

International Council of Psychology Educators - ICOPE CONSTITUTION AND BYLAWS

ARTICLE 1. CERTIFICATE OF INCORPORATION

1.1 The name of the corporation is the International Council of Psychology Educators shortened as ICOPE.

1.2 The duration of said corporation is unlimited.

1.3 The purpose of this nonprofit corporation, organized exclusively for educational and scientific purposes, is to advance psychology education throughout the world by providing forums to engage and refresh teachers of psychology, familiarize them with useful resources, develop collaborative international teaching partnerships and facilitate the international/global development of the discipline as a means, through education, to better serve humanity, improve quality of life and train psychologists in tune with local needs that keep abreast of international best practices.

ARTICLE 2. MEMBERSHIP

2.1 All psychology educators, students and interested parties who attended the ICOPE 6 conference (Flagstaff, 2104) are currently considered members. Others may join by filling in an application form to be made available on what will be determined to be the official ICOPE website, and by paying a membership fee. This membership fee may also be included as part of future ICOPE conference registrations. A nominal amount determined by the Board (e.g., \$40.00) shall be designated as a biennial membership fee and kept in a separate account by the Treasurer for ICOPE's use at the discretion of the officers. Individual and departmental/group fees will be determined by the Board on an annual basis. No part of the ICOPE's income is distributed to its members or officers, and the ICOPE shall not have to issue shares of stock or pay dividends. Income is used only to support future conferences and facilitate officers' meetings toward this purpose.

2.2 **Types of Membership** There are three classes of membership: Member, Professional Affiliate, and Student Member.

2.2.1 **Members** are current or previous teachers of psychology at any public or private school who (a) hold or are eligible to hold membership in a national psychological or educational association, or (b) have been actively engaged for a period of not less than two years in professional work or study that is primarily psychological in nature.

2.2.2 **Professional Affiliates** hold or are eligible to hold membership in a national psychological association or are professionally active in a profession allied to psychology and are interested in helping to advance the purposes of the International Council of Psychology Educators.

2.2.3 **Student Affiliates** are students actively working toward a degree or certificate in psychology, or in an area of study involving major emphasis on psychological aspects of a related field of study, who are currently teaching or plan to teach.

2.2.3 **Departmental/Group Membership** would include all teaching members of a department of psychology, or a specific group (e.g., network of educators) whereby all members would have the same privileges and benefits of individual members. The Board will annually determine dues and conditions (e.g., dues related to number of potential members in the Department/group).

2.3 Privileges and Benefits of Members

Dues-paying Members of all classes receive regularly issued electronic publications and updates free of charge and shall be entitled to such discounts on other publications or on registration fees, as may be

established by the Board. Members in good standing are entitled to vote in all elections and on all propositions submitted to the membership, may hold elective or appointive office, and may receive any other privileges granted by the Board or specified in the Bylaws.

2.3.1 Student Affiliates hold all privileges of Members except the right to hold office. However, the Board may, if it wishes, appoint a student affiliate ex-officio as a full voting member of the Board, specifically to represent student interests.

2.4 Applications for Membership

Applications for membership are submitted either (a) with dues as part of the registration process when attending an ICOPE conference, or (b) independently of an ICOPE conference, through direct application to the Board, through the official ICOPE website. Except under specific and written authorization by the President, or as specified in the Bylaws, no member may act as a representative of the International Council of Psychology Educators. The Council shall not be responsible for nor bound by any action of an unauthorized representative.

ARTICLE 3. BOARD

3.1 The officers comprising the Board are:

3.1.1 President, who shall act as chair

3.1.2 President-Elect, who in most cases shall act as the Conference Organizer

3.1.3 Past President, who shall act as chair when the President is not available

3.1.4 Secretary General, who will keep minutes and the records of ICOPE, and play a strong organizational role

3.1.5 Treasurer, who will maintain financial oversight.

3.1.6 Up to three co-opted members, appointed by the other Board officers, with the explicit intent to ensure Board representation from each major continent (Asia, Africa, Europe, America), and potentially also, student representation, Conference Organising Committee representation, and special issue expert representation.

3.2 After each conference (International Conference on Psychology Education, ICOPE for short but preceded by 6th, 7th, etc as the case may be) general meeting, the previous President-Elect becomes the next President and the President becomes the Past-President. The new Secretary and Treasurer are appointed/elected from Members of ICOPE in accordance with the Bylaws at the organizational meeting held at the ICOPE Conference every two years.

3.3 Newly elected/appointed officers are installed during the ICOPE conference. They serve for at least two years and until their successors are duly appointed and installed.

3.4 If an Officer is unable or unwilling to fulfill the duties of office, as indicated voluntarily or by failure to attend two consecutive conferences (one in conjunction with ICP), the Board shall appoint another person to fulfill that function and serve the remainder of the unexpired term, or if agreed by the majority of the Board members, conduct an electronic confidential ballot through the official ICOPE website.

3.5 The regular meetings of Outgoing and Incoming Board are convened at the Biennial ICOPE Conference. Those meetings take place in advance of, during, and/or immediately following the Conference. Additional meetings of the Board may be called at any time at the discretion of the President with the concurrence of at least one other Board Member. The meeting will be carried out utilizing available communications technology to include as many members as possible even though all may not be able to physically meet at the same site.

3.6 Decisions at meetings of the Board are made by majority vote of the members present and voting.

3.7 Provided that the Board shall not exceed eight members in total, the Board may co-opt to serve on the Board: (a) any member who would represent a continent not represented within the existing Board membership; (b) any member who is also a member of an ICOPE Conference Organizing Committee, (c) a student affiliate representative, and/or (d) a member with specific expertise relevant to current Board business/task forces. Such co-opted members may vote.

3.8 Terms of office begin at the time of installation at the ICOPE Conference Board Meeting. Terms are concluded when successors are installed.

3.7 Relevant positions for Board members (keeping in mind Article 3.2) would usually be appointed/elected in time for the subsequent ICOPE conference, in the manner deemed most fair and efficient by the President (this may include an electronic confidential ballot). For the initial establishment of the Board, electronic ballot methods were utilized.

ARTICLE 4. ROLES AND RESPONSIBILITIES OF THE BOARD

4.1 The Board is responsible for the day-to-day management of ICOPE.

4.2 The Board functions in conformity with the Certificate of Incorporation, the Bylaws, and the Administrative Policies and Procedures. The responsibilities encompass the responsibility of these elected officials to determine general policies, and to make and amend rules for the conduct of any given meeting, for the conduct of the business, and for procedures to be followed by officers, committees, agents, delegates, and staff.

4.3 The Board reviews the proposed planned conferences and long range budgets that are developed and monitored by the Secretary and Treasurer.

4.4 The Board reviews and approves all planning and quality assurance activities related to all of its activities, including conferences, and it works with each event organizing task force to implement ICOPE's activities.

4.5 The Board authorizes regional meetings, and reviews the functioning of all committees and task forces. It may establish or eliminate ad hoc task forces as it deems necessary.

4.6 INSERT LIABILITY CLAUSE HERE XX

ARTICLE 5. ROLES AND RESPONSIBILITIES OF THE OFFICERS

5.1 **The President** presides at all meetings of the International Council of Psychology Educators, convened at ICOPE conferences. The President delegates members to act as official representatives of the International Council of Psychology Educators conditional upon approval by the Board. The President and/or Secretary, in consultation with the Treasurer and President-Elect, authorizes any expenditure.

5.2 **The President-Elect** is responsible for planning, arranging, and chairing the Scientific Program Committee for the biennial conference, and would usually work in close collaboration with the local conference committee to carry out the organization of the biennial ICOPE Conference.

5.3 **The Past-President** assumes duties of the President in the event of the latter's absence, resignation or inability to perform the duties of office and is responsible for organizing the nomination/election process for the next cycle of officers (President-Elect, Secretary, Treasurer) in cooperation with the members.

5.4 **The Secretary General** plays a strong organisational role, and is responsible for minutes of meetings of the Board and any meeting of members. As required by federal and state incorporation regulations, the Secretary General signs or cosigns official correspondence, resolutions, and documents, with the President or other designated officer/agent of ICOPE. The Secretary General is responsible for the official membership roll, calls meetings to order in the absence of the President or President-Elect, and keeps attendance records.

5.5 **The Treasurer** serves as the chief financial officer of ICOPE. She or he, in collaboration with the other officers, is responsible for all aspects of the financial management of ICP. These include but are not limited to: long range financial plans, being familiar with all ICOPE assets and fiscal activities, accounting, reporting, and budgeting of all organizational funds, and reviewing the organization's financial records and status.

ARTICLE 6. CONFERENCES AND MEETINGS

6.1 Conferences of ICOPE, whether independently organized or organized in conjunction with another national or international conference, occur every two years unless prevented by war or other crises. The Conferences include an Annual Membership Business Meeting and meetings of the Board, and provides professional programming designed to facilitate, engage and refresh teachers of psychology, familiarize them with useful resources, develop collaborative international teaching partnerships and facilitate the international/global development of the discipline as a means, through education, to better serve humanity, improve quality of life and train psychologists in tune with local needs that keep abreast of international best practices. This conference is usually organized and implemented primarily under the leadership of the President-Elect.

6.2 ICOPE Conferences would normally be held during even-numbered years, and every fourth year they may be held in conjunction with other conferences, such as the International Congress of Psychology. Conferences should cycle from continent/region to continent/region in order to make it possible for teaching colleagues from all parts of the world to attend.

6.3 Regional or Area Meetings may be held to serve the interests of ICOPE members, as well as other psychologists, under conditions approved by the Board.

6.3 ICOPE meetings may be held within the programs of other national or international organizations, under conditions approved by the Board.

6.4 Membership Business Meeting is held during the Biennial Conference.

Decisions at the Annual Membership Business Meeting require a majority affirmative vote of those present, with a quorum of at least ten members. The President conducts the business meeting. A Parliamentarian may be appointed by the President, with approval by the Board, to advise the President on procedural matters covered by Robert's Rules of Order.

ARTICLE 7 FISCAL YEAR, DUES, AND DONATIONS

7.1 The fiscal year is from the first day of January to the last day of December, or such other period of twelve consecutive months that the Board may, from time to time, designate and approve.

7.2 Dues may be set, and changed from time to time, on approval by the Board. Dues are solicited/paid as part of the registration process at the biennial ICOPE conference or can be operated through the official ICOPE website. Potential members (individuals, or whole departments) may also apply directly to the Board for membership (through the official ICOPE website).

7.3 Donations and contributions are accepted, recognized, and acknowledged, in accordance with the non-profit related laws and procedures, if any, of the locations involved.

ARTICLE 8 COMMUNICATIONS AND PUBLICATIONS

8.1 ICOPE places a high value on communication, global networking and mutual support. We work with publishers and organizations, including Cambridge Scholars Press, PLAT, IUPsyS and other forums to publish and disseminate the work presented at our conferences. We also support an organizational website. ICOPE uses all forms of telecommunications including the dissemination of an electronic newsletter, printed and e-mail, listserves, telephone, fax and other available technology. Various ICOPE business and organizational functions utilize these technologies.

8.2 ICOPE's Conference Proceedings are published in the manner arranged by the President-Elect, in consultation with the Board.—

8.3 The publications ideally alternate between book and journal formats. Previous conference proceeds have appeared as: A special issue of the *Journal of International Psychology* (2002); *Teaching Psychology around the World, Vols. 1, 2 & 3* (Published by CSP; 2005; 2008; 208); A special issue of the *Psychology Learning and Teaching Network (PLAT) Journal*. Editors of the Conference Proceedings are appointed, on approval by the Board, for a term determined by the Board.

8.4 The ICOPE Teaching and Learning Web Site is the official web site of the International Council of Psychology Educators.

8.5 The Webmaster is appointed, on approval by the Board, for a term determined by the Board. The Web Master works closely with the Board.

8.6 Associate Contributors to the Website or to the IP may be recommended by the Editor or Webmaster for appointment by the Board.

8.7 Matters related to the preparation, publishing, and use of material on the Web Site are approved by the Board.

ARTICLE 9. AMENDMENTS

9.1 All proposed amendments to the Statutes and Bylaws are submitted to the Board at least six months prior to the date at which the amendments will be tabled to the general membership at the next ICOPE Convention for consideration or determination. Such amendments require the approval of two-thirds of the entitled voting members. Amendments to the Certificate of Incorporation are made as prescribed for amendments to the Bylaws above, with the added requirement that, upon approval by the membership, the amendment is filed with the appropriate entities.

9.2 ICOPE, by mail or electronic ballot of the voting membership, may adopt such Bylaws, or amendments to the Bylaws, as are consistent with its Certificate of Incorporation, and are deemed necessary for the efficient management of ICOPE's affairs and progress toward its goals.

ARTICLE 10. DISSOLUTION

Upon the dissolution or other termination of ICOPE, officers will select another organization dedicated to educational or scientific purposes in the field of psychology, to which to transfer any assets that remain after the payment of all liabilities.