

BYLAWS OF THE NATIONAL LATINA/O PSYCHOLOGICAL ASSOCIATION

Our mission is to create a supportive professional community that advances psychological education and training, science, practice, and organizational change to enhance the health, mental health, and well-being of Hispanic/Latina/o populations.

Article I. Objectives

1. To support the mission, the objectives of the National Latina/o Psychological Association (NLPA) are to:
 - a. Generate, promote, and advance Latina/o Psychology in the United States and globally;
 - b. Cultivate relevant and effective psychological science, practice, education, and training in order to build knowledge, foster research, and/or promote culturally competent delivery of services;
 - c. Promote and encourage the efforts of professionals that have demonstrated a sustained commitment and dedication to Latina/o Psychology through exceptional research, practice, and/or education and training efforts that have contributed to the discipline/field and/or to the health and well-being of Hispanic/Latina/o communities/populations;
 - d. Encourage the educational and professional advancement of Latina/o psychologists and students by identifying and reporting on research, education, and training programs that effectively prepare Latina/o psychologists and facilitate cooperation among them;
 - e. Cultivate and promote open communication with members and leaders of Latina/o communities, organizations, institutions, and society at large for our mutual education and understanding;
 - f. Promote awareness and understanding of issues and concerns that Latina/o psychologists, students, and/or mental health professionals might have related to their personal, educational and/or professional experiences;
 - g. Encourage and assist in the advancement of psychological science, knowledge, research, practice, education, service, and training that educates, informs, and influences public knowledge and awareness of Latina/o Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latinas/os at the national, regional, state, and local levels.

Article II. Membership

1. Psychologists, mental health professionals, psychology students, community members, and other individuals who have demonstrated a sustained commitment and dedication to Latina/o Psychology through research, practice, advocacy, and/or education and training efforts that have contributed to the discipline/field and/or to the health and well-being of Hispanic/Latina/o communities/populations may apply and be considered for membership. The NLPA has six categories of membership:
 - a. Professional Member. Individuals who have earned either a master's or doctoral degree in psychology.

- b. Allied Professional Members. Individuals who have earned a professional degree (e.g., master's or doctorates) in the areas of mental health, health, or related field and/or have demonstrated commitment and dedication to efforts that strengthen and/or enhance the health, mental health and/or well-being of Latina/o communities in the United States or around the world, consistent with the mission, purpose, goals, and objectives of the Association.
 - c. Student Member. Individuals with demonstrated enrollment (i.e., student identification card and/or faculty advisor endorsement) in a graduate-level training program in psychology, or with a declared undergraduate major in psychology or related field.
 - d. International Member. Individuals at the Professional, Student, or Community member status who are from a country other than the United States and/or reside outside the United States or its territories.
 - e. Institutional Member. Organizations, institutions, foundations, and/or membership groups at the local, state, national, or international-level whose missions and/or purposes are consistent with the mission, purpose, goals, and objectives of the NLPA.
 - f. Community Member. Individuals whose life experiences and/or education and training are from a discipline other than psychology, but whose professional interest, efforts, and/or activities demonstrate sustained commitment and dedication to Latina/o Psychology, Hispanic/Latina/o populations, and/or the mission, purpose, goals, and objectives of the NLPA.
 - g. Lifetime Member. Under special circumstances and/or periodically as determined by the NLPA Executive Board, individuals may be eligible to petition for Lifetime Membership status which must include payment of a one-time special Lifetime Membership fee as established and approved by the Executive Board.
2. Membership Application, Review, and Approval. The Executive Board approves eligibility and status designation for any individual and/or organization seeking NLPA membership upon receipt and review of a completed and signed application. Membership applications are to be submitted via the NLPA website or to the NLPA Membership Committee Chairperson. The Membership Committee will review all applications for accuracy and completeness and forward all viable applications to the Executive Board along with a recommendation regarding membership eligibility and qualifying status. NLPA membership application information and materials will be made easily accessible via multiple mediums of communication.
3. Denial of application for Membership: NLPA will not admit as a member any individual who has been convicted of a felony, expelled from a professional organization on ethical or professional grounds, or who has lost a license to practice. An individual whose application for membership has been denied for any of these reasons may petition the Executive Board for admission to NLPA as a member. The Executive Board has sole discretion to grant or deny such an application for membership.

4. Revocation of Membership: Membership will be terminated: (a) when a member of NLPA is convicted of a felony; (b) or is expelled from a professional organization on ethical or professional grounds; (c) or loses a license to practice. Such an individual may petition the Executive Board for re-entry as a member of NLPA. The Executive Board has sole discretion to grant or deny such a petition

Article III. Rights, Responsibilities, and Privileges of Members

1. Rights.

- a. All members of the Association shall be treated with respect and without discrimination on the basis of race, ethnic origin, nationality, citizen status, age, gender, gender identity, sexual orientation, social economic status, mental or physical disability, veteran status or religious/spiritual conviction.
- b. All members in good standing, regardless of membership category, may express opinions, thoughts, ideas, positions, and recommendations regarding the ongoing and planned efforts, activities, and actions of the Association. Expression must be in keeping with professional and ethical standards of the NLPA.
- c. Only individuals in good standing as Professional, Allied Professional, and Student Members (inclusive of International members) are eligible to vote in Association elections and on the revisions to the Bylaws of the Association. Those individuals in good standing as Community Members may vote on a limited scope of issues being considered by the Association as defined and approved by the Executive Board. Institutional Members are not eligible to vote.
- d. Lifetime Member status, approved by the Executive Board, includes payment of a one-time special fee as established and approved by the Executive Board.
- e. Any individual may submit a request for membership resignation in the NLPA by petition to the NLPA Executive Board.
- f. Any individual Member or group of individual Members who believe their rights as members of the NLPA, as specified by this Article, or any other rights, have been abridged by actions taken by the NLPA's governance structure may seek such remedies as may be provided under procedures established by the Executive Board.

