

## BYLAWS OF THE NATIONAL LATINX\* 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 Latinx populations.

### Article I. OBJECTIVES

1. To support the mission, the objectives of the National Latinx Psychological Association (NLPA) are to:
  - a. Generate, promote, and advance Latinx 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 Latinx 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 Latinx communities/populations;
  - d. Encourage the educational and professional advancement of Latinx psychologists and students by identifying and reporting on research, education, and training programs that effectively prepare Latinx psychologists and facilitate cooperation among them;
  - e. Cultivate and promote open communication with members and leaders of Latinx communities, organizations, institutions, and society at large for our mutual education and understanding;
  - f. Promote awareness and understanding of issues and concerns that Latinx 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 Latinx Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latinxs 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 Latinx 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 Latinx 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 doctorate) in the areas of mental health, health, or related

\*The term Latinx reflects intersecting identities that include variation in gender identity and expression.

field and/or have demonstrated commitment and dedication to efforts that strengthen and/or enhance the health, mental health and/or well-being of Latinx 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 Latinx Psychology, Latinx populations, and/or the mission, purpose, goals, and objectives of the NLPA.
2. **Membership Application, Review, and Approval.** Membership applications are to be submitted via the NLPA website to the NLPA Membership Committee Chairperson. The Membership Committee will review all applications for accuracy and completeness and forward names of all viable applications to the Executive Board along with a recommendation regarding membership eligibility and qualifying status. The Executive Board approves eligibility and status designation for any individual and/or organization seeking NLPA membership.
  3. **Denial of Application for or Revocation of Membership.** NLPA reserves the right to deny or revoke membership of any individual or entity who has been convicted of a felony, expelled from a professional organization on ethical or professional grounds, has lost a license to practice, or has committed an ethical violation of sufficient gravity that the Executive Board deems that denial or revocation is warranted. An individual whose application for membership has been denied or revoked 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.

### **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 the *Ethical Guidelines* of 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. Any individual may submit a request for membership resignation from NLPA by petition to the NLPA Executive Board.
- e. 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 highest standards of culturally competent and ethical practices. The NLPA *Ethical Guidelines* provide guidance to NLPA members. It is the duty and responsibility of each individual to be familiar with, understand, agree to adopt, and practice under these guidelines. Failure to adhere to ethical conduct and standards may be grounds for Executive Board action and may 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 Latinx Psychology*.
2. Anyone with a Lifetime membership will maintain their status and be exempt from annual dues and journal subscription fees.
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, will not automatically result in reimbursement of dues paid. The Membership Committee, with the advice and consent of the NLPA Executive Board, will consider requests for reimbursement on a case-by-case basis.

## **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: President, President-Elect, Past-President, Secretary, Treasurer, Early Career Representative, and Student Representative.
- b. The Leadership Council shall be composed of the Executive Board, Appointed Officers, and Committee Chairs. Up to two past presidents, selected by the Council of Past Presidents, may serve as Senior Advisors. Appointed Officers and Committee Chairs may serve for renewable terms of two years, 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 in 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 approved 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 take action. A quorum is defined as a simple majority of the Executive Board members. 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 be taken. However, reports on NLPA business, activities, efforts, and/or initiatives may be presented for review and discussion.
- 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. 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, or to make quorum. 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. An Annual Report, summarizing actions and activities of the Executive Board, must be published in the NLPA Bulletin 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/Acting Secretary, Student Representative, Early Career Psychologist Representative.

