

BY-LAWS
OF
THE COLORADO CHILD AND ADOLESCENT PSYCHIATRIC SOCIETY

ARTICLE I

NAME AND OFFICES

- Section 1. The name of the organization is the COLORADO CHILD AND ADOLESCENT PSYCHIATRIC SOCIETY (CCAPS) (hereafter referred to as the Society).
- Section 2. The principal office of the organization shall be at an address designated by the Executive Committee.

ARTICLE II

OBJECTIVES

The objectives of the Society are as follows:

- Section 1. 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 Colorado and those adjacent states from which its membership might be drawn.
- Section 2. To be the Regional Organization of Child and Adolescent Psychiatry represented in the Assembly of Regional Organization 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 Colorado, and nearby states.
- Section 3. To provide programs for on-going education of its membership, in cooperation with other organizations having a similar purpose.
- Section 4. 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 seven classes of membership in the Society:
- A. Active Members
 - B. Affiliate Members
 - C. Trainee Members
 - D. Associate Members
 - E. Honorary Members
 - F. Inactive Member
 - G. Life Members
- Section 2. Election to Membership:
- A. The President shall appoint a Membership Chairperson to determine, from submitted membership applications and any other documents received, the eligibility of applicants for all classes of membership.
 - B. Election to membership shall be by an affirmative vote of two-thirds of the Executive Committee during a regular or special meeting when a quorum (five members of the Executive Committee) is present. Applicants who do not meet the criteria for membership as delineated in Sections 3-7 may reapply for membership to this Society after one year.
 - C. The Membership Chairperson shall arrange to have published at least every two years a complete membership list, according to the seven classes of membership.
- Section 3. Active members:
- A. Active Members shall be physicians who:
 - 1) 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 program accredited by the Accreditation Council for Graduate Medical Education, or who are certified child psychoanalysts by the Psychoanalytic Institute in which they received their child psychoanalytic training;
 - 2) have a professional interest and activity in the field of child and adolescent psychiatry;
 - 3) are licensed to practice medicine in their respective states; and
 - 4) 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; and

- 3) Payment of current Society and Academy 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.

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 adolescent psychiatry, child development or medicine, and are interested in the objectives and purpose of the Society.
- B. Eligibility requirements for new members include, in addition:
 - 1) Completion of a membership application form;
 - 2) Payment of current Society dues.

Section 5. Trainee Members:

- A. Trainee Members shall be medical students or physicians who have been accepted for training in medical school, or in general or child and adolescent psychiatry in a training program accredited by the Accreditation Council for Graduate Medical Education (Council) for such training in the Rocky Mountain Region.
- 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 medical school, or general or child and adolescent psychiatry training program in the Rocky Mountain Region;
 - 3) Proof of application to the Academy as a Trainee or Medical Student Member;
 - 4) Payment of current Society and Academy dues.

Section 6. Associate Members:

- A. Associate Members shall be non-physician child and adolescent clinicians, teachers, or other professionals who are interested in the objectives and activities of the Society, and who wish to join the Society.
- B. Eligibility requirements include, in addition:
 - 1) Completion of a membership application form;
 - 2) Payment of current Society dues.

Section 7. Honorary Members:

- A. Honorary Members shall be clinicians or other persons who have made outstanding contributions to child and adolescent psychiatry, child development and related fields whom the Society wishes to recognize for their work.
- B. Eligibility requirements and election to membership:

- 1) Nomination shall be by two members of the Society, at least one of whom shall be a member of the Executive Committee;
 - 2) Election to membership shall require affirmation by two-thirds of the Executive Committee at a special or regular meeting of that body, when a quorum is present.
- C. Acknowledgement of this membership shall be made at a scheduled or special meeting of the Society or in its Newsletter.

Section 8. 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 Chair acknowledging acceptance of this change in membership status.

Section 9. Life Members:

- A. Life members shall be members who:
- 1) are Life Members or Life Fellows of the Academy; or, who
 - 2) are at least 65 years of age, and have been Members in good standing of the Society for at least 10 years.
- B. Life Members are not required to pay dues.

Section 10. 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 the following reasons:
- a. Current dues are overdue for more than six months.
 - b. Loss of membership in the Academy.
 - c. Inactive, suspended or revoked license to practice medicine.

ARTICLE IV

OFFICERS

- Section 1. The Society shall have the following Officers: President; President-Elect; Past President; Secretary-Treasurer; two Councilors. In addition, there shall be a Delegate or Delegates to the Assembly of Regional Organizations of the Academy, Alternate Delegate or Delegates to the Assembly, State Advocacy Liaison for Colorado, Editor(s) of the Society's Newsletter, and Program Committee, Legislative Committee and Membership Committee Chairpersons. These Officers shall constitute the Executive Committee for the Society. Only Active members shall be eligible to become Officers in the Society.
- Section 2. Terms for these Officers shall be as follows:
- A. President-Elect and Secretary Treasurer: Elected for one year from January 1st for the ensuing 12 months.
 - B. President: Assumed by the President-Elect of the previous year, for one year from January 1st for the ensuing 12 months, may not succeed himself/herself.
 - C. Councilors: One elected each year, for two year terms, from January 1st for the ensuing 24 months, to assure further continuity of the Executive Committee membership; neither may succeed himself/herself.
 - D. Delegate(s) and Alternate Delegate(s): Elected for three year concurrent terms from January 1st for the ensuing 36 months, either or both may succeed himself/herself. In the event that a Delegate is serving on the Academy's Council as an Assembly Member (a two year term) when his/her elected three year term expires, that Delegate's term shall be extended to complete his/her obligation to the Assembly.
 - E. Newsletter Editor: Selected by the President to serve at his/her pleasure, appointed year by year, as long as the Editor is willing to serve.
- Section 3. Nominating Process: A three member Nominating Committee (Active Members) consisting of the President, Past President and President-Elect shall submit a slate of candidates for open Officer positions. In the event that one member is unavailable, the President shall appoint another member of the Executive Committee to serve.
- Section 4. Voting: Active Members shall vote by email or mail and a majority vote in such an election shall determine each of these Officers.
- Section 5. Filling Unfilled Terms: The Executive Committee shall, by majority vote when a quorum is present, fill any vacancies of Officers where unfilled terms cannot be filled for any reason.
- Section 6. Removal from Office: A petition, signed by two-thirds of the Active Members, may remove any Officer of this Society from office.

- Section 7. Duties of the Officers:
- A. The President shall be Chairperson of the Executive Committee and shall preside at Society 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 of 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-Treasurer shall review minutes of all Executive Committee or special meetings; shall ensure maintenance of necessary and proper records relating to the financial matters of the Society; shall advise the Executive Committee about the financial wellbeing of the Society and the feasibility of proposed expenditures; and shall carry out other duties as determined by the Executive Committee.
 - E. The Councilors shall carry out duties as determined by the Executive Committee, as well as provide for continuity on that body.
 - F. Delegate(s) shall represent the Society and its members at the Assembly of Regional Organizations of Child and Adolescent Psychiatry of the Academy in accordance with the By-laws of that organization.
 - G. Alternate Delegate(s) shall, in the absence or disability of the Delegate(s), assume the responsibilities noted for those Officers, relative to the Academy's Assembly; and shall carry out other duties as determined by the Executive Committee. (In the event that the Delegate(s) and the Alternate Delegate(s) are not able to represent the Society at a meeting of the Assembly, the President shall appoint another Active Member of the Society to represent the Society at such a meeting.)
 - H. The Editor of the Society's Newsletter shall arrange for having that Newsletter published at least three times each year at intervals decided upon by the Executive Committee; shall arrange for copies of that Newsletter to be sent to all members of the Society; shall solicit appropriate materials, articles, minutes, reports, etc., for that Newsletter to keep the membership informed of matters pertinent to the Society; and shall carry out other duties as determined by the Executive Committee.

Section 8. Concurrent Officer Positions: Delegate(s) or Alternate Delegate(s) may also be President-Elect, President, Past president, Secretary-Treasurer, or Editor, if so elected or appointed, and vice versa. Persons holding two offices on the Executive Committee shall have only one vote on issues coming before that body.

Section 9. 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 10. Exoneration and Indemnification of Officers, Directors, and Employees: No person acting as an officer or a director or employee of this Society shall incur any personal liability or at any time be held liable for errors of judgment, or mistake of law or fact, or for any loss coming to the Society, or any Member thereof, or to any other person whomsoever, for anything done or omitted to be done in connection with the duties of such officer, director or employee, or in the administration of the affairs of this Society, except through actual fraud or willful misconduct on the part of the officer, director or employee to be charged. The officers, directors and employees of this Society, and their respective legal representatives and estates, shall be and are held harmless and indemnified by this Society from any and all expenses, costs, damages, loss or other liability arising out of, or incurred in connection with, the exercise of such officer's, director's, or employee's duties, or any act or failure to act of an officer, director or employee in connection with the administration of the business of this Society.

ARTICLE V

THE EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall conduct such business as is necessary for the Society 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 five 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 (five members) is present, excluding the President, with the President's breaking any tie votes.
- Section 4. The Executive Committee shall carry out the responsibilities regarding membership election, Officer vacancies, and other matters noted in these By-Laws, including the appointment for Standing and other Committees determined necessary for carrying out the objectives of this Society. The Executive Committee may delegate administrative tasks and decision-making to Committee Chairs or Society staff as necessary.
- Section 5. Meetings of the Executive Committee shall be open to the membership of this Society. However, upon a vote of two-thirds of the Executive Committee, when a quorum is present, the Executive Committee may close a meeting when

discussing matters deemed by the Executive Committee to be too sensitive for an open meeting.

ARTICLE VI

OTHER COMMITTEES

- Section 1. Program Committee: The President shall appoint a Program Committee Chair to plan and otherwise provide for on-going education for the Society's membership, including credit through organizations authorized to grant such credit if feasible. The President may appoint a Co-Chairperson to allow continuity in the leadership of the Program Committee. The President, in consultation with the Chairperson(s), may appoint the remaining members of this committee and shall determine the Committee's responsibilities. The Executive Committee shall determine what funds shall be expended from the treasury by this committee.
- Section 2. Legislative Committee:
- A. The President shall appoint a Legislative Committee to become informed regarding state and national legislative issues which impact upon the mental health and development of, and psychiatric treatment resources available to, children, adolescents and their families in Colorado and nearby states.
 - B. The President shall determine the make-up of this Committee and its Chairperson. The Executive Committee shall determine the scope, purpose, and mission of this committee, as well as a means whereby the activities of this committee shall be held accountable to the Executive Committee. The Executive Committee shall determine what funds shall be expended from the treasury by this committee.
 - C. The Legislative Committee shall not directly carry on propaganda or otherwise attempt to influence legislation, or participate or intervene in a political campaign on behalf of any candidate for public office, in the name of the Society without consultation with and guidance from the Executive Committee, and then only for the purpose of informing legislators and other public officials of pertinent information and data which relates to mental health and development, and psychiatric treatment resources available to (or lacking for) children, adolescents and their families in Colorado and nearby states.
 - D. Nothing in this section shall prohibit individual members of this Society from contacting their government representatives, public officials, or other government officials in order to make their views known or to support individual candidates for public office, so long as members do not represent themselves as spokespersons for the Society regarding these matters.

Section 3. The President shall appoint a Membership Committee and its Chairperson to coordinate membership issues (including review of new applications) with the Academy and with the Executive Administrator.

Section 4. Other Committees: The Executive Committee shall, from time to time, determine the need for other committees, their make-up and responsibilities, budgets (if any), and duration.

ARTICLE VII

THE TREASURY

Section 1. Dues to be charged for Active, Affiliate, Trainee and Associate members shall be determined by the Executive Committee.

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 or Society staff will pay out the appropriate sums from the Society's treasury, maintain proper records, 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. Members who have paid their current dues by the Annual Meeting will receive the discount rate available only to Society members.

ARTICLE VIII

MEETINGS

Section 1. 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 2. Notice of all meetings shall be sent to members at least two weeks in advance thereof, with the purpose, date, place, and time noted therein.

Section 3. 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, a 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 IX

AMENDMENTS

- Section 1. 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.
- Section 2. A proposed amendment shall be sent to Active Members within three months of its proposal. A simple majority of Active Members voting will determine the fate of the proposed amendment. The full membership of the Society shall be notified in the next Newsletter as to the outcome of any such voting. The Society shall maintain records of any such voting for a minimum of two years.

(These By-Laws were originally approved by the membership of this Society at the Annual Meeting on May 19, 1978. Amendments were approved at the Annual Meeting on June 2, 1979. Further amendments were approved by mail or electronic mail ballot in January 1983, February 1984, December 1984, June 1986, September 2001, and February 2015.)