

**IOWA PSYCHIATRIC PHYSICIANS SOCIETY  
BYLAWS**

**CHAPTER I – NAME, PURPOSE, LEGAL IDENTITY**

Section 1. Name.

The name of this organization shall be the Iowa Psychiatric Physicians Society (herein after referred to as the “District Branch”) of the American Psychiatric Association., (herein after referred to as the “Association.”)

Section 2. Purposes and Objectives.

The purposes for which the District Branch is organized are: (a) to promote the common professional interests of its members; (b) to improve the treatment, rehabilitation, and care of persons with mental disorders; (c) to advance the standards of all psychiatric services and facilities; (d) to promote research, professional education in psychiatry and allied fields, and the prevention of psychiatric disabilities; (e) to foster the cooperation of all who are concerned with the medical, psychological, social, and legal aspects of mental health and illness; (f) to make psychiatric knowledge available to practitioners of medicine, to scientists, and to the public; (g) to promote the best interests of patients and those actually or potentially making use of mental health services; and (h) to advocate for its members.

Section 3. Legal Identity.

The District Branch is organized exclusively as a professional organization not organized for profit, within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986, as amended. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

Section 4. Dissolution.

In the event of dissolution, all assets of this District Branch shall be forthwith distributed to the Association solely for scientific and educational purposes.

Section 5. Territorial Jurisdiction.

For the objectives stated above, the territorial jurisdiction of the District Branch shall be delimited by the boundaries of the state of Iowa.

**CHAPTER II – MEMBERS**

Section 1. Requirements.

Requirements for membership in the District Branch shall be the same as those for the Association at the time of application.

Section 2. Qualifications.

Any physician who is eligible for the categories of membership below shall be eligible for membership.

### Section 3. Categories of District Branch Members.

There shall be the following categories of members in the District Branch who are to qualify according to the standards and procedures of the Association as set forth in Association.

- (a) Medical Student Members shall be physicians-in-training who are enrolled in a school of medicine or a school of osteopathic medicine.
- (b) Resident-Fellow Members shall be physicians who have been accepted into and are active in an approved psychiatric residency training program. Resident-Fellow Members status shall not exceed six years, and upon completion of approved residency training, Resident-Fellow Members shall be advanced to General Membership.
- (c) Associate Members shall be physicians who have completed at least one year of acceptable full-time training or experience in psychiatry, and who were granted Associate Membership status in the Former Association by December 1989, but are not eligible for Resident-Fellow Members or General Membership categories. Associate Members must either have a valid license to practice medicine or hold an academic, research, or governmental position that does not require licensure.
- (d) General Members shall be physicians who have completed acceptable training and who have either a valid license to practice medicine or hold an academic, research, or governmental position that does not require licensure.
- (e) Fellows shall have been General Members for at least eight years and shall have made a significant contribution to the field of psychiatry. Fellows must have either a valid license to practice medicine or hold an academic, research or governmental position that does not require licensure. At its discretion, the Association's Board of Trustees, upon recommendation of the Association's Membership Committee, may waive the requirement for eight years as a General Member. The criteria and procedures for nomination of General Members for Fellowship shall follow the Association's guidelines. Election of Fellows is by the Board of Trustees of the Association upon recommendation of the Association's Membership Committee.
- (f) Distinguished Fellows shall be physicians who have made significant contributions to psychiatry or related fields. The criteria and procedures for nomination of General Members for Distinguished Fellowship shall follow the Association's guidelines. Election of Distinguished Fellows is by the Board of Trustees of the Association upon recommendation of the District Branch and the Association's Membership Committee.
- (g) Life Status. Life Associate Members, Life Members, Life Fellows and Distinguished Life Fellows shall be those in their respective categories whose years of active membership in the District Branch plus age at the start of the fiscal year shall equal 95 (Rule of 95). No individual shall be eligible for the rule of 95 after the 2021 renewal year. After 2021, Life Status will be an honorary designation that can be achieved by either (i) being a member for 30 or more years; or (ii) paying lump sum dues to become a member for life.
- (h) Inactive Status. Inactive Members and Fellows shall be those whom the Executive Council has, for sufficient reason, excused from paying dues.

- (i) Semi-Retired and Retired Status. Semi-Retired Members shall be those Members who attest through an opt-in that they are near retirement age and work less than 15 hours per week in any administrative or clinical role(s) (i.e. across all settings). Retired Members shall be those Members who attest through an opt-in that they have reached retirement age and are fully retired from all administrative and/or clinical responsibilities.

