

## By-Laws of The Philadelphia Neuropsychology Society

### **Article 1. Name**

The name of the Organization shall be the Philadelphia Neuropsychology Society, hereafter referred to as PNS.

### **Article 2. Purposes**

The primary purposes of PNS are (1) to provide for the dissemination and exchange of information relating to Neuropsychology; (2) to promote the professional development of the Membership; and (3) to advance the discipline and science of Neuropsychology. To accomplish the stated purposes as a nonprofit organization, PNS will:

1. Conduct annual educational programs which include, but are not limited to, symposia, lectures, and workshops;
2. Represent the profession, practice and science of Neuropsychology before governmental, professional, and voluntary organizations, and to the general public.

### **Article 3. Membership**

#### **A. Qualifications and Privileges**

Membership is open to professionals (Full Member), post-doctoral fellows (Post-doctoral Member), and students (Student Member) with an interest in brain-behavior relations. The Corresponding Secretary of PNS shall maintain a current roster of all members in good standing. All Full Members on the membership roll are (1) entitled to a vote on any issue called for by the President and (2) receive Neuropsychology and the PNS Newsletter for the calendar year. Post-doctoral and Student Membership entitles registered post-doctoral fellows and students to reduced admission to all PNS special events and a subscription to the Newsletter. Post-doctoral and Student Members are also eligible for nomination to the following PNS Board positions: Webmaster and Recording Secretary. Post-doctoral and Student Members are not entitled to vote, nor do they receive Neuropsychology. Membership in PNS reflects the member's interest in brain-behavior relations and shall not be construed as constituting a credential of expertise in this area.

#### **B. Membership Meetings**

All regularly scheduled business meetings of PNS are open to any Member to attend. One meeting during the spring of each year shall also be designated at a general membership meeting. The PNS Board at the first meeting of the calendar year shall determine the time and place of such meeting. Notification of the date of this meeting shall be sent to all members who are in good standing within 30 days of the date the meeting is set. The Officers and interested members of PNS will meet regularly to organize the agenda for the current year and to discuss issues relevant to PNS.

#### **C. Fixing Record Dates**

The record date for determination of membership is fixed as January to December of the year for which a member pays dues.

#### **D. Membership Dues**

The Executive Committee of PNS shall determine annual dues. Dues are fixed to cover the calendar year (January to December) for which they are paid. Notice of renewal for a given year shall be sent to the membership by the preceding November 1<sup>st</sup>. Dues are considered owing and payable upon receipt of notice. Non-payment of dues for one year shall constitute resignation from the Organization. Reinstatement shall be contingent upon full payment of dues for the current year.

### **Article 4. Procedures**

#### **A. Management of the Organization**

PNS shall be managed by officers consisting of a President, President-Elect, Treasurer, Recording Secretary, Corresponding Secretary, Continuing Education Secretary, and Webmaster. The positions of President, President-Elect, Treasurer, Recording Secretary, and Corresponding Secretary shall be elected positions. The President shall after consultation with the Executive Committee, appoint Continuing Education Secretary and Webmaster. Persons holding these offices constitute the Executive Committee (or PNS Board) with responsibilities as follows:

1. Conduct all Organization business.
2. Develop the educational agenda for the current year.

3. Develop and respond to recommendations for organizational policy, ultimate approval of which must be voted upon by the membership.

**B. Election and Term of Officers**

At the June meeting of each election year, the President will appoint a Nominations Committee, consisting of the President, one other member of the Executive Committee, and one individual who is not a member of the Executive Committee. The Nominations Committee will produce a slate of candidates for offices for the coming year. This slate will be mailed to the membership during July for the purpose of review and solicitation of additional write-in-candidates. Any member may add the name of a member in good standing as a candidate for any office, providing that the nominated member approves. Any individual whose name is proposed for an office by three members must be added to the slate. The Nominations Ballot must be returned to the by August 31<sup>st</sup>. The final election ballot will be mailed to the membership by September 15<sup>th</sup>. Ballots must be received by the Executive Committee for counting at the October meeting. No ballot received after the October meeting will be counted. Candidates receiving the plurality of returned ballots shall be elected to the office for a period of two years beginning with the January meeting following the election.

**C. Resignation**

An officer may resign at any time by giving written notice to the President or Recording Secretary. The resignation shall take effect upon receipt by the officer.

**D. Vacancies**

In the event that an office becomes vacant, the President, in consultation with the Executive Committee, shall appoint an individual to complete the current term. If the Presidency becomes vacant, the President-Elect shall assume the office of President, and a new election for President-Elect will be held.

**E. Removal**

Any member in good standing can initiate removal procedures against a member of the Executive Committee by informing the Board of Directors. Any officer of PNS may be removed for cause as set forth in the Articles of Incorporation. The Board of Directors will then manage and finally approve all decisions concerning removal of an officer. Finally, an officer who is absent from three consecutive meetings without notification or stated causes shall be removed from office.