### **1. Office of the President.**

Must be a professional with a doctoral-level degree in psychology (or equivalent training/experience) who has served on NLPA's Leadership Council for at least two years (or has comparable leadership experience) and is a member in good standing. This person will have a well-established reputation as a leader and advocate for Latinx Psychology

and/or issues or concerns relevant to Latinx 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 chair 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 representatives to those associations.
- 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, Bulletin 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. Negotiate 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 professional with a doctoral-level degree in psychology (or equivalent training/experience) who has served on NLPA's Leadership Council for at least two years (or has comparable leadership experience) and is a member in good standing will serve as President-Elect. This person will have an established reputation as a leader and advocate for Latinx Psychology and/or issues or concerns relevant to Latinx 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 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 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, 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 a one-year term of office, or until a successor assumes the office.
- b. 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;
- c. Coordinate, manage, implement, and report official results of the annual election of officers, including the formation of an elections committee to be approved by Executive Board;
  - d. Be available 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;
  - f. Serve as the Executive Board's primary liaison to regional/state-level Latinx mental health or Latinx 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. Submit and post outgoing 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;

#### **4. Office of the Secretary.**

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

- a. Serve a two-year term of office, or until a successor assumes the office.
- b. Ensure the business of the Association conforms with the bylaws.
- c. 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;
- d. 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;
- e. 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;

#### **5. Office of the Treasurer/Acting Secretary**

Must be an NLPA member in good standing. In performing the duties and executing the responsibilities of the office, the Treasurer/Acting Secretary shall:

- a. Serve a two-year term of office, or until a successor assumes the office.
- b. Oversee the finances for the corporation and manage the accounting staff to ensure the integrity of the financial health of the corporation.
- c. Oversee and administrate the finances of the corporation and work with bookkeeping and accounting staff for the day to day operations and fiscal integrity of the corporation.

- d. Ensure that financial reports are properly made to designated authorities as required by law.
- e. Make sure the financial books are properly closed at the end of the fiscal year and all tax forms for NLPA are submitted in a timely manner by CPA.
- f. Make financial reports of the corporation to the Leadership Council on a regular basis.

#### **6. Office of the Student Representative.**

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

- a. Serve a two-year term of office, or until a successor assumes the office.
- b. Serve as the official liaison between the Executive Board and Student Committee and bring interests, issues, and concerns of the student members (via the Student Committee) to the Executive Board;
- c. Chair a student committee;
- d. Coordinate with the Membership Committee to recruit and retain new student members;
- e. Serve on the Student Scholarship Committee;

#### **7. Office of Early Career Psychologist Representative**

This individual would be within ten 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. Serve a two-year term of office, or until a successor assumes the office;
- b. Assist with identification of Early Career members;
- c. Contribute a column to the association newsletter;
- d. Bring to the Executive Committee interests and concerns of Early Career members (e.g., research, practice, training, etc.);
- e. 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.);
- f. Chair the Early Career Members Committee;
- g. Along with a committee, identify awards for ECPs and bring to attention of the membership;
- 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 Chair.**

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 Chair 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 Journal Editor, the member will serve one year as journal-editor “elect”. Overall, the Journal Editor shall serve as a spokesperson for the journal and maintain its quality through oversight of all relevant journal operations, which include the following:

- i. Observe general policies established by NLPA and the publisher;
- ii. Identify and appoint Associate Editors;
- iii. Work with the Associate Editors to identify Editorial Board members, Regular Reviewers, and Ad Hoc Reviewers,
- iv. Oversee and manage the review process of all manuscripts submitted for publication, which includes:
  1. Initial review of all manuscripts to determine which ones to reject and which ones to advance to the review process;
  2. Assignment of manuscripts to the Associate Editors;
  3. Assignment of reviewers to manuscripts that are managed by the Editor;
  4. Tracking progress of the review process for all manuscripts;
- v. Reviewing decisions of the Associate Editors and making final decisions regarding every manuscript. Promote the journal at conferences to encourage submissions of manuscripts;
- vi. Work closely with the publisher’s publication team to manage the review process of manuscripts, promotion of the journal, and any other relevant journal activities;
- 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. Serve a four-year term based on the publisher contract.