#### Section 4. Voting.

The right to vote shall be the same as in the Association Bylaws. Members with voting rights are: Resident-Fellow Members, General Members, Fellows, Distinguished Fellows, Life Members, Life Fellows, and Distinguished Life Fellows. All other categories of membership are non-voting. Each voting member shall have one vote.

#### Section 5. Continuing Education.

To maintain membership in good standing all members, except as exempted by the Executive Council, are required to participate in continuing education according to the standards of the Association.

#### Section 6. Dues Requirements.

Every General Member, Fellow, Distinguished Fellow, Associate Member, and Resident-Fellow Member shall pay both dues and assessments as determined by the District Branch. Any member in arrears for one full calendar year in paying his dues or other assessments may forfeit his or her membership.

#### Section 7. Dismissal and Resignations of Members.

- (a) Any dues-paying member who fails to pay all dues and assessments of the Association or the District Branch may forfeit his or her memberships.
- (b) Any member found by the Council, after due hearing to which he or she has been invited, to be unsuitable for continued membership for adequate reason, shall be notified in writing of the proposed action of dismissal. After (30) day's notice, the member may be dismissed by the affirmative closed ballot vote of three-fourths of the voting members preset at a closed meeting, a quorum being present. A member dismissed from the District Branch may appeal to the Association's Board of Trustees as described in its Operations Manual.

#### Section 8. Election to Membership.

A Committee on Membership, consisting of members, shall be appointed by the President.

- (a) Applications for membership in the District Branch shall be made in accordance with procedures established from time to time by the Association's Board of Trustees through its Membership Committee and outlined in the Association's Operations Manual.
- (b) Membership actions will become effective after initial approval by the Association's Board of Trustees and with input from the District Branch Membership Committee if provided within the specified time period.
- (c) Categories of membership and qualifications thereof in District Branches shall be consistent with those of the Association.

Section 9. Inactive Status and Dues Waiver.

The Executive Council in its sole discretion may place members from any category in inactive status, excuse payment of dues, and waive or reduce dues of members. However, the intent of inactive status or dues waiver is that it be limited to those Members who have had an event that temporarily impacts their ability to work (such as a serious illness), and shall not be used to accommodate Semi-Retired or Retired Members after 2021.

Section 10. Transfer and Advancement.

Procedures for transfer of membership between the District Branch and other Association District Branches and for advancement of membership shall be established by the Association's Board of Trustees. In the event of such a transfer or advancement being denied, any appeal shall be conducted in accordance with procedures to be established from time to time by the Association.

Section 11. Application of Fellows and Nomination for Distinguished Fellows.

Application of General Members for fellowship status is primarily the responsibility of the Association. Nomination of General Members or Fellows for distinguished fellowship status is primarily the responsibility of the District Branch. Election of Fellows and Distinguished Fellows is by the Association's Board of Trustees upon recommendation of the APA Membership Committee.

### **CHAPTER III – OFFICERS**

Section 1. Officers.

The officers shall be: President, President-Elect, and Secretary/Treasurer.

Section 2. Nomination Procedures.

All officers, the Representatives to the Assembly of the Association, and the Member-at-Large shall be elected in the following manner:

- (a) A Nominating Committee, composed of at least five (5) members, of which no more than three(3) may be members of the Executive Council of the District Branch, who shall be appointed by the President and announced to the District Branch.
- (b) Only members eligible to vote shall be eligible for nomination and election to office.
- (c) The Nominating Committee will present its recommendations to the District Branch at the general business meeting.
- (d) At the general business meeting, the President will accept further nominations, if any, from the members present at the meeting. If there is no contest for any office after nominations are received, the President may call for an immediate vote of the membership and unanimous election of the slate may be effected.
- (e) After nominations have been received at the general business meeting and if there is a contest for one or more offices, the election will be conducted in the following manner:
  - 1. The Executive Director, as guided by the Secretary/Treasurer will, within thirty (30) days, send to all members eligible to vote an e-mail ballot that will contain all nominations and specify a deadline for return.

2. All ballots to be counted must be returned to the District Branch headquarters by the specified date.
3. The Executive Council of the District Branch will tabulate the ballots and the President will announce the number of votes for each candidate.
4. The candidate for each office receiving the greatest number of votes shall be declared elected.
5. The election results will be announced in the next issue of the newsletter and at the next meeting of the District Branch.

### Section 3. Duties and Terms of Officers and Others.

The duties and terms of the elected officers, the Representatives to the Assembly of the Association, and the Member-at-Large shall be as follows:

- (a) The President is the Executive Officer of the District Branch. He or she shall preside at all meetings of the membership and of the Executive Council and shall otherwise perform such duties as are customary for presiding officers. The term of office shall be two years. The President shall appoint all committee members.
- (b) The President-Elect, in the absence of the President, shall perform the duties of the President. The President-Elect shall assist the President by acting as overall coordinator of all committee functions. He or she shall assume the office of President as of the last day of the Association Annual Meeting. The term of office shall be two years.
- (c) The Secretary/Treasurer shall keep a record of the proceedings of all meetings of the District Branch and of the Executive Council; keep a list of the members; issue notices for all meetings; notify officers and members of committees of their election or appointment; and certify all official records. The Secretary/Treasurer shall have charge of all funds and monitor Association collection of all dues. He or she shall pay all expenses of the District Branch by and with the consent and approval of the membership. He or she shall make an annual report to the District Branch at the general business meeting of the transactions of income and expenditures of the District Branch during the past fiscal year. He or she shall sign all checks of the District Branch. These duties may be delegated to contractual services and carried out under Standing Rules of the Executive Council. The term of office shall be three years.
- (d) Two Representatives to the Assembly of the Association shall represent this District Branch in the Assembly, and/or its subgroups, at all official meetings of the Association and report back to the District Branch. They shall vote the consensus of the membership on important issues as instructed by the Executive Council. Each Representative serves a three-year term. A Representative may serve a maximum of two (2) consecutive terms (six years) and may be elected again after a lapse of one year. The terms of the two Representatives shall be staggered, with one Representative being elected in an odd numbered year and the other being elected in an even numbered year.
- (e) The Member-at-Large shall serve as a liaison between the membership and the Executive Council. He or she shall be available for consultation and assistance in resolving problems and disputes related to professional and/or practice matters. The term of office shall be two years.

Section 4. Vacancy.

The President, President-Elect, Secretary/Treasurer, Representatives to the Assembly and the Member-at-Large may resign his/her elected position by submitting a resignation to the Executive Council. If a vacancy occurs in one of the offices, the following will apply:

- (a) In the event the office of President becomes vacant, the President-Elect will assume the office of President for the remainder of the year and then will begin his or her term as President.
- (b) If the office of President-Elect becomes vacant, the President will request the Nominating Committee to meet at an early date for the purpose of selecting one or more candidates for President-Elect. As soon as practical, at a regular or special meeting, a new President-Elect will be elected.
- (c) If the position of a Representative to the Assembly becomes vacant, the District Branch shall appoint a Representative to the Assembly who will assume the duties of the office until the next Association's Annual Meeting, when a new Representative to the Assembly shall be elected.
- (d) In the event any other elective position becomes vacant before expiration of a term, the Executive Council shall elect a member to serve the unexpired term.

Section 5. Assumption of Office.

All officers and other elected officials shall assume their respective offices at the close of business on the last day of the Association's Annual Meeting.

Section 6. Recall.

A recall election procedure may be initiated by either a majority vote of the Executive Council or by a petition signed by twenty members eligible to vote of the District Branch and presented to the Executive Council. The petitioners shall set forth the reasons for initiating the petition and this shall be forwarded to the Secretary/Treasurer with a copy to the officer in question. The Secretary/Treasurer (if the Secretary/Treasurer is the subject of this recall, the President shall act for the Secretary/Treasurer) shall within thirty days prepare a ballot and e-mail it to all members eligible to vote. If fifty percent of those voting favor recall of the officer, he or she shall be removed from office.

**CHAPTER IV - MEETINGS**

Section 1. General.

There will be one general business meeting each year at which time elections will be held and annual reports made. This meeting will be held at such time and place, as the Executive Council shall determine.

Section 2. Special.

Special meetings may be called at any time by the Executive Council, providing due notice by the Executive Director is sent to the membership. Such notice shall include purpose for which the meeting is being called.

Section 3. Notice.

Notice for the general meetings or special meetings shall be made at least fourteen days in advance of the meeting.

Section 4. Quorum.

The quorum shall be as follows:

- (a) For general or special meetings of the District Branch, a quorum shall be twenty members who are eligible to vote.
- (b) The quorum for the Executive Council and all committees shall be a majority of that body.

Section 5. Telephone/E-mail Communications; Action Without Meeting.

Members of the Executive Council may participate in a meeting of the Council by means of conference telephone or e-mail by means of which all persons participating in the meeting can communicate with each other, and such participation shall constitute presence in person at such meeting. Any action required or permitted to be taken at any meeting of the Executive Council may be taken without a meeting if all members of the Executive Council consent thereto in writing and the writing or writings are filed with the minutes of proceedings of the Executive Council.

**CHAPTER V - GOVERNING BODY**

Section 1. Executive Council.

The Board of Directors also known as the Executive Council shall be the President, President-Elect, Secretary/Treasurer, Immediate Past President, Representatives to the Assembly of the Association, one Member-at-Large, and the Chairpersons of the following standing committees:

- (a) Articles and Bylaws
- (b) Education
- (c) Ethics
- (d) Internal Communications
- (e) Legislative
- (f) Membership
- (g) Nominating
- (h) Public Affairs
- (i) Standards and Economics
- (j) Resident-Fellow Member
- (k) Early Career Psychiatrist

Section 2. Duties of the Executive Council.

The Executive Council shall have the following duties:

- (a) Oversee and conduct the regular business and financial affairs of the District Branch between business meetings of the District Branch in accordance with the Articles of Incorporation and the Bylaws of the District Branch.
- (b) Establish the procedures for auditing the financial transactions of the District Branch.

- (c) Have the authority to obtain the necessary staffing to enable the District Branch to achieve its goals and objectives.
- (d) Between meetings of the Executive Council, the President and either the President-Elect or the Secretary/Treasurer shall have the authority to take necessary actions on behalf of the District Branch. If any executive action would encumber more than \$500 of District Branch funds then such action must receive approval of a majority of the elected officials on the Executive Council. The President shall report all executive actions taken under this authority to the next Executive Council for its approval and shall so report to the next business meeting.

## **CHAPTER VI – COMMITTEES**

### Section 1. Standing Committees.

There shall be the following standing committees: Articles and Bylaws, Education, Ethics, Internal Communications, Legislative, Membership, Nominating, Public Affairs, Standards and Economics, Resident-Fellow Member, and Early Career Psychiatrist. The functions and procedures of such standing committees shall be established from time to time by the Executive Council and published in the District Branch’s Operations Manual.

### Section 2. Other Committees.

Other organizational components of the District Branch may be established as determined by the Executive Council.

### Section 3. Makeup and Term.

The President shall designate the chairperson and members of each committee and organizational entity from the eligible voters with terms of office coinciding with that of the appointing President.

### Section 4. Rules.

The following rules shall apply as they apply to committees and members:

- (a) Each Committee or organizational entity shall file a written report at the general business meeting outlining its activities and accomplishments for the preceding year.
- (b) No member of the District Branch or organizational unit thereof shall speak in the name of or encumber the funds of the District Branch unless such power is specifically granted by a formal action of the Executive Council.

## **CHAPTER VII - FISCAL YEAR AND DUES**

### Section 1. Fiscal Year.

The fiscal year of the District Branch shall be the calendar year.

### Section 2. Dues.

Dues will be set annually by a majority vote of the members present at either a general meeting or a special meeting upon recommendation of the Executive Council.

Section 3. Dues Exempt.

Resident-Fellow Member, General Members, Associate Members, Distinguished Fellows and Fellows will pay District Branch dues as set by the membership. Any other category of membership is dues exempt. Resident-Fellow Members shall be dues exempt for just the first year of membership.

**CHAPTER VIII - ETHICS AND DISCIPLINARY PROCEDURES**

Section 1. Ethical Code.

All members of the District Branch shall be bound by the ethical code of the medical profession, specifically defined in the *Principles of Medical Ethics of the American Medical Association* and in the Association's *Principles of Medical Ethics With Annotations Especially Applicable to Psychiatry*.

Section 2. Handling Complaints.

Complaints charging members of the District Branch with unethical behavior or practices shall be investigated, processed, and resolved in accordance with procedure recommended and approved by the Assembly and the Board of Trustees of the Association and published in the Operations Manual. The name of a member who resigns during an ethics investigation may be reported to the membership.