2. Responsibilities.

All individuals holding membership status in the NLPA, regardless of membership category, are expected to conduct themselves in a manner consistent with the highest caliber of culturally competent, ethical practices and standards. Moreover, it is the duty and responsibility of each individual to be familiar with, understand, agree to adopt, and practice such Ethical Codes and Standards that govern the individual's profession, organization, institution, foundation, and/or community. These include but are not limited to: Ethical Principles of Psychologists (American Psychological Association); Ethical Standards (The American Counseling Association); Guidelines on Multicultural Education, Training, Research, Practice and Organizational Change for Psychologists (American Psychological Association); Code of Ethics for Mental Health Counselors (National Academy of Certified Clinical Mental Health Counselors); Ethical Standards (American College Personnel Association); Principles of Medical Ethics, with

Annotations Especially Applicable to Psychiatry (American Psychiatric Association); and Code of Ethics (National Association of Social Workers).

Failure to adhere to ethical conduct and standards can be grounds for action to include revocation of NLPA membership.

3. Privileges.

All individuals, whose membership is in good standing and regardless of membership category, with the exception of Institutional members, may be eligible to nominate and take part in elections of candidates seeking office in the Association. In addition, all individuals, whose membership is in good standing and regardless of membership category, with the exception of Institutional members and those seeking the office of NLPA president, may be eligible to serve on boards, committees, task forces, working groups or other governance entities established and approved by the Executive Board. Information related to eligibility requirements and conditions associated with the Office of the NLPA President, can be found in Article VI.

Article IV. DUES and SUBSCRIPTIONS

1. The basic Association dues to be paid annually by Members shall be determined by the Executive Board and include a subscription to the Journal of Latina/o Psychology.
2. Any individual may petition for Founding Lifetime Membership status, which must include payment of a one-time special Founding Lifetime Membership fee as established and approved by the Executive Board.
3. Nonpayment of dues shall be considered as equivalent to a request for resignation from the NLPA. However, members will be notified at the earliest opportunity about their membership status, particularly regarding non-payment of dues, and they will have no less than 30 calendar days from notification to act by either paying dues or resigning. Former NLPA members may be allowed to re-activate their membership by submitting a new application as described in Article II-2 of these Bylaws.
4. Membership resignation, regardless of membership category, does not automatically guarantee reimbursement of dues paid. The Membership Committee, with the advice and consent of the NLPA Executive Board, will approve or deny reimbursement.

Article V. COMPOSITION, AUTHORITY, and FUNCTIONS of the EXECUTIVE BOARD and LEADERSHIP COUNCIL

1. Composition.

- a. The Executive Board shall be composed of the Elected Officers (e.g., President, President-Elect, Past-President, Secretary, Treasurer, Early Career Representative, and Student Representative)
- b. A Leadership Council shall be composed of the Executive Board and appointed Officers and will include: Membership Chairperson, Journal Editor, Journal Associate Editor -Elect, Newsletter Editor, Professional Development

Coordinator, Student Development Coordinator, Historian, Fund Raising/Development Chairperson, Awards and Recognition Chairperson, Conference Chairperson, Psychological Science Issues Advocate, Psychological Professional Practice Issues Advocate, Community/Public Policy Issues Advocate, Representative to the Council of National Psychology Associations for the Advancement of Ethnic Minority Interests, and the Delegate to the American Psychological Association's Council of Representatives (COR). Appointed Officers may serve for renewable terms of two years each unless otherwise specified.

2. Authority.

- a. The NLPA is a nonprofit scientific professional membership organization operating exclusively for charitable, educational, and/or scientific purposes within the scope and meaning of Section 501(c)(3) of the Internal Revenue Service Code of 1986 (or corresponding section of any future Federal tax code).
- b. The Executive Board is the fiduciary agent of the NLPA and maintains full authority to act for and on behalf of the NLPA and its members. To that end, the Executive Board is required to develop and approve an annual operating budget for the Association; report to the membership on the health and status of the Association on an annual basis; develop policies and practices to govern the lawful activities and operations of the Association; recommend changes, modifications, and/or amendments to existing policies and practices of the Association established or defined the bylaws; conduct business meetings as required to fulfill fiduciary responsibilities of the Association; convene other meetings as deemed necessary and appropriate in order to conduct the business of the Association; approve or revoke membership status; establish and maintain a central office for the Association; assume specific duties and responsibilities as directed by the President and as specified in the bylaws; act as liaison to other national or international organizations whose missions and purposes have been determined to be consistent with the mission, purpose, and objectives of the NLPA and/or will benefit the Association; and facilitate and assist in the development and other fund- raising activities to support the mission, purposes, and objectives of the Association.
- c. Except for the distribution of information and other business-related expenses, no part of the assets of the Association shall be used for the personal benefit of its members or officers. Reimbursement of expenses properly incurred in adherence with the NLPA Expense Policy (please see the Policies and Procedure Manual), may be paid by the Treasurer with approval of the President, to members and officers in furtherance of Section 501(c)(3) purposes; documentation of said expenses must be provided.

3. Functions

- a. The Leadership Council shall meet, either in person or by teleconference, at least three times per year in order to conduct the business of the Association.

- b. A quorum of Executive Board members is required to conduct business and take action. A quorum is defined as a majority of the elected members of the Leadership Council (the Executive Board members) plus one. Quorum must be confirmed and recorded by the Secretary at the start of all meetings that may require official action on all matters being considered. Should the Secretary not confirm quorum, no official voting action may taken. However, reports on NLPA business, activities, efforts, and/or initiatives may be presented for review and discussion. If the Secretary is not present, the Executive Board may appoint an Officer to assume the Secretary's duties for the meeting.
- c. Meetings will be announced no less than two weeks prior to the scheduled date. It is the responsibility of Leadership Council members to confirm their attendance and/or absence at scheduled Leadership Council meetings in advance of the meeting. Confirmation of attendance and/or absence shall be conducted and reported by the Secretary. If the Secretary is not present, the Executive Board may appoint an officer to assume the Secretary's duties for the meeting. The President may call emergency meetings.
- d. Parliamentary Procedure. All meetings of the Association and/or the Executive Board shall be guided and conducted by Parliamentary procedure.
- e. All members of the Executive Board, with the exception of the President, shall have voting privileges during Executive Board meetings. The President, as the presiding officer during Executive Board meetings, is ineligible to make motions or cast a vote unless required to decide a tie vote. Passage of any motion requires a majority vote of the Executive Board with the advice and consent of the Leadership Council. In the case of tie votes, the President's vote shall decide the issue.
- f. Notice to Members. An Annual Report, summarizing actions and activities of the Executive Board, must be published in the NLPA newsletter and posted on the Association's website.

