee provided the Board has received copies prior to the Event/Activity (see Note A). The Board explicitly approves the Event/Activity Proposal (that includes a budget) and any contracts related to the Event/Activity (see Note A). Funding is approved from the yearly budget.	EVENT/ACTIVITY DEVELOPMENT: The Events Committee provides support for the President in developing the Event/Activity (see Note B). CE FACILITATION: The CE Facilitator provides support to the President related to CE (see Note D). EVENT/ACTIVITY ADMINISTRATION: The SDPA Office provides support for the President in administering the Event/Activity (see Note C).

EVENTS/ACTIVITIES PROCEDURES CHART

NON-CE EVENTS/ACTIVITIES (see Note E)		PROPOSALS (see Note F)	APPROVALS/FUNDING	LOGISTICS
WHO PRODUCES?				
OPERATING COMMITTEE Examples: Stand-Alone Events: Meet and Greet (Limit 2) Informational Science Fair		The Operating Committee develops in concept an Event/Activity consistent with goals included in the Strategic Plan for the year. If the Event/Activity is stand-alone, is free to attendees and the budget is \$500 or less, the Operating Committee submits the Event/Activity Proposal (that includes a budget) to the President no less than 30 days prior to the Event/Activity. Otherwise, the Operating Committee submits the Event/Activity Proposal (that includes a budget) to the SDPA Office no less than 60 days prior to the Event/Activity.	If the Event/Activity is stand-alone, is free to attendees, and the budget is \$500 or less, the President may approve the Event/Activity Proposal. The Board implicitly approves the Event/Activity Proposal (see Note A). Otherwise, the Board explicitly approves the Event/Activity Proposal (that includes a budget) and any contracts related to the Event/Activity (see Note A). Funding is approved from the yearly budget.	EVENT/ACTIVITY DEVELOPMENT: The Events Committee provides support for the Operating Committee in developing the Event/Activity (see Note B). EVENT/ACTIVITY ADMINISTRATION: The SDPA Office provides support for the Operating Committee in administering the Event/Activity (see Note C).
PRESIDENT Examples: Stand-Alone Events Mid-Year Networking Year-End Celebration Organizationally Required Events: January Board Installation Board Retreat State of Association Committee Chairs Luncheon		The President develops in concept an Event/Activity consistent with goals included in the Strategic Plan for the year. If the Event/Activity is organizationally required, no Event/Activity Proposal is required. Otherwise, the President submits an Event/Activity Proposal (that includes a budget) to the Board no less than 60 days prior to the event.	The Board explicitly approves the Event/Activity Proposal (that includes a budget) and any contracts related to the Event/Activity (see Note A). Funds for organizationally required events are specifically included in the yearly budget. Funding is approved from the yearly budget.	EVENT/ACTIVITY DEVELOPMENT: The Events Committee provides support for the President in developing the Event/Activity (see Note B). EVENT/ACTIVITY ADMINISTRATION: The SDPA Office provides support for the President in administering the Event/Activity (see Note C).

EVENTS/ACTIVITIES PROCEDURES CHART

NOTE A 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/authorized parties (e.g. President/CPD Committee) have approved the decision and the Board fails to object. Board objections occur only under extraordinary circumstances.

NOTE B The EVENTS COMMITTEE provides support in **developing** the event/activity including researching potential dates, themes, presenters/courses, venues, audiovisual systems, parking arrangements, vendor contracts, marketing approaches, exhibitors, decorations, entertainment, and food/beverages. The Events Committee also solicits volunteers to be of assistance.

NOTE C The SDPA OFFICE provides support in **administering** the event/activity including creating logo/marketing materials, managing marketing through e-blasting and/or printing/mailling, setting up the event/activity in the SDPA calendar, managing registrations, producing programs, name tags, signage, program materials/handouts, managing the event/activity on-site, managing volunteers on site and managing Zoom or slide presentations on site. Note that the SDPA Office must provide the administrative support for an event/activity unless the event/activity is non-CE and there is no registration fee involved.

NOTE D The CE FACILITATOR provides support in **obtaining CPD Committee approval** for CE course proposals. The CE Facilitator manages communications between presenters and the CPD Committee. The CE Facilitator also manages CE course attendance, evaluations and certificates.

NOTE E Events/activities must be open to all SDPA members although attendance may be limited to a specified number on a first-come-first serve basis. Regular Board and committee meetings are not events/activities. Operating committees are limited to two Meet and Greet events/activities per year.

NOTE F The Board may, in its discretion, waive rules related to timing of proposal submissions.

SAMPLE EVENT/ACTIVITY PROPOSAL (WITH BUDGET)

MEMBER: Cynthia A. Cotter, Ph.D.

COMMITTEE: Aging Issues Committee

CHAIR(S): Ken S. Dellefield, Ph.D./Cynthia A. Cotter, Ph.D.

PRESENTER (IF NOT COMMITTEE): Paul Greenwood, JD Retired Deputy District Attorney Elder Abuse Unit San Diego County District Attorney's Office

BOARD COMMITTEE LIAISON: Michelle Carcel, Psy.D.

DATE OF EVENT/ACTIVITY: 5/1/25 9:00 AM – 12:00 PM

LOCATION OF EVENT/ACTIVITY: United Way Conference Room (SDPA Office)

PLANNED ATTENDEES: 35 Psychologists/Mental Health Providers

DESCRIPTION OF EVENT/ACTIVITY: Update on Elder Abuse in San Diego County

Mr. Greenwood will provide a four-hour presentation on the current status of elder abuse in San Diego County. He will describe the most recent forms of elder abuse reported to the DA's Office that include physical, financial, and emotional elder abuse and how they are perpetrated. He will discuss difficulties faced by law enforcement, families and communities in resolving/prosecuting these crimes. He will present red flags for those around older adults that elder abuse may be occurring. He will describe the professional/legal obligations of psychologists in reporting elder abuse.

HOW WILL EVENT/ACTIVITY FULFILL MISSION OF SDPA: One of the key means by which SDPA improves or advances the field of psychology is by improving qualifications and effectiveness of psychologists through education. The presentation will provide psychologists with updated education/information related to elder abuse that is critically needed in working with older adults.

DESCRIPTION OF PROPOSED BUDGET (Including Income and Expenses):

Registration Income	\$975 (25 Members at \$25/10 Non-Members at \$35)
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Expenses:

Breakfast Food/Beverages	\$200
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Honorarium	\$250
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Net	\$525
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HOW WILL THE EVENT BE PROMOTED?

(Website Calendar, E-Blasts, Flyers, Other) Website Calendar, e-blasts

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?):

The SDPA Office will manage registrations/promotions for the event and will reserve the United Way conference room. SDPA Office will provide name tags and a registration check-in sheet for the event.

SDPA Office will manage the conference room audio/visual so that the presenter can speak with a slide show and microphone.

SDPA Office will pay the presenter honorarium directly.

Members of the Aging Issues Committee will manage communications with the speaker and will administer the event on-site including registration check-in and food/beverage set-up/clean-up. An AIC member will purchase the food/beverages and will submit a request for reimbursement.

REPORT SUBMITTED BY: Cynthia A. Cotter, Ph.D.

CONTACT INFO: cacphd@me.com

DATE: 12/10/24

APPROVED BY:

DATE: