

BY-LAWS  
OF  
THE CHILD AND ADOLESCENT PSYCHIATRIC SOCIETY OF GREATER  
WASHINGTON  
(CAPSGW)

A Regional Organization  
of the  
American Academy of Child and Adolescent Psychiatry

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ARTICLE I  
NAME AND OFFICES

- Section 1. The name of the organization is The Child and Adolescent Psychiatric Society of Greater Washington.
- Section 2. The principal officers of the organization shall be at an address designated by the Executive Committee.

ARTICLE II  
OBJECTIVES

- Section 1. The first purpose of The Child and Adolescent Psychiatric Society of Greater Washington (hereafter referred to as the Society) shall be to stimulate and advance contributions to the knowledge and treatment of psychiatric problems of children and adolescents, both within its membership and in the community at large, within Washington, D.C. and those adjacent states from which its membership is drawn.
- Section 2. The Society shall also be the Regional Organization of Child and Adolescent Psychiatry represented in the Assembly of Regional Organizations of Child and Adolescent Psychiatry (hereafter referred to as the Assembly) of the American Academy of Child and Adolescent Psychiatry (hereafter' referred to as the Academy), for Washington, D.C. and nearby states.
- Section 3. The Society shall conduct its activities and business without profit so that no part of the Society's income shall inure to the private benefit of any member, officer, contributor, or employee of the Society other than as reasonable compensation for work or services rendered.

## ARTICLE III

### MEMBERSHIP

- Section 1. Classes of Membership: There shall be five classes of membership in the Society:
- A. Active Members
  - B. Affiliate Members
  - C. Trainee Members
  - D. Life Members
  - E. Inactive Members
- Section 2. Election to Membership:
- A. The President shall appoint a Membership committee to determine, from submitted membership applications and letters of recommendation and any other documents received, the eligibility of applicants for all classes of membership.
  - B. Election to membership shall be by an affirmation vote of two-thirds of the Executive Committee during a regular or special meeting when a quorum is present
- Section 3. Active Members:
- A. Active Members shall be physicians who:
    - <sup>1</sup> . Are certified in child and adolescent psychiatry by the American Board of Psychiatry and Neurology or who have completed two years of training in a child psychiatry training center accredited by the Accreditation Council for Graduate Medical Education, or who are graduate child psychoanalysts by the Psychoanalytic Institute in which they received their child psychoanalytic training;
    - <sup>2</sup> Are licensed to practice medicine;
    - <sup>3</sup> Are Active or Fellow Members of the Academy.
  - B. Eligibility requirements for new members include, in addition:
    1. Completion of a membership application form;
    2. Proof of membership in the Academy;
    3. Payment of current Society dues.
    4. Inactive Members may apply by letter to the Executive Committee for Active Member status, if desired again, as long as the eligibility requirements for Active Membership are met as above;
    5. Active members, prior to the revision of the by-laws in 2001 are hereby grandfathered to continue as Active Members.

- C. Active Members only may hold office and have the power to vote on all Issues:

Section 4. Affiliate Members:

- A. Affiliate Members shall be physicians, not eligible to be Active Members, but who are making contributions to the fields of child and/or adolescent psychiatry, medicine or development, and are interested in the objectives and purposes of the Society.
- B. Eligibility requirements for new members include, in addition:
  1. Completion of a membership application form; Proof of membership in the Academy; Society, including reasons therefore;
  - Payment of current Society dues

Section 5. Trainee Members:

- A. Trainee Members shall be medical students in a medical school accredited by the Liaison Committee on Medical Education (LCME) or physicians who have been accepted for training in psychiatry or child psychiatry in a training center accredited by the Accreditation Council for Graduate Medical Education (Council) for such training.
- B. Eligibility requirements for new members include, in addition:
  1. Completion of a membership application form;
  2. Proof of acceptance by or current training in a Council-approved child psychiatry training center.
  3. Proof of application to the Academy as a Child Psychiatry Trainee.
  4. Payment of current Society dues.

Section 6. Life Members

- A. Life Members shall be physicians who have been designated Life Members by the Academy
- B. Eligibility requirements for new members include, in addition:
  1. Completion of a membership application form
  2. Proof of Life Membership in the Academy

Section 7. Inactive Members:

- A. Inactive Members shall be former Active Members who, because of a change in their practice, health or other circumstances, no longer wish to remain

Active Members, but who wish to remain affiliated with the Society in good standing.