**CHAPTER IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of The Standard Code of Parliamentary Procedure by Alice Sturgis shall govern the District Branch in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the District Branch may adopt.

**CHAPTER X - AMENDMENTS TO THE BYLAWS**

Bylaws may be adopted or amended by a majority vote at any general meeting or special meeting provided written notice of the proposed changes has been given to the membership by the Executive Council at least thirty days preceding the proposed action.

Approved by Executive Council and Membership

Date: October 10, 2003

Amended October 28, 2005 – Chapter III Meetings

Amended October 24, 2008 – Parliamentary Authority

Amended October 13, 2017 – Revisions as noted on page 10

Amended October 11, 2019 – Revisions as noted on page 11

## AMENDMENTS TO THE BYLAWS OF THE IOWA PSYCHIATRIC SOCIETY

OCTOBER 13, 2017

The following amendments to the October 2008 Bylaws of the Iowa Psychiatric Society (IPS) were reviewed and approved by the membership at the IPS Business Meeting at the Radisson Hotel in Coralville, Iowa, on October 13, 2017.

- *Chapter I – Name, Purpose, Legal Identity.* This new Chapter is added to comply with APA’s Model District Branch Bylaws.
- Subsequent Chapter numbers have been changed. Typos in the current Bylaws have been corrected. Formatting has been adjusted so that it is uniform throughout the document.
- 2008 Bylaws make a reference to “Assembly of District Branches.” The current term is just “Assembly.”
- The term “Member-in-Training” has been replaced with “Resident-Fellow Member.”
- The current Bylaws make a reference to “the Representative” and “the Deputy Representative” to the Assembly. With the recent reorganization of the Assembly, Iowa Psychiatric Society now has two Representatives. There is no longer a position of Deputy Representative. The revised Bylaws reflect this change.
- *Chapter III – Officers, Section 3 (d).* Add length of terms (3 years), number of consecutive terms (two), and staggering of terms of Representatives.
- *Chapter III – Officers, Section 3 (e).* Reducing the term of the Member-at-Large from 3 years to 2 years.
- *Chapter III – Officers, Section 4, Vacancy.* Delete the item related to a position being deemed vacated for failure to attend two meetings of the Executive Council.
- *Chapter III – Officers, Section 6, Recall.* Add language about petitioners setting forth reason for petition.

## Amendments to the Bylaws of the Iowa Psychiatric Society

October 11, 2019

The following amendments to the October 2017 Bylaws of the Iowa Psychiatric Society were approved by the Executive Council of the Iowa Psychiatric Society. These proposed amendments were then posted for 30 days on the IPS website, as well as shared electronically with the IPS membership. The amendments were reviewed and approved by the membership at the IPS Business Meeting at the Radisson Hotel in Coralville, Iowa, on October 11, 2019.

- To be consistent with *Chapter 1, Section 1*, the name “Iowa Psychiatric Society” was changed throughout the document to simply “District Branch.”
- To be consistent with *Chapter 1, Section 1*, the name “American Psychiatric Association” was changed throughout the document to simply “Association.”
- *Chapter 1, Section 2*, deleted the parenthetical phrase “including intellectual disability and substance related disorders” following the term “mental disorders.”
- *Chapter 2, Section 3*, the specific listing of several member categories in paragraph one was removed so this section could fluctuate to match the APA Bylaws.
- *Chapter 2, Section 3, Item (g)*, recent changes to the “Rule of 95” have been added.
- *Chapter 2, Section 3, Item (i)*, new language related to “Semi-Retired and Retired Status” has been added.
- *Chapter 2, Section 9*, the language related to “Inactive Status and Dues Waiver” has been changed to match APA Bylaws.
- *Chapter 3, Section 2, Item (e)*, was changed to reflect that the Executive Director will send an “e-mail ballot” for election, rather than a mail ballot.
- *Chapter 3, Section 6*, changed the current “mail ballot” to “e-mail” ballot.
- *Chapter 4, Section 3*, deleted the maximum time required for the notice of a meeting.
- *Chapter 4, Section 5*, changed the term “Executive Committee” to the more accurate “Executive Council.”
- A few minor punctuation errors were corrected.

Respectfully submitted,

Bhasker J. Dave, M.D., D.L.F.A.P.A.  
Chair, Articles and Bylaws Committee  
Iowa Psychiatric Society

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