

LOS ANGELES INSTITUTE FOR PSYCHOANALYSIS

LOS ANGELES PSYCHOANALYTIC SOCIETY

To: All Members

From: Maimon Leavitt, M. D.  
Secretary, Institute  
President, Society

Persuant to the action of the Board of Trustees of the Los Angeles Institute and the membership of the Los Angeles Psychoanalytic Society there will be a meeting on January 26, 1967, at 7:30 p.m., for the election of initial officers and of the members of the Membership Committee as prescribed under the new By-Laws of the Los Angeles Psychoanalytic Society and Institute (see Chapter one, Article 6, Section 12). As detailed therein, the President-Elect, President, Past-President, Secretary, Treasurer, Executive Councilor and Alternate Councilor and members of the Membership Committee will at this meeting, be nominated directly from the floor and elected to the respective offices. Since there will be no nominating committee, nominating petitions, nor proxies, it is most important that the members attend this meeting and do so prepared to elect and install the new elective officers.

In this meeting, following the above business, such additional business may be undertaken as deemed appropriate by the new officers.

All members are strongly urged to attend in order that the reorganized Society-Institute may truly reflect the aims and purposes of the members and be built on the broadest and strongest foundation possible.

(Enclosed are four pages containing the amendment to the new By-Laws adopted by the Board of Trustees at its January 12, 1967, meeting. These new pages should replace pages 23, 24, 26, and 27 in the proposed By-Laws already mailed to you.)

(d) Conduct the psychoanalysis of candidates, as set forth in Article VI of this Chapter;

(e) Supervise candidates' cases, as set forth in Article VI of this Chapter.

### ARTICLE III

#### Faculty Meetings

Faculty Meetings must be called no less often than annually and in all events within thirty days of a request therefor made by any three members of the Coordinating Council. Meetings shall be called by the Director of Education, or in his absence by the Assistant Director of Education.

Section 1 - The Annual Meeting shall be held between April 1 and May 25 of each year, upon not less than fifteen days' written notice. The meeting shall include a business meeting, and in addition to such other business as may properly be brought before it, the Faculty shall at that time:

(a) Nominate a Director of Education for election in accordance with Article VIII of Chapter One;

(b) Nominate an Assistant Director of Education for election in accordance with Article VIII of Chapter One;

(c) Elect from the Analyzing Instructors one or two fellows to the Board of Professional Standards of the American Psychoanalytic Association in the event that either the Director and/or the Assistant Director are ineligible to serve;

(d) Elect from the Analyzing Instructors two alternate fellows to the Board of Professional Standards of the American Psychoanalytic Association.

(e) Elect the chairmen of the standing committees of the Faculty as set forth in Article IV of this Chapter.

Section 2 - All other meetings shall be called upon not less than fifteen days' written notice, provided that if the Director of Education and three other members of the Coordinating Council so request, a meeting may be called upon not less than five days' written notice.

Section 3 - At all meetings the Faculty shall consider such matters as may be brought before it, but in no event shall a matter not on the agenda be brought to a vote. All notices of meetings must include the agenda.

### ARTICLE IV

#### Standing Committees of the Faculty

Each standing committee of the Faculty shall be composed of six Faculty members, each of whom shall serve four years. Only Senior Faculty members may be appointed to committees, except that

in those cases where the Coordinating Council determines there is not available an adequate number of Senior Faculty members, Associate Faculty members may be appointed. The chairman of each such committee shall be elected every second year by the Faculty from those Senior Faculty members of each such committee who have served at least one year and have at least two years of service remaining on that committee. No member shall serve on more than one standing committee at one time, and no member shall serve more than four consecutive years on any one standing committee. The standing committees are as follows:

Section 1 - The Admissions Committee, which shall:

- (a) Examine and act upon applications for psychoanalytic training;
- (b) Establish and revise as appropriate the admissions procedures for psychoanalytic training;
- (c) Recommend to the Coordinating Council appropriate professional relations activities;

Section 2 - The Faculty Committee, which shall:

- (a) Encourage and foster teaching;
- (b) Act upon applications for Faculty membership as set forth in Article I of this Chapter;
- (c) Review at regular intervals the eligibility of each Assistant and Associate Faculty member for elevation to Associate and Senior Faculty member status, respectively, and make appointments to such status;
- (d) In special cases, in conjunction with the Coordinating Council, recommend to the Board of Directors the assignment of certain Faculty functions to retired faculty members, such functions, however, not to include the Psychoanalysis of candidates;
- (e) Consider and act upon applications for leave;
- (f) Consider teaching appointments for special subjects, as recommended by the Curriculum Committee, and make appropriate interim teaching appointments;
- (g) In conjunction with the Coordinating Council, as set forth in Section 2 of Article V of this Chapter, consider applications for authorization to psychoanalyze candidates, and make appropriate recommendations to the Board of Directors;
- (h) In conjunction with the Coordinating Council, recommend to the Board of Directors revocation of teaching appointments or

- (b) Evaluate and refer to the Faculty Committee with appropriate recommendations for interim teaching appointments those who can present special subject of value to the teaching program;
- (c) In cooperation with the Professional Education Committee, provide guest lecturers.

Section 5 - The Committee for Special Projects, which shall:

- (a) Periodically evaluate the function and operation of the Faculty and provide appropriate reports and recommendations for modifications and improvements;
- (b) Serve as a general review and planning committee;
- (c) Undertake ad hoc functions assigned to it by the Director of Education, such as the development of scholarship, loan and grant programs;
- (d) Maintain and advance the liaison between the Faculty and other psychoanalytic, psychiatric and medical groups;
- (e) Prepare the undergraduate education section of the annual catalog and maintain the manuals of the Faculty.

Section 6 - Initial Committee Formation. Immediately upon the election of the initial officers of the Society-Institute, the entire Faculty will be convened by the Secretary for the following two purposes: (a) The election by the Faculty of the initial Director of Education and Assistant Director of Education, in accordance with Section 12(f) of Article VI of Chapter One; and (b) The election by the Faculty of three other Senior Faculty members, who, together with the Director of Education and the Assistant Director of Education shall function as an ad hoc committee; this ad hoc committee shall have as its sole function the appointment of the initial members of the committees of the Faculty.

All of the members of each such initially appointed committee shall either by mutual agreement among themselves or by the drawing of lots be designated to serve staggered terms of one, two, three, or four years respectively on that committee.

Immediately upon the appointment of the committee members, each committee will elect from among its members who have at least two years service remaining on that committee, one who shall serve as chairman. Their tenure will be for one or two years as determined by the procedure set forth below in this Section.

The initial Coordinating Council will consist of the initial chairmen of the standing committees, the Chairman of the Child Analysis Program,

the Assistant Director of Education, and the Director of Education who will serve as the Chairman. The Coordinating Council will by mutual agreement among themselves or by the drawing of lots designate three of the chairmen of standing committees to serve two years and two of the chairmen of standing committees to serve one year, thus instituting, after the initial year, staggered two-year terms for chairmen of standing committees.

ARTICLE V  
Faculty Councils

Section 1 - The Coordinating Council shall be composed of the chairmen of each of the standing committees of the Faculty, the Director of Education, the Assistant Director of Education, and the Chairman of the Child Analysis Program. This Council shall:

- (a) Provide to the Board of Directors such reports, information and recommendations concerning the function of the Faculty and the education of the candidates as the Board of Directors may from time to time require;
- (b) Coordinate and supervise the functions and duties of the standing committees of the Faculty;
- (c) Provide counsel and recommendations to the Director of Education and the Assistant Director of Education;
- (d) Appoint all members of standing committees of the Faculty; provide from time to time as circumstances require, appropriate rules and regulations governing membership on committees, rotation from committee to committee, and such other administrative details relating to the Faculty and its functions as are not set forth in these By-Laws;
- (e) Constitute the "Education Committee," within the meaning of that term as used in the rules and regulations of the American Psychoanalytic Association, and govern the relationship of the Faculty to the Board of Professional Standards of the American Psychoanalytic Association;
- (f) Guide the regular fiscal matters of the Faculty in cooperation with the Treasurer;
- (g) Exercise the authority of the Faculty to graduate candidates, after consideration of the recommendations of the Candidates' Evaluation Committee;
- (h) Establish and implement a Child Analysis Program.

Section 2 - The Certification Council shall consist of the Faculty Committee and the Coordinating Council sitting as a single body. This Council shall consider the qualifications of eligible Faculty members