**c. Journal Editor-Elect:**

The Journal Editor-Elect shall:

- i. Work with the Editor in all aspects of the manuscript review process;
- ii. Promote the journal, including at national and international meetings;
- iii. Maintain the quality of the journal;
- iv. Additional duties as identified by the Editor

**d. Latinx Psychology Today Bulletin 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 Bulletin Editor shall:

- i. Be responsible for the development, production, management and distribution of the Association's bulletin 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 Bulletin 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 Latinx undergraduates, graduates, and faculty and staff;
- iii. Establish and maintain partnerships with local Latinx communities and agencies to develop internship/employment opportunities for Latinx 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 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 Chair(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 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 Chair:**

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 Latinx Psychology;
- ii. Coordinate awards to coincide with the association's national conference;
- iii. Coordinate with the Bulletin Editor and/or Associate Editor to include information in the Bulletin regarding award recipients;
- iv. Coordinate the selection and production of Association awards to be distributed (in collaboration with Treasurer);
- v. Research and suggest potential NLPA member nominations for awards from outside organizations.

**j. Conference Chair:**

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 national conference;
  - ii. Develop a conference budget;
  - iii. Identify a site for the conference;
  - 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;
  - vi. Mentor the Vice-Chair.
- k. Conference Vice-Chair.
- The Conference Vice-Chair shall
- i. Serve on the Conference Committee for the next conference;
  - ii. Partner with the Conference Chair;
  - iii. Begin planning the subsequent conference:
    1. Recruit volunteers for the conference committee;
    2. Develop a conference budget;
    3. Identify a site for the conference;
    4. Develop and release a Call for Proposals;
    5. Develop the conference program, including identifying keynote speakers, preconference workshops, and managing the Continuing Education process as well as the awards ceremony.

**l. 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 Latinx Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latinxs 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;
- m. **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 Latinx Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latinxs 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;
- n. **Senior Advisor on Public Policy**  
 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, this individual 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 Latinx Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latinxs 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 Latinx communities/populations in the United States such as immigration, bi-lingual education, child and family health, mental health, etc.
  - v. Screen position/policy statements and calls to action written by other organizations that the NLPA may potentially sign on to. A final decision to sign on to any letter will be made by the Sr. Advisor on Public Policy, President, and President-elect. The Executive Board will then be notified of said decision.
  - vi. As a voting member of the National Hispanic Leadership Agenda representing the NLPA, this individual will engage in the following activities: 1) attend NHLA board meetings (typically 3-4 times per year); 2) actively participate in one of the major NHLA committees (currently assigned to the healthcare committee); 3) participate in any other activities deemed appropriate and in line with the mission statement of the NLPA and supported by the Executive Board. In addition, this individual will chair a subcommittee of the Executive Board represented by individuals who are interested in participating in other NHLA committees and/or activities. This individual will coordinate those efforts and assure consistency with the mission statement of the NLPA and report progress to the Executive Board.
- o. 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 Latinx Psychology, as well as public/institutional policy-makers that may be relevant to and/or affects Latinxs 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;

p. **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 bulletin 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.

q. **Media Coordinator.**

The Media Coordinator is primarily responsible for the development and monitoring of the NLPA website and social media venues and shall:

- i. Develop and provide leadership to the Media Committee

- ii. Adhere to the NLPA mission and seek approval from the Leadership Council regarding content, policy, and concerns related to the website
- iii. Maintain contact with the paid consultant and relay information to the Media Committee and the Leadership Council. Review the website and update information monthly.

r. **Representative to the Council of National Psychology Associations for the Advancement of Ethnic Minority Interests (CNPAAEMI):**

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 (CNPAAEMI). In performing duties of office, the NLPA Delegate to CNPAAEMI shall:

- i. Serve as the official NLPA representative on the CNPAAEMI Council;
- ii. Attend no less than two CNPAAEMI 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.

s. **Council of National Psychological Associations for the Advancement of Ethnic Minority Interests (CNPAAEMI) Leadership Development Institute (CLDI) Liaison**

The NLPA CLDI Liaison is appointed by the NLPA President to serve on the board of the CNPAAEMI Leadership Development Institute. The Liaison:

- i. Regularly attend CLDI Board meetings and fulfill assigned duties to participate in maintenance of the CLDI Board and train CLDI Fellows.
- ii. Regularly attend LC meetings and give updates on the CLDI
- iii. Announce Fellow nominations and facilitate NLPA's process of choosing a CLDI Fellow
- iv. Serve a three-year term.

t. **Council of National Psychological Associations for the Advancement of Ethnic Minority Interests (CNPAAEMI) Leadership Development Institute (CLDI) Fellow.**

The CLDI Fellow shall be an Early Career Psychologist who serves a residency on the LC for the purpose of learning leadership skills and subsequently serving NLPA in other leadership roles. The Fellow is chosen by an NLPA committee convened by NLPA's CLDI Board Liaison. The Fellow shall:

- i. Participate in CLDI leadership training.
- ii. Collaborate with the LC president to identify and complete a project useful to NLPA.
- iii. Participate regularly in LC meetings.

u. **Student Mentoring & Networking Chair.**

The Student Mentoring & Networking Chair shall:

- i. Develop and chair the mentoring and networking committee;

- ii. Recruit students and mentors for the program;
- iii. Pair mentors and students;
- iv. Provide programming for students and mentors;
- v. Organize networking opportunities for students at the NLPA conferences.

v. **Continuing Education Committee Chair**

The NLPA Continuing Education Chair shall:

- i. Serve a two-year term.
- ii. Coordinate continuing education credit process for all relevant NLPA programming.
- iii. Staff and chair the Continuing Education Committee.
- iv. Coordinate with continuing education sponsoring organization to maintain NLPA's status as approved CE sponsor (including reporting requirements and coordination with NLPA Treasurer regarding fees and association management company).

w. **Continuing Education Committee Vice-Chair**

The NLPA Continuing Education Vice-Chair shall:

- i. Serve a two-year term.
- ii. Assist in coordinating continuing education credit process for all relevant NLPA programming.
- iii. Serve on the Continuing Education Committee.
- iv. Assist in the coordination with continuing education sponsoring organization to maintain NLPA's status as approved CE sponsor.

x. **Disaster Resource Coordinator.**

The Disaster Resource Coordinator shall:

- i. Track disaster mental health research, trends and resources.
- ii. Coordinate disaster mental health training for NLPA members.
- iii. Develop articles for NLPA regarding disaster mental health in our communities.
- iv. Promote resources to help Latinx communities to cope with and overcome disasters.
- v. Coordinate with Red Cross and APA to provide information and resources to NLPA members and those we serve and to connect NLPA volunteers with disaster response teams.;
- vi. Consult with and provide support to responders and colleagues, as needed;
- vii. Field media inquiries on common reactions to disaster in Latinx communities;
- viii. Record successes and challenges of response and recovery to shape future planning.

**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 posted on the NLPA listserv and web page and, if possible, published in the Bulletin.
- b. NLPA members in good standing may nominate themselves or other members. Nominees who agree to run must submit a nomination statement outlining the nominee's qualifications, vision, and plan for the position, as well as a current CV to the Chairperson of the Nominations and Elections Committee in response to the call for nominations.
- c. The Nominations and Elections Committee will review and develop the slate of candidates for submission to the Executive Board for approval prior to provision of candidate information and ballots to the membership. See association Policies and Procedures Manual for additional details.

## **3. Elections**

- a. The Nominations and Elections Committee, with advice and consent of the Executive Board, shall prepare ballot materials (e.g., slates of officers, names of candidates, and candidates' statements) for election. This information must be posted on the NLPA listserv and web page and, if possible, published in the Bulletin. The election ballots for officers shall be available to members for no less than 30 days between August 1<sup>st</sup> and the last business day in October.
- b. 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 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 a special committee or task force to effectively conduct the business and affairs of the Association as it deems necessary.
- 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 501c(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 Latinx Psychology* will be the official peer-reviewed publication of the NLPA.
2. The bulletin *Latinx Psychology Today* 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 NLPA and that NLPA assumes no responsibility for 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 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 Latinx Psychology Today, the 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 approves it.