Article VI. OFFICERS

Elected officers of the NLPA shall include the office of the President, President-Elect, Past-President, Secretary, Treasurer, Student Representative, Early Career Psychologist Representative.

1. Office of the President.

Must be a doctoral-level psychologist who has served on the Leadership Council for at least two years. This person will have a well-established reputation as a leader and advocate for Latina/o Psychology and/or issues or concerns relevant to Latina/o health, mental health, psychosocial well-being, education, training, etc.

In performing the duties and executing the responsibilities of the office, the NLPA President shall:

- a. Serve a one year term of office, or until a successor assumes the office;
- b. Represent and be the primary/official spokesperson for NLPA as may be required to conduct the business of the Association (domestic or international) and/or that

- may involve leadership collaboration/coordination with other organizations, groups, institutions, foundations and/or government agencies;
- c. Serve as chairperson of the Executive Board and with the advice and consent of the Executive Board, conduct the business of the Association between Executive Board meetings;
 - d. Serve as presiding officer for Executive Board and Leadership Council meetings and for other events/activities that may require NLPA leadership presence and/or participation to ensure that decision-making and implementation efforts/processes involve adequate opportunity for hearing and/or receiving the opinions, perspectives, suggestions, materials, information, and data of Executive Board members;
 - e. Develop priorities for the Association with the advice and consent of the Executive Board and ensure that all NLPA activities, initiatives, and/or projects are clearly defined, accomplishable within designated timeframes, are the responsibilities of specific persons and are effectively implemented;
 - f. As deemed necessary and appropriate, recommend to the Executive Board for consideration and action, the delegation of implementation authority on projects, activities, or initiatives to other elected officers of the Association;
 - g. Communicate and collaborate with the ethnic minority psychological associations and other appropriate organizations and agencies and ensure the appointment of a representative to the Council of National Psychological Associations for the Advancement of Ethnic Minority Interests (CNPAAEMI).
 - h. Serve as an ex-officio member of several committees, task forces, and/or working groups as determined by the Executive Board;
 - i. Appoint officers, with the advice and consent of the Executive Board, to fill vacancies in the positions to include but not limited to Journal Editor, Membership Chairperson, Newsletter Editor, Professional Development Coordinator, Conference Committee Chairperson, Historian, Fund-Raising Chairperson, Awards and Recognition Chairperson, and/or Communications Chairperson;
 - j. Appoint officers, with the advice and consent of the Executive Board, in established or created positions that from time-to-time may be important (e.g. Liaison to the American Psychological Association's Committee on Youths & Family) to accomplish the work of the Association to achieve its mission;
 - k. Authorize the expenditure of funds in consultation and collaboration with the NLPA Treasurer in order to successfully accomplish the work of the Association in a prudent and timely manner;
 - l. Authorize, with the advice and consent of the Executive Board, the development, production, and presentation of an Annual Report of the Association to the membership;
 - m. Negotiates and enter into contracts with external vendors with the advice and consent of the Executive Board;
 - n. Serve as the Managing Administrator of all external vendors (e.g. Marketing & Management companies).

2. Office of the President-Elect.

Must be a doctoral-level psychologist who has served on the Leadership Council for at least two years and is a member in good standing. This person will have an established reputation as a leader and advocate for Latina/o Psychology and/or issues or concerns relevant to Latina/os health, mental health, psychosocial well-being, education, training, etc. Although it may be useful for candidates to be fluently bilingual (Spanish and English), it is not required. In performing the duties and executing the responsibilities of the office, the NLPA President-Elect shall:

- a. Serve a one year term of office, or until a successor assumes the office;
- b. Assume the duties and responsibilities of the NLPA President, should the President be unable to do so;
- c. Be available (by telephone or electronic access) on a regular basis to the NLPA President and/or Executive Board for consultation, cooperation, and/or collaboration on current and/or developing issues/concerns that may affect NLPA;
- d. Manage and coordinate those activities, projects, and initiatives identified/assigned by the NLPA President;
- e. Coordinate and facilitate NLPA's visibility and presence on groups, task forces, and commissions established by other organizations, institutions, foundations, and/or government agencies examining or addressing issues/concerns of relevance or interest to NLPA;
- f. Manage and coordinate the effective transition of officers in consultation and collaboration with the Past President;
- g. Be responsible for the organization and management, *in consultation with the Leadership Council*,¹ of the process for the development, establishment, creation, activation and/or routine management of Special Interest Groups (SIGs) within the NLPA governance structure and serve as the liaison from the Executive Board to approved SIGs.

3. Office of the Past President.

Must have been elected and served at least some portion of one full term as NLPA President. In performing the duties and executing the responsibilities of the office, the NLPA Past-President shall:

- a. Serve as the Executive Board's primary contact regarding the transition of officers to include preparation and delivery of orientation education and training, requesting and receiving reports from outgoing officers; and the regular review and maintenance of the Association's Policies and Procedures Manual;
- b. Coordinate, manage, implement, and report official results of the annual election of officers;
- c. Develop a proposal to the Executive Board for the establishment of a working group or committee to assist with routine activities and tasks associated with the development, implementation, and reporting of results of the annual election cycle;

¹ Text in italics added by amendment approved on August 13, 2014.

² Please refer to amendment approved on August 13, 2014 that extended the timeframe defining an Early Career Professional (ECP) from 7 years to 10 years since earning the corresponding degree.

