## LOS ANGELES PSYCHOANALYTIC SOCIETY

#### BY-LAWS

#### ARTICLE I: MEETINGS

#### Section 1: Regular Meetings

Regular meetings shall consist of scientific and business sessions. They shall be held monthly, except as otherwise determined by the President, but not less than seven in one calendar year.

#### Section 2: Special Meetings

The President may call special meetings whenever he deems necessary, or upon written petition of at least one-fifth of the membership entitled to vote.

## Section 3: Interval Meetings

The President may, at his discretion, call interval meetings for the presentation of scientific papers or lectures.

# Section 4: Annual Meeting

- (a) There shall be an annual business meeting held in June of each year.
- (b) Such a meeting shall include reports of officers, committees, and representatives, election of officers, committee members and representatives to the Executive Council of the American Psychoanalytic Association.
- (c) Notice of the annual meeting shall be mailed at least ten days in advance.

# Section 5: Business Sessions

- (a) Honorary, active and accredited members shall be entitled to attend business meetings. Guest members shall have the privilege of attending business meetings without the right to vote or hold office.
- (b) The presence of one-third of the members entitled to vote shall be necessary to constitute a quorum.

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(c) Notice of all business meetings shall be mailed at least seven days in advance. Notice of any business meeting shall include the agenda of all important business to be transacted.

## Section 6: Voting

- (a) Voting for election to membership and to office shall be by secret ballot.
- (b) The President may on any other occasion in his judgment, or upon the request of two members, call for a secret ballot. Action on ordinary business shall require a simple majority of members present and entitled to vote.
- (c) A member who is unable to attend a meeting may give his or her proxy in writing to another member who is entitled to vote; such proxy, to be valid, shall not antedate the date of notification of the meeting, and shall be valid for only the announced agenda of the meeting or any designated part thereof.
- (d) The officers of this Society and the representatives to the Executive Council of the American Psychoanalytic Association shall be elected by a majority of members present and eligible to vote.

## ARTICLE II: DUTIES OF OFFICERS

## Section 1: Duties of the President

The President shall be the Chief Executive Officer of the Society; he shall preside, when present, at all meetings of the Society, shall appoint all committees except the Education Committee and shall, in general, perform such duties as are customary for presiding officers and shall be an exofficio member of all committees except the Education Committee. He shall have the power to call regular and special and interval meetings. He may subject to the approval of the membership, appoint and discharge employees or agents of the Society, prescribe their duties, and fix their compensation; he shall, also subject to the approval of the membership, sign contracts and make agreements in the name and on behalf of the Society.

## Section 2: Puties of the Vice-President

The Vice-President shall assume the duties of the President in the latter's absence.

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## Section 3: Duties of the Secretary

The Secretary shall keep the minutes of the proceedings of all meetings of the Society, certify official records, maintain a list of names and addresses of all members, and issue notice of meetings to members; he shall also conduct the correspondence of the Society.

## Section 4: Duties of the Treasurer

The Treasurer shall have custody of all funds, securities, evidences of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Society in a bank or depository. He shall keep in appropriate books, an accurate account of all money received and paid out. He shall render an annual report of the funds, the receipts and disbursements of the Society, or at such other times as requested. He shall have charge of all funds, collect dues and pay expenses of the Society.

#### ARTICLE III: COMMITTEES

## Section 1: Standing Committees

The Standing Committees of the Society shall be the Executive Committee, the Education Committee, the Housing Committee, and the Committee on Public Relations.

## Section 2: Ad Hoc Committees

The President may appoint such other committees for regular or ad hoc duties as are deemed necessary for the efficient functioning of the Society.

## Section 3: Executive Committee

- (a) The Executive Committee of the Society shall consist of the President as Chairman, the Vice-President, the Secretary and Treasurer, and the immediate past President.

  Three members of the Committee shall constitute a quorum-one of the three must be the President or the Vice-President.
- (b) Duties: The Executive Committee shall administer the routine business activities of the Society not otherwise delegated. It shall manage the property, affairs and business of the Society, subject to approval of the Membership. It shall act on interim business between meetings and call Special Meetings when urgent business requires.

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## Section 4: Education Committee

The Education Committee of the Los Angeles Psychoanalytic Society shall be identical with the Education Committee of the Los Angeles Institute for Psychoanalysis.

## Section 5: Membership Committee

The Membership Committee shall consist of the President, Vice-President, the Secretary and the Treasurer of the Society, and three members elected by the membership. The members of the Membership Committee shall be elected for two years, except that of the original Membership Committee, one member shall be elected for one year, one for two years, and one for three years, so that one-third of the Committee shall be elected each year. After this, all are to be elected for three years. The members of the Membership Committee may not succeed themselves. The majority of the Membership Committee shall be non-training analysts. The Chairman, of the Membership Committee shall be the Vice-President of the Society.

