

Police Psychological Services Section Governing Document

Section 1: Mission and Vision

The Police Psychological Services Section of the IACP offers psychological solutions to the problems faced by police agencies in the areas of personnel assessment, individual as well as organizational intervention, consultation and operational assistance. The Section acts as a resource to the Association on psychologically-related issues. In order to promote ethical and empirically based practices, the section provides education and training opportunities as well as guidelines covering a variety of topics.

Section 2: Membership

Membership in this section shall be open to all active, life, and associate members of this Association in good standing who are now, or have been engaged in or responsible for, providing psychological services to law enforcement agencies, and have the approval of their agency chief executive. Only psychologists with an unrestricted license as defined by licensing requirements in the applicant's state or country, or persons with the highest terminal degree in psychology required in the applicant's country and who conduct police psychological services in a setting, or of a type, exempt from licensing requirements in the applicant's state or country, will be considered for membership. Current members of the section, as of February 10, 1996, with other license/certification status are exempt from this requirement. All section members will have the full privileges of voting and holding office in this section.

- (a) The Executive Committee, Executive Director, and staff liaison shall be ex-officio members of this section, unless such individuals qualify as regular section members.
- (b) Membership applications shall be submitted to the Executive Director of the IACP for processing of Association membership. Approved applications will be sent to the section Secretary-Treasurer and forwarded on to the Section Membership Chair for the processing and determination of section qualifications. The Membership chair will review all applications for compliance with section requirements and provide the Section Board with a spreadsheet addressing the required components including the provision of a recommendation to either approve or not approve the application. The Board will have five calendar days to review the application. Hearing no dissent, the Membership Chair's recommendation will stand and the applicant notified of their status. In the event that any member of the Board has any questions concerning the qualifications of an applicant for section membership which can not be resolved between the Membership Chair and the Board member, the full and complete application shall be submitted to the entire Section Board for review and approval. Such an

application shall require an affirmative vote of two-thirds of the entire Section Board for approval.

Section 3: Resolutions

Resolutions favorably voted on by the section at its annual meeting, and which are of mutual interest to the IACP, shall be submitted for approval to the Executive Committee, Board of Officers, or Executive Director, if in accord with approved Association policy.

Section 4: Organization and Administration

- (a) The annual section meeting shall be the governing authority of the section within the delegated authority of the IACP. The annual section meeting shall be held as an integral part of the Association's annual meeting, and coordinated well in advance with the IACP Executive Director.
- (b) The Section Board shall be the governing authority of the section between the annual meetings. Its actions are subject to reversal or approval at the next succeeding annual section meeting. The Section Board will be composed of the section General Chair, General Vice Chair, the Secretary-Treasurer, the Immediate Past General Chair, and two Officers-at-Large serving as Membership Chair and Education Chair. The General Chair will be chair of this board.
- (c) General Officers and Duties.
 - (1) The General Chair shall be the presiding officer at all section meetings; represent the section in all official matters; appoint all officers not elected, standing and special committees and fill all vacancies for the remainder of a term of office; supervise all committees, prepare an annual report and present to the IACP Executive Committee all proposals recommended for passage at the prior conference.. In the event of the absence or incapacity of the General Chair, the General Vice Chair shall become General Chair immediately and shall serve the remainder of the term of the immediate predecessor and shall also serve a full term as General Chair beginning at the next Annual Conference. The remainder of the term of the General Vice Chair so vacated shall be left unfilled if it is no longer than three months from the next Annual Conference. If the vacancy period will be greater than three months, the General Chair shall designate a member of the Section to serve as Interim General Vice Chair. This Interim Appointment shall be exempt from the process of succession described below for members of the Section Board.
 - (2) The General Vice Chair shall assist, advice, and consult with the General Chair. The General Vice-Chair will prepare a consolidated annual report of those present and voting at the annual meeting.

- (3) The Secretary-Treasurer shall be the designated Association staff officer appointed as Section Staff Advisor and will prepare, transmit, or maintain such section correspondence, reports, records, files, rosters, moneys, and perform such related duties as may be designated or assigned by proper authority.
- (4) The Section Board shall consist of the Immediate Past Chair, General Chair, Vice General Chair, Membership Chair, Education Chair, and Secretary-Treasurer. All officers, with the exception of the Treasurer who serves as an IACP staff liaison, will serve one-year terms and move through the positions in succession beginning with the Education Chair and proceeding, in order, to Membership Chair, General Vice Chair, General Chair, and Immediate Past Chair, unless recalled according to the Section rules.

As the entry-level position to the Section Board, the position of Education Chair will be open to all Section members. The position of Education Chair will be elected annually by a majority of those present at the annual meeting. Section members may nominate themselves or others; however, all nominees must be present to accept the nomination.