- d. Be available (by telephone or electronic access) on a regular basis to the NLPA President and/or Executive Board for consultation, cooperation, and/or collaboration on current and/or developing issues/concerns that may affect NLPA;
- e. Manage, coordinate, and assess special projects and initiatives identified/assigned by the President, with advice and consent of the Executive Board and as deemed necessary;
- f. Serve as the Executive Board's primary liaison to regional/state-level Latina/o mental health or Latina/o Psychological associations and maintain regular contact/interaction, as often as deemed necessary and prepare and submit a report to the Executive Board as needed;
- g. Responsible for the submission and posting of departing officers' reports in the Executive Board's Policies and Procedures Manual no less than 30 days after newly elected officers assume their duties. In addition, the immediate Past-President shall be responsible for the management and routine maintenance of the Executive Board Policies and Procedures Manual, with the advice and consent of the Executive Board;
- h. Serve a one year term of office, or until a successor assumes the office.

4. Office of the Secretary.

Must be an NLPA member in good standing, regardless of membership category. In performing the duties and executing the responsibilities of the office, the NLPA Secretary shall:

- a. Serve as the Executive Board's primary/official recorder of Executive Board meeting deliberations, discussions, and actions, as well as prepare official summaries of deliberations and discussions for other meetings and/or gatherings when so directed by the Executive Board;
- b. Provide and submit approved copies of meeting minutes and/or summaries to the Historian for archiving with the advice and consent of the Executive Board;
- c. Ensure that the Association's current and past Officers prepare and submit reports that accurately account for their contributions, activities, and initiatives on behalf of the Association, during their respective terms of service, in coordination with the Historian;
- d. Collaborate with the Past-President in preparation of election materials for posting on the NLPA website;
- e. Serve a two year term of office, or until a successor assumes the office.

5. Office of the Treasurer.

Must be an NLPA member in good standing, regardless of membership category. This individual ideally will have experience in accounting and budgeting. In performing the duties and executing the responsibilities of the office, the NLPA Treasurer shall:

- a. Receive payment of member dues and maintain financial records related to dues payment;
- b. Receive and distribute Association funds;
- c. Maintain records of financial transactions and tax documents;

- d. Ensure that association expenditures are within budget as approved by a majority of the Executive Board;
- e. Correspond and work with an accountant on annual Association tax returns and filing of said reports;
- f. Perform other financial duties relevant to the work of the Association;
- g. Serve a two year term of office, or until a successor assumes the office;
- h. Monitor annual membership renewal to insure that the payment of dues is consistent with the membership numbers, in coordination with the Membership Chair;
- i. Manage and coordinate the fund raising committee's activities to support awards and scholarships and other funds, in collaboration with the Scholarship/Fund raising Chairs.

6. Office of the Student Representative.

Must be a student member of the Association in good standing regardless of membership category. In performing the duties and executing the responsibilities of the office, the NLPA Student Representative shall:

- a. Serve as the official liaison between the Executive Board and Student Committee bring interests, issues, and concerns of the student members (via the Student Committee) to the Executive Board;
- b. Develop a student committee to be approved by the Executive Board;
- c. Coordinate with the membership committee to recruit and retain new student members;
- d. Contribute a column to the association newsletter;
- e. Serve on the student scholarship committee;
- f. Serve a two year term of office, or until a successor assumes the office.

7. Office of Early Career Psychologist Representative

This individual would be within *ten*² years of the receipt of the doctorate degree. In performing the duties and executing the responsibilities of the office, the NLPA Early Career Psychologist Representative shall:

- a. Assist with identification of Early Career members;
- b. Contribute a column to the association newsletter;
- c. Bring to the Executive Committee interests and concerns of Early Career members (e.g., research, practice, training, etc.);
- d. Serve as a Professional Development Coordinator for Early Career members, assisting with conference programming and other professional development efforts (e.g., licensing, post-doctoral opportunities, etc.);
- e. Chair the Early Career members committee;
- f. Serve a two year term of office, or until a successor assumes the office;
- g. Along with a committee, identify awards for ECPs and bring to attention of the membership;

² Please refer to amendment approved on August 13, 2014 that extended the timeframe defining an Early Career Professional (ECP) from 7 years to 10 years since earning the corresponding degree.

- h. Along with a committee, establish priorities for the next two years.

8. Appointed Officers

The President, with advice and consent of the Executive Board, shall appoint individuals to leadership positions. These appointed officers shall serve as members of the Leadership Council for renewable terms of two years each unless otherwise specified. Appointed officers will collaborate with other members who support the work of each appointed position. Officers will create working groups/committees in the manner outlined in the Policy and Procedures Manual.

a. Membership Chairperson(s).

NLPA members in any membership category may be considered for appointment. In performing the duties and executing the responsibilities of the office, the NLPA Membership Chairperson shall:

- i. Help create a campaign to build membership and market the organization;
- ii. Prepare, monitor, and maintain an annual membership development plan in consultation with the Leadership Council and membership committee to assist with the recruitment of all categories of membership;
- iii. Prepare and disseminate a monthly report on new members to be published on our website and newsletter;
- iv. Perform other duties relevant to Association member services;

b. Journal Editor.

Prior to assuming the role of editor, the member will serve one year as journal-editor “elect”. The Journal editor shall:

- i. Observe general policies established by NLPA and American Psychological Association;
- ii. Identify members of the journal editorial board and appoint associate editors;
- iii. Work with American Psychological Association’s manuscript coordinator to manage the review of all manuscripts submitted for publication, including the initial review for appropriateness, and engages in promoting the journal to researchers and encourages submissions of manuscripts;
- iv. Track reviewer responses, makes final decisions regarding the selection of a manuscript for publication, appoints and oversees the work of the Associate Editors, and provides the Executive Board with quarterly publication and financial reports;
- v. Oversee all operations of the journal including the assignment of manuscripts to Associate Editors;
- vi. Maintain the quality of the journal;
- vii. Attend NLPA’s Executive Committee meetings and provides periodic updates and reports on the journal’s activities including an annual report to the membership;
- viii. Work with the Associate Editors to identify Reviewers and Ad Hoc Reviewers, serves as a spokesperson for the journal;

- ix. Serve a four-year term based on the American Psychological Association (APA) contract.

c. Journal Associate Editor-Elect:

The Associate Editor-Elect shall:

- i. Work with the Editor in all aspects of the manuscript review process;
- ii. Work with APA's journal coordinator to manage the review of manuscript assigned;
- iii. Engage in promoting the journal; works with the Editor to identify reviewers and ad hoc reviewers;
- iv. Promote the journal at national and international meetings;
- v. Maintain the quality of the journal;
- vi. Provide periodic updates and reports regarding journal activities to the Editor;

d. Newsletter Editor.

