

Bylaws for Association for Women in Psychology Pittsburgh Chapter

- I. **Purpose.** The *Pittsburgh (PGH) Chapter* of the Association for Women in Psychology shall operate as an affiliate of the Association for Women in Psychology (AWP). AWP is a not-for-profit professional, feminist, scientific, and educational organization committed to:
 - A. Fostering professional development and mentoring of professionals and students in psychology and related professions.
 - B. Providing opportunities for networking among area professionals and students.
 - C. Promoting activism consistent with the feminist values of the organization including local, national and international issues.

- II. **Relationship with the Association for Women in Psychology.** An annual year-end profit and loss financial report must be filed with the AWP Treasurer by February 1st of each calendar year along with (a) a copy of the group's current bylaws, (b) statement of affiliate status, (c) year-end bank statement (i.e., proof of liquid assets), and (d) the check register total that demonstrates the reconciliation of the bank statement funds with the final check register amount.

- III. **Membership.** The affiliate shall consist of professionals and students who agree with its purposes. Payment of (any) dues entitles a person who agrees with its purposes to membership in the association. Any member who is one year late with dues may be removed from membership. Members of the Pittsburgh chapter are strongly encouraged to be members of the Association for Women in Psychology but it is not a requirement for participation. IC members must maintain current membership status in AWP national.

- IV. **Consensus Building.** The chapter shall use a consensus building approach to decision making. Some decisions shall be made by the IC (individually or collectively). Decisions that are brought to the membership (in a meeting or electronically) shall be made using a consensus building model. At any point during a discussion any member may call for a vote on an issue. All members shall be expected to express their vote using a Roman Consensus approach; vote "thumb up" for agreement; "thumb sideways" to indicate acceptance of the decision; "thumb down" for disagreement with the decision. If any member indicates "thumb down" she/he will be asked to share her/his concerns or reservations regarding the decision. Discussion shall continue until all individuals indicate either "thumb up" or "thumb sideways." A vote of "thumb up" or "thumb sideways" indicates that all members are willing to support the decision being made.

- V. **Implementation Collective.** The Implementation Collective (IC) will include Co- Coordinators, Recorder/Correspondent, and Treasurer who shall serve with the following responsibilities and conditions.

- A. The Co-Coordinator shall be responsible for coordinating all activities of the affiliate, including calling and facilitating meetings of the affiliate, reviewing the Treasurer's annual financial report, submitting annual reports to AWP and other duties as agreed upon. Co-Coordinator will choose how to divide up tasks as needed. If there are not two individuals interested and available to serve as co-coordinators, there may be a single coordinator.
- B. The Recorder/Correspondent shall be responsible for maintaining the records of the affiliate, doing mailings, maintaining membership records, maintaining social media/website, and other duties as agreed upon.
- C. The Treasurer shall be responsible for maintaining the financial records of the affiliate, collecting dues, assisting with fundraising and making an annual financial report to the membership at the fall business meeting, and other duties as agreed upon.
- D. The Implementation Collective (IC) members shall hold office for two years or until their successors have been elected. Outgoing IC members are responsible for orienting newly elected counterparts and for passing affiliate records to these persons.
- E. IC members shall serve without compensation.

VI. **Selection of Implementation Collective Members.** The IC members shall be elected in accordance with the following:

- A. IC members shall be nominated by a nominating committee chaired and staffed by the most recent past Coordinator. If there is no past Coordinator or if that person is not available to serve, the Acting Coordinator shall designate a person to chair and staff the nominating committee.
- B. At least one month before the selection meeting, the Nomination Committee will send a request for nominations to the members. Members will have a two week period to submit nominations, after which the Nomination Committee will announce the nominations to the membership. Members may nominate themselves or be nominated by others. Members who wish to become IC members must have at least three endorsements from current chapter members.
- C. Selection of IC members will occur at the first regular meeting of the chapter following the annual Association for Women in Psychology conference (March/April) every other year. All committee members will be chosen at the same meeting. There shall be a call for nominations from the floor as well. IC members will be selected using the consensus decision making model described above. Members who cannot attend the selection meeting may send their vote to the chair of the nomination committee before the selection meeting.
- D. Every time a new treasurer is elected, the old treasurer must write a letter appointing the new treasurer and turn the bank account over to the new treasurer and new coordinator(s).
- D. If a vacancy occurs in any post, there shall be a special selection meeting, with the selected officer completing the remainder of the term. Nomination

and selection procedures for the special election shall be the same as for the regular election. The remaining officers shall have the authority to appoint an interim officer to serve until the special election.

- E. Officers may serve no more than two consecutive two-year terms for a particular post.

VII. **Dues and Assets.** There shall be annual dues at a level or levels set by the membership.

- A. Any vote about setting or changing the dues must occur at a regular meeting of the affiliate. Notice of the election shall be given at least 14 days in advance of that meeting via electronic communication with the membership.
- B. A change in dues cannot take effect until the next dues collection period.
- C. Dues and membership renewal shall be payable in January of each year and shall qualify the member for full benefits of membership for a 12-month period (January-December, regardless of month member joins).
- D. Assets of the affiliate shall include dues and any contributions or income received from its activities. Assets of the affiliate shall be used exclusively for the purposes of the affiliate, including the payment of incidental expenses.

VIII. **Meetings and Activities.** There shall be at least two meetings of the chapter annually for the conduct of business of the organization. The Coordinator(s) are responsible for calling these meetings. In addition, there may be meetings and activities scheduled which are consistent with the purposes of the affiliate.

IX. **Committees.** Committees may be created by the Coordinator(s) or the membership with such purposes and functions as are consistent with the purposes of the affiliate. There should be a report and review of each committee's activities at each business meeting, and the membership shall be free to terminate committees which have become inactive or for which there is no continuing need.

X. **Governance and Bylaws.** The affiliate shall be governed in accordance with these bylaws. A copy of these bylaws shall be made available to all members of the affiliate. Changes in these bylaws may be suggested by any member of the affiliate in writing to an Implementation Collective member. A vote to amend the bylaws requires notice of the specific intent given at least 30 days in advance of that meeting by an email to all members.