**F. Quorum of Officers**

A simple majority of the Executive Committee shall constitute a quorum for the transaction of business or of any specified item of business at scheduled meetings of PNS.

**G. Action by Officers**

The vote of a majority of the officers present at the time of the vote, if a quorum is present at such time, shall be considered a valid act of the Executive Committee. Each officer who is a Full Member shall have one vote. No official business may be transacted without a meeting.

H. The official policy of PNS restricts the use of its stationery to Organization business.

**Article 5. Executive Committee**

**A. President**

The President is the Chief Executive officer of PNS. Responsibilities of this office are: to preside at meetings of the membership and Executive Committee; to manage the affairs of the Society; to see that all orders and resolutions of the Executive Committee are carried out.

**B. President-Elect**

The President-Elect shall: assist the President in carrying out the duties of that office; assume responsibilities of the President in the absence of the President in any membership meeting or meeting of the Executive Committee; act as liaison with student members; assume the Presidency at the expiration of the current term of office or the resignation or removal of the current President.

**C. Treasurer**

The Treasurer shall: have the care and custody of all funds and securities of PNS and shall deposit said funds in the name of PNS in such bank or trust company as the Executive Committee may select; sign all checks, drafts, notes, and orders for the payment of money, when duly authorized by the Executive Committee; at all reasonable times exhibit the books and accounts to any officer or member of PNS upon application at any meeting of the members or of the Executive Committee. At the end of the year, the Treasurer shall have an audit of the accounts of PNS made by a committee appointed by the President, and shall present such audit in writing at the annual meeting of the members, at which time the incumbent shall also present an annual report setting forth in full the financial status of the Society.

D. **Corresponding Secretary**

The Corresponding Secretary shall be responsible for maintaining a current roll of the membership in good standing. It is the duty of the Corresponding Secretary to notify membership as to the date, time, place, and topic of each general membership meeting and to notify same as to changes. This officer is also responsible for attending to any correspondence designated by the President or other officer relevant to the purpose of the Society.

E. **Recording Secretary**

The Recording Secretary shall: keep the minutes of the Executive Committee and membership meetings and disseminate these to the Executive Committee; have charge of such books and papers as the Executive Committee may direct and perform all duties incidental to the office; be responsible for transmitting minutes and other relevant information to the Webmaster for posting on the PNS website.

F. **Continuing Education Secretary**

The Continuing Education Secretary shall: be responsible for maintaining compliance with American Psychological Association (APA) standards for continuing education offerings; provide evidence of continuing education credit for Members who have attended a monthly meeting or symposia and met such APA requirements. The President shall appoint the Continuing Education Secretary for a two-year term.

G. **Webmaster**

The Webmaster shall be responsible for developing and maintaining the PNS website.

The President shall appoint the Webmaster for a two-year term.

H. The Executive Committee will appoint a person to serve as a liaison between PNS and the Pennsylvania Psychological Association (PPA) for a 2-year term. This member will represent PNS positions to PPA and will inform the Executive Committee of relevant information issuing from such meetings with PPA.

**Article 6. Committees**

The President, with the advice of the Executive Committee, may appoint ad hoc committees from time to time as necessary to conduct the affairs of the Organization.

**Article 7. Amendments**

Amendments may be proposed by a vote of simple majority of the Executive Committee. Voting upon amendments shall be by mail ballot of the membership. A favorable two-thirds majority of valid returned ballots shall be necessary for ratification of any amendment.

**Philadelphia Neuropsychology Society - Board Members**

**President:** Robert Ruchinkas, Ph.D. - [rruchins@nimbus.ocis.temple.edu](mailto:rruchins@nimbus.ocis.temple.edu)

**President Elect:** Philip Schatz, Ph.D. – [pschatz@sju.edu](mailto:pschatz@sju.edu)

**Corresponding Secretary:** Jacqueline Cunningham, Ph.D. - [jacqueline.cunningham@worldnet.att.net](mailto:jacqueline.cunningham@worldnet.att.net)

**Recording Secretary:** Kimberly Curyto, Ph.D. - [kimcuryto@rcn.com](mailto:kimcuryto@rcn.com)

**Treasurer:** Kenneth Goldberg, Psy.D. - [kenneth.b.goldberg@widener.edu](mailto:kenneth.b.goldberg@widener.edu)

**Continuing Education Secretary:** Lindsay Robinson, Ph.D. - [lindseyrobinson@mindspring.com](mailto:lindseyrobinson@mindspring.com)

**Webmaster:** Philip Schatz, Ph.D. – [pschatz@sju.edu](mailto:pschatz@sju.edu)

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