NLPA members in any membership category may be considered for appointment. In performing the duties and executing the responsibilities of the office, the NLPA Newsletter Editor shall:

- i. Be responsible for the development, production, management and distribution of the Association's newsletter to members, affiliates, subscribers, and other interested persons, groups, and/or organizations;
- ii. Appoint an Associate Editor as deemed necessary;
- iii. Coordinate and consult with the chairperson of the Membership Committee to secure accurate and current information/data regarding NLPA members eligible to receive issues of the newsletter as well as determine/identify other individuals and/or organizations that may be interested in subscribing to NLPA's newsletter;
- iv. Serve a three year term of office, the first as Editor-Elect, or until a successor assumes the office.

e. Professional Development Coordinator.

NLPA members whose membership category is that of early career or professional member may be considered for appointment. In performing the duties and executing the responsibilities of the office, the NLPA Professional Development Coordinator shall:

- i. Design a plan in consultation with a committee for programming and other developmental activities to promote the professional advancement of members.
- ii. Develop and work with a committee made up of member representing professionals at each level of career development (e.g., early career, mid-career professionals).

f. Student Development Coordinator:

NLPA members regardless of category may be considered for appointment. In performing the duties and executing the responsibilities of the office, the NLPA Student Development Coordinator shall:

- i. Advise and work with the student group;
- ii. Establish and maintain working relationships with higher education institutions to develop academic opportunities for Latina/o undergraduates, graduates, and faculty and staff;
- iii. Establish and maintain partnerships with local Latina/o communities and agencies to develop internship/employment opportunities for Latina/o students;
- iv. Share via the NLPA listserv information about internship sites most recommended by NLPA members and recommend senior members who may provide consultation to a given student request;
- v. Distribute the funds to students for conference scholarships, in collaboration with the Treasurer.

g. Historian:

NLPA members in any membership category may be considered for appointment. In performing the duties and executing the responsibilities of the office, the NLPA Historian shall:

- i. Be responsible for archiving all association records;
- ii. Collaborate with the Association's current and past Officers to insure that the account of their contributions, activities, and initiatives on behalf of the Association during their respective terms of service are recorded accurately;
- iii. Develop and sustain a working relationship with the leadership and/or designated representatives of the NLPA's approved archive site to ensure that the Association's records, information, materials, and contents are maintained, secured, and protected;
- iv. Develop, produce, and deliver an annual report to the Executive Board of the status of the NLPA archives;

h. Fund-Raising/Development Chairperson (s):

NLPA members in any membership category may be considered for appointment. In performing the duties and executing the responsibilities of the office, the Fund-Raising Chairperson(s) shall:

- i. Maintain active and engaged interest in best practices regarding fund-raising at the local, state, and/or national level used by other non-profit organizations;
- ii. Collaborate with the Association's legal counsel and/or elected Treasurer to ensure that the Association is in compliance with rules and procedures governing non-profit organization fund-raising/development as prescribed and in accordance with Section 501(c)(3) of the Internal Revenue Code;

- iii. Develop, produce, and deliver a fund-raising plan to the Executive Board for review and approval.

i. Awards and Recognition Chairperson:

NLPA members in any membership category may be considered for appointment. In performing the duties and executing the responsibilities of the office, the NLPA Awards & Recognition Chairperson shall:

- i. Provide leadership, counsel, and guidance to the Executive Board regarding the Association's efforts to recognize and reward NLPA members and others who have made significant contributions to the Association and/or Latina/o Psychology;
- ii. Coordinate biennial awards to coincide with the association's national conference;
- iii. Coordinate with the Newsletter Editor and/or Associate Editor to include information in the newsletter regarding award recipients.

j. Conference Chairperson:

NLPA members whose membership category is that of early career or professional member may be considered for appointment. In performing the duties and executing the responsibilities of the office, the Conference Chairperson with the advice of the Leadership Council and consent of the Executive Board shall:

- i. Chair the biennial, national conference;
- ii. Develop a conference budget;
- iii. Identify a site for the Biennial;
- iv. Develop and release a Call for Proposals;
- v. Develop the conference program, including identifying keynote speakers, preconference workshops, and managing the Continuing Education process as well as the awards ceremony.

k. Psychological Science Issues Advocate

Must be a doctoral-level psychologist with a meaningful, well established research agenda and reputation as a scholar/researcher in the basic and/or applied areas of psychological science research domains. In performing the duties and executing the responsibilities of this office/position, the Advocate shall:

- i. Provide leadership, guidance, and counsel to the NLPA Executive Board on psychological science/research related issues/concerns in support of and to accomplish NLPA's mission;
- ii. Assist and advise the NLPA Executive Board regarding the development, planning, implementation, and/or dissemination of information, materials, and/or policy regarding NLPA's psychological science agenda;
- iii. Develop and craft a psychological science-oriented plan of action that will foster growth and expansion of that aspect of the NLPA's objectives to advance psychological science, knowledge, research, practice, education,

service, and training that educates, informs, and influences public knowledge and awareness of Latina/o Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latina/os at the national, regional, state, and local levels;

- iv. Coordinate and collaborate with other NLPA member scientists/researchers to ensure NLPA is well-informed and knowledgeable about cutting-edge research and/or funding opportunities from public, private, and/or government sources;
- v. Assist and advise the NLPA Executive Board regarding the review and selection of NLPA representative(s) for possible appointment consideration to national, state, or local science advisory boards and/or committees;

l. Psychological Professional Practice Issues Advocate:

Must be a doctoral-level licensed psychologist with an independent practice and/or provides direct psychological services in any of the professional areas of psychology, i.e., school, clinical, or counseling. It would be especially useful for this Advocate to have served in a leadership role in a state, territorial, and/or provincial psychological association. In performing the duties and executing the responsibilities of this position, the Leader/Advocate shall:

- i. Provide leadership, guidance, and counsel to the NLPA Executive Board on psychological professional practice related issues/concerns in support of and to accomplish NLPA's mission;
- ii. Assist and advise the NLPA Executive Board regarding the development, planning, implementation, and/or dissemination of information, materials, and/or policy regarding NLPA's psychological professional practice agenda;
- iii. Develop and craft a psychological practice-oriented plan of action that will foster growth and expansion of that aspect of the NLPA's objectives to advance psychological science, knowledge, research, practice, education, service, and training that educates, informs, and influences public knowledge and awareness of Latina/o Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latina/os at the national, regional, state, and local levels;
- iv. Coordinate and collaborate with other NLPA member practitioners to ensure NLPA is well-informed and knowledgeable about cutting-edge treatment approaches and/or guidelines;
- v. Assist and advise the NLPA Executive Board regarding the review and selection of NLPA representative(s) for possible appointment consideration to national, state, or local health/mental health advisory boards and/or committees;

m. Community/Public Policy Issues Advocate

Must be a doctoral-level psychologist with a meaningful, well-established national reputation as a scholar/researcher, practitioner, or educator in any

domain of psychology. In performing the duties and executing the responsibilities of this office/position, the Leader/Advocate shall:

- i. Provide leadership, guidance, and counsel to the NLPA Executive Board on community and/or public policy/legislative advocacy related issues/concerns in support of and to accomplish NLPA's mission;
- ii. Assist and advise the NLPA Executive Board regarding the development, planning, implementation, and/or dissemination of information, materials, and/or policy regarding NLPA's legislative advocacy and/or community development/empowerment focused agenda;
- iii. Develop and craft a public policy/government relations plan of action that will foster growth and expansion of that aspect of the NLPA's objectives to advance psychological science, knowledge, research, practice, education, service, and training that educates, informs, and influences public knowledge and awareness of Latina/o Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latina/os at the national, regional, state, and local levels;
- iv. Coordinate and collaborate with other NLPA members in the development of position statements and/or policies for presentation to the NLPA Executive Board for action consideration to ensure NLPA is well-informed and knowledgeable about public policy issues and developments affecting Latina/o communities/populations in the United States such as immigration, bi-lingual education, child and family health, mental health, etc.

n. Psychological Education Issues Advocate

Must be a doctoral-level psychologist with a meaningful, well-established education-centered/teaching agenda and reputation as an educator/scholar/teacher in any psychology domain. In performing the duties and executing the responsibilities of this office/position, the Leader/Advocate shall:

- i. Provide leadership, guidance, and counsel to the NLPA Executive Board on psychological education related issues/concerns in support of and to accomplish NLPA's mission;
- ii. Assist and advise the NLPA Executive Board regarding the development, planning, implementation, and/or dissemination of information, materials, and/or policy regarding NLPA's psychological education agenda;
- iii. Develop and craft a psychological education-oriented plan of action that will foster growth and expansion of that aspect of the NLPA's objectives to advance psychological science, knowledge, research, practice, education, service, and training that educates, informs, and influences public knowledge and awareness of Latina/o Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latina/os at the national, regional, state, and local levels;
- iv. Coordinate and collaborate with other NLPA member educators, practitioners, scientists, researchers to ensure NLPA is well-informed and

knowledgeable about cutting-edge research, best practices and/or funding opportunities from public, private, and/or government sources in support of NLPA's psychological education agenda;

- v. Assist and advise the NLPA Executive Board regarding the review and selection of NLPA representative(s) for possible appointment consideration to national, state, or local education advisory boards and/or committees;

o. NLPA Delegate to the American Psychological Association (APA) Council of Representatives (COR).

Must be a doctoral-level psychologist who has served at least one complete term as an elected Officer of the NLPA Executive Board and that maintains active dual membership in both NLPA and APA. In performing duties of office/position, the NLPA Delegate to the APA COR shall:

- i. Serve as the official NLPA representative on the APA COR;
- ii. Attend no less than two APA COR meetings per year;
- iii. Prepare a report to the Executive Board regarding those issues and concerns addressed during APA COR meetings that may be relevant to the mission and goals of NLPA;
- iv. Prepare and disseminate a report to the APA COR regarding NLPA policies and/or positions on those issues and concerns being considered for action by the APA COR, with the consent and approval of the NLPA Executive Board and as deemed necessary and appropriate;
- v. Prepare an article for the NLPA newsletter that will inform the membership of those issues and concerns of the highest priority and/or relevance to the NLPA being considered by the APA COR, with the consent and approval of the NLPA Executive Board and as deemed necessary and appropriate;
- vi. Serve a three year term of office, or until a successor assumes the office or until the NLPA Executive Board deems this office no longer active.

p. Representative to Council of National Psychology Associations for the Advancement of Ethnic Minority Interests (CNPAEMI):

The NLPA representative will be a Past President, who will communicate and collaborate with ethnic minority psychological associations and other appropriate organizations and agencies, and liaise with the Council of National Psychological Associations for the Advancement of Ethnic Minority Interests (CNPAEMI). In performing duties of office/position, the NLPA Delegate to the CNPAEMI Council shall:

- i. Serve as the official NLPA representative on the CNPAEMI Council;
- ii. Attend no less than two CNPAEMI Council meetings per year.
- iii. Serve a three year term of office, or until a successor assumes the office or until the NLPA Executive Board deems this office no longer active.

Article VII. NOMINATIONS, ELECTIONS, APPOINTMENTS, TRANSITIONS, and VACANCIES.

1. A Nominations and Elections Committee composed of the immediate Past-President, as chairperson, and two other NLPA members (past Executive Board members) will be established to administer, manage, and monitor the nomination and election processes and proceedings to include any special and/or run-off elections. Any member serving on the Nominations and Elections Committee must not be a candidate for office in the election cycle being planned/coordinated during the term of service.