- B. Eligibility requirements include, in addition:
1. A letter to the Society's Membership Chairperson from an Active Member, requesting Inactive Member status, with the reasons stated therein;
  2. Review of that letter by the Executive Committee at a special or regular meeting of that body when a quorum is present;
  3. If approved by two-thirds of the Executive Committee, a letter to the requesting member from the Membership Chairperson acknowledging acceptance of this change in membership status.

Section 8.

Suspension of Membership:

- A. The Executive Committee shall have the authority, by vote of two thirds of its members when a quorum is present, to suspend the membership of any member for one or more of the following reasons:
1. Current dues are in the arrears more than one year;
  2. Revocation or loss of state licensure or loss of Membership in the American Academy of Child and Adolescent Psychiatry.
- C. If a member is suspended only for non-payment of dues, that person shall be reinstated as a member with previous standing upon receipt of all dues in arrears, provided that he/she remains otherwise eligible as noted herein.
- D. A person whose membership has been suspended for any reason, except for non-payment of dues which are paid subsequently in full, may re-apply for membership after one full year in the same manner as a new member applicant.

## ARTICLE IV

### OFFICERS

Section 1. The Society shall have the following Officers:

- A. Officers of the not for profit corporation CAPSGW shall be: President, President-Elect, Secretary, Treasurer, and an Executive Committee to include the above Officers, the retiring President (who will serve for one year), three Regional Representatives from the regions of Maryland, the District of Columbia, and Northern Virginia. The President, President-Elect, Secretary, and Treasurer shall be elected at every second year to a two-year term of office. The President-Elect, after completing the two-year term shall assume the Presidency.
- B. Regional Representative shall be elected for a two-year term.
- C. The President shall represent the Society as an assembly delegate to the American Academy of Child and Adolescent Psychiatry and as many others as this Society is eligible to send as delegates shall be further elected to those positions and shall be members of the Executive Committee, serving three year terms.
- D. The Executive Committee shall appoint to the Executive Committee a Continuing Medical Education (CME) Chair, Area Training Program Representatives, and an Advocacy Liaison.
- E. The Executive Committee may designate members in good standing to serve on the Executive Committee as Chairs of temporary or permanent subcommittees or initiatives.
- F. If a member of the Executive Committee is unable to serve the full duration of his/her term, a special election may be held to fill the position for the remainder of the term.

Section 2. Duties of the Officers:

Officers hold responsibility for the following duties. These duties may be conducted by the officer individually, or with the assistance of other CAPSGW members or administrative support staff.

- A. The president shall be Chairperson of the Executive Committee and shall preside at general membership meetings. He/She shall also carry out other duties normally undertaken by the president of an organization or as determined by the Executive Committee.
- B. The President-Elect shall act on behalf of the President in his/her absence and shall carry out other duties as determined by the Executive Committee.

- C. The Past President shall carry out duties as determined by the Executive Committee, as well as provide for continuity on that body.
- D. The Secretary shall keep the records of the corporation under the supervision of the President and the Executive Committee, including the permanent record of all minutes of the Executive Committee, which minutes shall be signed by him/her as Secretary. The Secretary shall have charge of all additional books and papers as the Executive Committee may direct, and shall, in general, perform all such duties as are incidental to the office of Secretary of a corporation without profit under the laws of Maryland.
- E. The Treasurer shall have the custody of all the funds and property of the corporation during any period that a bank or trust company shall not be employed as custodian of such fund and property. The Treasurer shall take such steps as may be necessary to collect monies becoming due to the corporation. When necessary and proper the Treasurer shall endorse on behalf of the corporation all checks, notes or other obligations, and evidence of the payment of money payable to the corporation or coming into his/her possession, and shall deposit the funds arising therefrom, together with all other funds of the corporation coming into his/her possession in such banks as may be selected as the depositories of the corporation or properly care for the as the Executive Committee may direct. The Treasurer shall enter regularly in the books belonging to the corporation and to be kept by him/her such purpose an accurate account of all money received and paid on account of the corporation together with all other business transactions. The Treasurer shall perform all duties that are incidental to the office of Treasurer of a corporation without profit under the laws of Maryland, subject, however, at all times, to the direction and control of the Executive Committee and the president.
- F. The Regional Representatives shall carry out duties as determined by the Executive Committee, as well as provide for continuity of that body. The Regional Representatives shall act as liaisons to other child psychiatry and general psychiatry regional organizations in the District of Columbia, Maryland, and Virginia.
- G. The Delegates shall represent the Society in terms of the Assembly of the Regional Organizations of the Child and Adolescent Psychiatry of the Academy in accordance with the By-laws of that organization.
- H. Election of Officers shall be majority of votes cast by eligible members through an electronic ballot prior to the Annual Business Meeting.
- I. The President shall appoint a Nominating Committee composed of three active members. It shall be the duty of this committee to recommend nominees for the various offices and its report shall be made to the members in September of that year. Electronic balloting shall occur in October of that year and results shall be announced via the member listserv. The Nominating Committee is encouraged to nominate more than one member for each position to be filled. The slate of the Nominating

Committee may be supplemented by the names of any eligible members supported by a petition of five voting members. The members of the Nominating Committee shall not be Officers or Members of the Executive Committee, nor shall they be eligible for nomination to Office during their term on the Nominating Committee.