## Section 6: Program Committee

The President shall appoint a Chairman of the Program Committee, who shall have the responsibility for arranging the scientific sessions of all meetings, and shall select, with the approval of the President, two members to assist him in his duties.

## Section 7: Nominating Committee

- (a) A Nominating Committee of three members shall be appointed by the President at least sixty days before the date of the Annual Meeting.
- (b) The Nominating Committee shall preferably select one or more candidates for each office and committee member to be filled by election. The names of such nominees shall be circulated in writing to all members at least thirty days before the date of the Annual meeting.
- (c) The Nominating Committee shall select the nominees for the Councilor and Alternate Councilor of the Society to the Executive Council of the American Psychoanalytic Association. They shall be elected in conformity with the By-Laws of the American Psychoanalytic Association. The Councilor shall serve for two years.
- (d) Any seven voting members of the Society may submit to the Chairman of the Nominating Committee in writing the name of a nominee for any elective office after the written notice of the nominees has been circulated. Such a nominee must be presented (as having been nominated by petition) at the Annual Meeting. The consent of any nominee must be obtained before nomination.

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#### ARTICLE IV: FEES AND DUES

Section 1: Active and Accredited Members shall pay dues and assessments as recommended by the Executive Committee subject to approval of the Membership.

Affiliate Members shall pay an annual fee as recommended by the Executive Committee subject to the approval of the Membership.

Honorary Members shall pay no dues and are not eligible to vote or hold office.

Retired or inactive members who are not eligible to vote or hold office need not pay dues.

Section 2: Dues for each calendar year shall be payable in January of that year.

Section 3: The fiscal year shall run from the Annual Business Meeting of one year to the Annual Business Meeting of the next year.

Section 4: Proposed expenditures of over \$100.00 shall be submitted to the Society for approval.

## ARTICLE V: ADMISSION TO MEMBERSHIP

Section 1: Candidates of the Los Angeles Institute for Psychoanalysis, upon satisfactory completion of their training, shall after receiving authorization by the Education Committee, make application to the Society for membership in the Society. Upon receipt of this application, the Secretary shall send to all members notice of it and request any pertinent information regarding the applicant. He shall also announce the candidate's application for membership at the next business meeting of the Society.

The Membership Committee of the Society shall make a careful study of the applicant's character, reputation and fitness, using all suitable methods to obtain relevant data and make its recommendations to the Society.

The election to membership shall then take place at the next subsequent business meeting of the Society, by three-fourths of the members present and qualified to vote.

Section 2: A member of an affiliate Society of the American or International Psycho-Analytical Association wishing to transfer his membership to the Los Angeles Psychoanalytic Society will ordinarily be granted the status of Guest for a minimum of one year prior to eligibility for membership. Members of less than five years standing may remain guests for two years. All guests will be invited to participate actively in scientific meetings during this period and possibly to contribute a scientific paper.

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They shall have the right of attending and participating in business meetings without the right to vote or hold office. After the period of Guest Membership, the Membership Committee shall make its recommendations to the Society after making the same careful study of the applicant's character, reputation and fitness as for new members, and the election to another category of membership shall then take place at the next subsequent business meeting of the Society, by three-fourths of the members present and qualified to vote.

#### ARTICLE VI: DISCIPLINE

Section 1: In the event of known violation of the Constitution and By-Laws of this Society by a member, or in case of information or belief to the effect that the member has engaged in activity prejudicial to the best interests of the Society or of psychoanalysis, charges may be preferred by any two voting members in good standing of this Society; provided, however, that these charges and the supporting evidence, in affidavit form, shall be submitted in writing to the Secretary.

Upon receipt of such charges, the Executive Committee is required to investigate thoroughly the charges and the evidence. A report of these charges along with their recommendations may be presented to the Membership, if it is warranted.

Section 2: Any member so accused shall be given the opportunity to be heard in person both by the investigating committee and by the Society before final action is taken.

Section 3: No attorney employed by the accused member, by the investigating committee, or by any member of the Society shall be permitted to be present at any of the meetings at which the charges against the member are heard or discussed.

Section 4: A three-fourths majority vote of the voting members of the Society shall be required to carry out the recommendation of the investigating committee. In case of failure of such recommendation to be carried, the Society shall decide what further action shall be taken.

Section 5: Any ruling of the Executive Council or the Board on Professional Standards of the American Psychoanalytic Association affecting a member's status in the American Psychoanalytic Association shall also apply to the member's status in this Society.

#### ARTICLE VII: AMENDMENTS

Amendments to these By-Laws may be proposed in writing by not less than ten members entitled to vote at any business meeting of the Society. The adoption of the proposed amendment shall be submitted to a vote at the next business meeting, notice of which shall be mailed to the members not less than ten days prior to the meeting and shall state the text of the proposed amendment. Adoption of an amendment to these By-Laws shall require a majority of three-fourths of the members present and eligible to vote.

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