2. Nominations:

- a. Call for Nominations. The Nominations and Elections Committee, chaired by the Past-President, shall issue a call for nominations to be published in the Newsletter and posted on the NLPA listserv and web page six months in advance of the elections cycle.
- b. Nomination Materials. Members may nominate themselves or other members by submitting nomination materials (e.g., nomination statement, a letter of willingness to serve and a current CV) to the Chairperson of the Nominations and Elections Committee in response to the call for nominations. All nominees must be members in good standing of the Association. The Nominations and Elections Committee will review and develop the nomination slates of candidates for submission to the Executive Board for approval prior to membership notification. See association Handbook for Policies and Procedures.
- c. Membership Notification of Eligible Candidates/Nomination Slates. The Nominations and Elections Committee, with advice and consent of the Executive Board, shall prepare information/materials (e.g., slates of officers, names of candidates, and candidates' statements) for NLPA membership notification regarding all candidates standing for election. This information must be published in the Newsletter, posted on the NLPA listserv and web page in a timely manner and no less than 60 days from the start of the election cycle.

3. Elections

- a. Elections Cycle: The election of officers shall run no less than 90 days, to begin on August 1st and end/close on the last business day in October.
- b. The election of new Officers shall occur no less than three months prior to January 1st of each year. The following conditions apply: The President-Elect shall be elected every year, the Secretary, Treasurer, Early Career Psychologist Representative, and Student Representative shall be elected every two years.
- c. In the event that an elected Officer is unable to assume the duties of the respective office on the appointed date of eligibility, a special election will be held within 60 days to fill the vacated office/position. In any instance where two candidates receive equal numbers of votes, a run-off election between those two candidates will be held within 30 days to fill the office/position. In the event that an Incumbent Elected Officer is unable to complete the term of service, the President, with advice and consent of the Executive Board shall appoint a replacement from the NLPA membership to complete the remaining term of

service. An appointed Officer in this circumstance will be eligible to be a candidate for election to said office upon completion of the appointed term of service.

- d. Member Ballots and Votes. Members' votes shall be received using on-line/electronic voting procedures. The elections cycle shall be managed and monitored by the Nominations and Elections Committee. Voting irregularities and/or discrepancies must be reported immediately to the Executive Board. The closing date for the return of ballots shall be the last business day in October.
- e. Elections Certification. The Nominations and Elections Committee shall count completed ballots and certify the proper election of new officers. As a matter of generally accepted election practices, the candidate who receives the greatest number of votes shall be elected. However, in the event that it is determined that two candidates receive an equal number of votes, the NLPA President, with advice and consent of the Executive Board, shall call for a run-off election within 60 days.
- f. Publication of Election Results. Names of newly elected Officers and appointees shall be published in the Newsletter, announced on the NLPA listserv and web page, and announced to APA and other affiliated organizations to at the earliest opportunity.

4. Officer Appointments

- a. Appointed Officer positions/vacancies are made by the President with advice and consent of the Executive Board. In the event that an appointed Officer is unable to assume the duties of the respective office on the appointed date of eligibility, the President, with advice and consent of the Executive Board shall appoint a replacement from the NLPA membership to complete the remaining term of appointment. In the event that an Incumbent Appointed Officer is unable to complete the term of appointment, the President, with advice and consent of the Executive Board shall appoint a replacement from the NLPA membership to complete the remaining term of appointment. Appointed Officers are eligible to stand for election upon the completion of their term of appointment.

5. Transitions.

- a. New Officers will assume their duties on January 1 following the election. It is expected that incumbent officers will contribute to and facilitate as smooth a transition between officers as possible. To that end, incumbent officers will be required to submit a written report to the Executive Board no less than 30 days from the end of the elections cycle of their activities and efforts to accomplish/fulfill their duties and responsibilities during their terms of service. The Secretary and Historian shall be provided a copy of the report for use during the transition of officers and for archival purposes. The immediate Past-President shall be responsible for the submission and posting of departing officers' reports in the Executive Board's Policies and Procedures Manual no less than 30 days after newly elected officers assume their duties. In addition, the immediate Past-President shall be responsible for the management and routine maintenance of

the Executive Board Policies and Procedures Manual, with the advice and consent of the Executive Board.

6. Vacancies.

- a. It is expected that from time to time, and for a variety of reasons, vacancies will occur for both elected and appointed officers of the Association. The Executive Board should make all good faith efforts to limit the number of and/or avoid vacancies to the extent reasonably possible. However, in the event that a vacancy is caused by an elected or appointed officers: (a) negligence and/or failure to execute their duties and responsibilities of their office; (b) failure and/or breach of conduct regarding those conditions of membership and/or elected/appointed office outlined in these bylaws and/or amendments; (c) substantiated/confirmed unethical or unprofessional conduct; and/or (d) conviction of an illegal act, the Executive Board may consider the following actions: (a) recommend sanctions up to and including publication of written reprimand, imposition of a fine and/or removal from office; (b) revocation of NLPA membership; and (c) notification of substantiated misconduct to all relevant entities, organizations, and/or groups that said Officer may hold membership.
- b. The removal of an elected Officer requires 2/3 of a vote of the Executive Board. Notification of such action will be the collective responsibility of the Executive Board. The elected official in question will be provided due-process before the decision and vote of termination is conducted. Announcement of the elected official's termination of duties will be made public on the NLPA membership listserv. If an Officer is terminated from office for any of the above reasons of the NLPA bylaws (with exception of failure to discharge responsibilities and/or nonpayment of membership dues for one year), the membership of the individual also will be revoked. The removal of an Appointed Officer requires revocation of the appointment by the NLPA President with consent of the Executive Board.

Article VIII GOVERNANCE and OPERATIONS

1. Governance.

- a. Creation of Chapters and Divisions within NLPA. Special Interest groups of NLPA may be created following the "Guidelines for Creation of Special Interest Groups" as set forth by the Association.
- b. The Executive Board may recommend the establishment of special committees and task force groups it deems necessary to effectively conduct the business and affairs of the Association.
- c. Council of Past Presidents (COPPs): The Council of Past Presidents shall be a standing committee of the Leadership Council composed of all past presidents of the association with the charge of advising the Leadership Council on matters related to the association. The Chair of COPPs will be the immediate past-president and will serve a term of one year.