The Education Chair has primary responsibility for all facets of the Section Program at the Annual Conference, as well as other duties as assigned by the General Chair and will hold dual titles as both Education Chair and Annual Conference Program Committee Chair. To assist in this latter role, a standing Annual Conference Program Committee will assist as needed. Members volunteering for this committee will serve two-year terms with half the committee members replaced each year to maintain continuity and institutional knowledge. The Education Chair will fill all vacant positions, making every reasonable effort to maintain a committee reflective in its diversity of the larger organization. The Annual Conference Program Committee will have a maximum of eight members. The Education Chair will select a Vice Chair of the Annual Conference Program Committee from among the eight standing committee members. The specific role and function of the Vice Chair, as well as the standing committee members, will be at the discretion of the Education Chair.

Nominees for Education Chair will be provided a two-minute opportunity during the annual section meeting to express their interest and qualifications to the general membership prior to the election, after which Section members will vote by ballot for one of the candidates. The Immediate Past Chair and the Secretary-Treasurer will then count the votes and report the results. In the event of a tie, a runoff vote will immediately occur.

With the exception of the position of General Vice Chair becoming vacated because that Board member succeeded to the position of General Chair on the incapacity of the immediately preceding General Chair, the process for which is described above, should a member of the Board be unable for any reason to complete his/her term, the General Chair will appoint a Section Member as Interim Board Member to complete the remainder of that term. This Interim Appointment shall be exempt from the process of succession described above. The same shall apply in the event that a Board Member is recalled.

- (d) Procedure for Recall of a Board Member by the Section Membership. If one third of the Section members sign and submit a petition to recall a Board Member, the Immediate Past Chair shall have a special recall ballot prepared on which the section membership shall indicate their decision to remove or not remove the named Board Member. This vote shall take place at the Annual Meeting before any other election to the Board is made. It shall require a vote of two-thirds of the members present and voting to remove a Board Member from office. If such a removal takes place, the members holding lower chairs shall succeed to the highest office available in order of succession and the subsequent election at the annual meeting will then fill two positions on the Board.
- (e) The section shall have the following standing committees:
- Annual Conference;
 - Publications;
 - Website Oversight;
 - Training/Conference Program;
 - Special Projects.

Any Section member may volunteer to serve on these committees and the General Chair shall appoint one member as Chair. These standing committees shall have such duties as may be assigned by the General Chair and the Section Board. They shall make reports of their activities to the General Chair who shall in turn report such activities to the section membership.

- (f) The General Chair may appoint such special committees, for specific purposes, as may from time to time be necessary for the conduct of section business.

Section 5 Communication

- (a) Electronic Communication
- (1) It is the policy of the Section to communicate among its members by use of electronic means. Information regarding Section business, such as newsletters, reports, and other information will be communicated to members by means of the Section email list.

- (2) The use of the email list to discuss ideas and bring topics to the attention of the membership is strongly encouraged.
- (3) It is the Policy of the Section to restrict email list postings as follows: The email list Forum is not to be used for commercial purposes. "Commercial" as used for purposes of evaluating list 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 list members to purchase products or services. Examples of messages that may be of financial benefit to list 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 list member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to list members but may also have some incidental commercial benefit to the sender (e.g. an author who is a list member merely advising the list members of publication of a professional book) typically would not be "commercial" for purposes of this restriction. (Adapted from the American Psychological Association.)
- (4) Committee work conducted by members of the Section for the benefit of the Section may be posted in draft form on this email list.
- (5) The Publications Committee will screen and recommend to the Board any articles submitted for posting on the Section Website. This Committee shall also identify the Core domains of police psychology and decide to what section of the website a given article should be attached. Where the item to be published is a link to another organization or publication rather than the entire document, the Publications Committee will seek consult from the Website Oversight Committee
- (6) The Website Oversight Committee will be responsible for maintenance and updating of the Section website and make recommendations to the Board as needed. All material to be posted on the Section web site is subject to review and approval by IACP web staff.

Section 6: Section Meetings

- (a) The section meetings will be held annually as specified in Section 4(a) above. The General Chair and the Annual Conference Committee, with the advice and consent of the Section Board, will determine the section meeting program and agenda prior to the meeting and shall coordinate the program with the IACP Executive Director to ensure duplications and schedule conflicts are minimized.

- (b) Annual section meetings will be open to all regular section members, ex-officio members, IACP members, and invited guests, providing the meeting does not vote to open on an executive session when only regular and ex-officio members may attend. In the absence of a proper rule for conducting a meeting the current revised Robert's Rules of Order will govern.

Section 7: Amendments

This rule may be amended at any annual or special meeting, provided a two-week notice by a plurality vote of intention to move an amendment shall be given. Such notice of intention shall be delivered by a voting member to the General Chair and Secretary at least three weeks before such meeting and the Secretary shall be responsible for advising the membership thereof within the time herein prescribed. Before any amendment shall take effect, it shall be approved by the IACP Constitution and Rules Committee as provided by the constitution.

Section 8: Membership Dues

Initiation and/or annual membership dues shall be determined by resolution of the section membership at the annual meeting.