Section 3. The Officers of the Society shall serve without compensation or private benefit of any kind, although the Executive Committee may determine which expenses, incurred by the Officers in the performance of their duties, shall be reimbursed, depending upon the state of the Society's treasury.

Section 4. The Officers shall enter upon their duties beginning January 1 of the year following their election.

## ARTICLE V

### THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall conduct such business as is necessary for the Society between membership meetings as provided in these By-laws and in the normal course of carrying out the objectives of this Society.

Section 2. The Executive Committee shall meet at least six times each year, at a time and place determined by the President, in order to consider any matter of the Society.

Section 3. Voting by the Executive Committee shall be by simple majority of its members when a quorum is present, excluding the President, with the President's breaking any tie votes. A quorum shall be six members of the Executive Committee. (See Article IV, Section 1. For make-up of the Executive Committee.)

Section 4. The Executive Committee shall carry out the responsibilities regarding membership election, Officer vacancies, and other matters noted in these Bylaws, including the appointment of Standing and other Committees determined necessary for carrying out the objectives of this Society.

Section 5. Meetings of the Executive Committee shall be open to the membership of this Society, except as pertains to the suspension of membership, noted in Article III, Section 8, at the Executive Committee's discretion. In addition, upon the vote of two-thirds of the Executive Committee, when a quorum is present, the Executive Committee may close a meeting when discussing other matters deemed by the Executive Committee to be too sensitive for an open meeting.

## ARTICLE VI

### THE TREASURY

Section 1. Dues to be charged for Active, Affiliate, Trainee and Associate Members shall be determined by the Executive Committee but approved by a majority of Active Members at the Annual Business Meeting.

Section 2. Authority to disburse funds rests with the Executive Committee, which may authorize payment of funds to indicated Officers or committee chairpersons or to others who submit bills to the Society. Under such authority, the Secretary-Treasurer will pay out the appropriate sums from the Society's treasury, maintain proper records therefore, and submit reports to the Executive Committee regarding the Society's solvency from time to time.



- Section 3. Dues are payable in January for the year beginning January 1. Dues in arrears more than three months are delinquent and notification to members so delinquent shall be made by May 1.

## ARTICLE VII

### MEETINGS

- Section 1. An Annual Business Meeting of the membership shall be held at which time Society business shall be transacted in accordance with these By-Laws-
- Section 2. Special Meetings of the membership may be called by the Executive Committee or by petition of one-third of the Active Members for any purpose consistent with these By-Laws and the objectives of this Society.
- Section 3. Notice of all membership meetings shall be provided to members at least two weeks in advance thereof, with the purpose, date, place, and time noted therein.
- Section 4.

When it is not feasible for a membership meeting to be held for any reason when the views or opinions of the membership are needed, an email questionnaire may be sent to the membership in lieu thereof, and the Executive Committee shall be authorized thereby to act or represent the Society in accordance with the majority views expressed in the returned questionnaires.

## ARTICLE VIII

- Section 1.

### AMENDMENTS

- Section 2. A proposed amendment to these By-Laws may be initiated by the Executive Committee or by a petition signed by one-fourth of the Active Members and presented to the Executive Committee.

A proposed amendment shall be mailed out to the Active Members within three months of its proposal. Following this notification, the President shall call a Special Meeting of the membership within 45 days, or place the proposal on the agenda of the Annual Meeting if it takes place within that time period, for the purpose of a vote by Active Members present at such a meeting. In the event that a majority of the Executive Committee, voting during a meeting with a quorum of that body present, does not believe it feasible to hold such a membership meeting for this purpose in the prescribed time period, an electronic ballot may be sent out with the proposed amendment following which the Executive Committee shall tally those ballots returned by three weeks following the date the ballots were mailed. In any case, whether by meeting or electronic ballot, a simple majority of Active Members voting will determine the fate of the proposed amendment. The full membership of the Society shall be notified via the listserv as to the outcome of any such voting.

The Secretary-Treasurer shall maintain records of any such voting for a minimum of two years.