2. Operations.

- a. The Executive Board may secure the services of a management company in order to run the day-to-day operations of the organization. These services may include and will not be limited to: Website and list serve development and maintenance; Resource database management; Membership recruitment, retention, and renewal; advertisement; Social Media management and Conference Coordination.
- b. Re-organization and/or Dissolution. In the event that the Association may be interested in considering action(s) that will alter its organizational status as an autonomous and independent 501(c)(3) scientific membership organization in favor of becoming, in whole or part, a constituent part of another organization, the rights and privileges of the membership must be satisfactorily negotiated and approved by a majority vote of the membership no less than 12 months before such action(s) may be deemed lawful or official. In addition, should dissolution of the NLPA be reviewed and approved by a majority vote of the membership, appropriate actions will be taken in order to ensure the orderly and lawful dissolution of the organization whose assets, after successful liquidation of liabilities, shall be distributed in accordance with those rules and regulations governing non-profit organizations as outlined in Section 501(c)(3) of the Internal Revenue Services' Code or corresponding section of the any future federal tax code or distributed to the federal, state, or local government for a public purpose.
- c. Prohibited Activities. Notwithstanding any other provision of these articles, the Association shall not conduct any business, activities, and/or efforts prohibited by IRS Rules governing 501(c)(3) not-for-profit organizations, such as NLPA.
- d. Lobbying, Legislative Advocacy, and Electioneering. In accordance with IRS Rules governing 501(c)(3) not-for-profit organizations, such as NLPA, no substantial part of NLPA efforts, activities and/or resources shall be involved in partisan political activity or otherwise attempt to influence legislation that directly benefits NLPA and/or its officers. Moreover, NLPA shall not engage, participate, and/or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. However, from time to time legislation and/or legislative advocacy-related issues may arise that could benefit from and/or contribute to the development of effective public policy if NLPA's perspectives and/or advice were to be made known and available to policymakers. In such instances, the Executive Board will consider actions that may benefit or inform legislators and/or policymakers on NLPA science, practice, and/or education based efforts, activities, and/or initiatives of particular relevance.
- e. NLPA Endorsement of Candidates for the Office of President in organizations other than NLPA. As a matter of general practice, NLPA will not endorse a single candidate seeking election to the Office of the President in organizations other than NLPA in the absence of extenuating circumstances (i.e., an NLPA member is a possible candidate). However, the NLPA President, with the advice and consent of the Executive Board, may request and make public to the NLPA membership

any statements from those candidates seeking elected office in organizations other than NLPA.

Article IX. PUBLICATIONS

1. The *Journal of Latina/o Psychology* will be the official peer-reviewed publication of the NLPA.
2. The newsletter, *El Boletín*,³ is the official news outlet and/or media exchange instrument of the NLPA. Other social media outlets also should be considered to accomplish communication with NLPA members.

Article X. AFFILIATION of OTHER ORGANIZATIONS with the NLPA

1. Other organizations whose general mission and purposes fall within the scope of Article I of these Bylaws may be invited or petition to become affiliated with the NLPA.
2. It should be made clear that membership in an affiliated organization does not imply membership in the NLPA and that the NLPA assumes no responsibility or the administration or financial affairs of the affiliated organization.
3. The Executive Board shall determine what privileges of the NLPA may be granted to organizations affiliated with NLPA. Agreement for affiliation must be in writing.
4. In the event that Leadership Council believes that affiliation with the organization is no longer in the best interest of the NLPA, it will notify the leadership/leaders of the affiliated organization and affiliation termination proceedings will be initiated. Affiliation will be considered official and approved by a majority vote of the membership. Affiliation status is temporarily suspended while affiliation termination proceedings are underway.

Article XI AFFILIATION of the NLPA with OTHER ORGANIZATIONS

1. The Executive Board may petition the NLPA membership for affiliation with other national or international scientific or professional membership organizations. Affiliation requires a majority vote by the NLPA membership and should include information regarding relevant membership dues that may be required and the nominations and elections proceedings associated with the selection of NLPA's official representative to the affiliated organization.
2. In the event that Executive Board believes that affiliation with the organization is no longer in the best interest of the NLPA, it will notify the membership and petition that affiliation termination proceedings be initiated. Affiliation will be considered official and

³ Please refer to amendment approved on August 13, 2014 that changed the name of the publication to *Latina/o Psychology Today* and the type of publication from "Newsletter" to "Bulletin."

approved by a majority vote of the Executive Board. Affiliation status is temporarily suspended while affiliation termination proceedings are underway.

Article XII. AMENDMENTS

1. **Initiation of Amendments.** Amendments may be initiated by a majority of the Executive Board, by a petition submitted by any member and approved by a majority of the Executive Board, or through a petition submitted by twenty-five (25) or more members to the President.
2. **Publication and Balloting on Proposed Amendments.** Amendments, properly initiated and proposed, shall be published and ballots provided in the Newsletter, NLPA listserv, or in special mailings. The closing date for return of ballots shall be in two weeks, or no more than thirty (30) days after the mailing date of the Newsletter, posting on the NLPA listserv, or of the special mailing to all members.
3. **Adoption of Amendments.** An Amendment is adopted if at least 50% of the membership votes, and if a majority of the voting members approves it. If less than 50% of the membership votes, and if the majority of the voting members approves it, the Amendment is adopted only if a majority of the Executive Board approve it.

These bylaws were revised by Dr. Patricia Arredondo, Dr. Lynda Field, Mr. Alberto Figueroa-Garcia, and Dr. Milton A. Fuentes. They were approved by membership and amended on September 3, 2012.

Amendments approved on August 13, 2014.

1. The president-elect consults with NLPA's LC re. NLPA's Special Interest Groups.
2. NLPA's publication known as "*El Boletín*" has been renamed "*Latina/o Psychology Today*" and the type of publication has been changed from "Newsletter" to "Bulletin."
3. The timeframe used to define an Early Career Professional (ECP) has been extended from 7 years to 10 years since earning the corresponding degree.