

**THE PSYCHOANALYTIC ASSOCIATION OF THE WESTCHESTER CENTER**

**MISSION STATEMENT**

The Psychoanalytic Association of the Westchester Center, Inc. is committed to furthering the study of psychoanalytic theory and practice. Through a comprehensive range of educational and collegial opportunities, the Association encourages and facilitates the continuing professional development of its members. The Association also acts to advance the interests of the Westchester Center for the Study of Psychoanalysis and Psychotherapy and reinforce the training goals of its faculty.

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**BY-LAWS**

**of**

**THE PSYCHOANALYTIC ASSOCIATION**

**of the**

**WESTCHESTER CENTER, INC.**

**ARTICLE ONE**

**ORGANIZATION**

1. The name of this organization shall be The Psychoanalytic Association of the Westchester Center, Inc.
2. This organization shall have a seal which shall be in the following form:

**ARTICLE TWO**

**PURPOSES**

1. The purposes for which this Association is formed are:
  - a. To foster development and interests of the Westchester Center for the study of Psychoanalysis and Psychotherapy.

- b. To hold and participate in meetings for discussion of questions concerning psychoanalysis and related fields.
- c. To sponsor educational programs of interest to the membership and the community.
- d. To provide opportunities for members to develop personal as well as professional relationships through programs and activities.
- e. Any other purposes deemed beneficial by the members of the Association.

## **ARTICLE THREE**

### **MEMBERSHIP**

1. **Membership:** Members of the Association shall consist of individuals who are graduates and faculty members of the Westchester Center for the Study of Psychoanalysis and Psychotherapy and whose dues and assessment have been paid.
2. **Candidate Members:** Candidate members shall consist of all current students and students on leave from the psychoanalytic training program. First year candidates shall not be subject to dues and assessments. Second, third and fourth year candidates shall be subject to dues and assessments at a reduced rate. The president of the Candidate's Association shall be invited to hold one seat as a member-at-large on the Executive Board. Otherwise, candidates may not hold office.
3. **Affiliate Members:** Affiliate Members shall consist of members of other Psychoanalytic Institutes who have equivalent training, who are approved by the Membership Committee and who are confirmed by a vote of the membership at a Regular Board meeting. If any objections arise at the meeting, the application shall return to the Membership Committee for further recommendations. Affiliate members shall be subject to dues and assessments and may hold office.
3. **Retired Members:** Retired Members are those who no longer continue in active practice but who wish to maintain an interest in the Association and benefit from its resources. Retired Members are subject to reduced fees and assessments and may hold office.
4. **Honorary Members:** Honorary Membership in the Association may be conferred by a majority vote of the Executive Board of Directors and confirmation by the membership at a regular Association meeting upon any individual whose aid in carrying out the purposes of the Association or whose services to the field of

psychoanalysis in the opinion of the Board and membership makes the individual deserving of such recognition. Honorary Members shall not vote or hold office. They shall not be subject to dues or assessment.

5. **Termination of Membership:** A member in any category of membership may be removed from the membership for any cause on the recommendation of all members of the Executive Board of Directors at a regular or special meeting of the Board, with confirmation by the majority of the membership at a regular meeting. Removal shall occur only after the member complained against has been advised of the complaint against such member, and has been given reasonable opportunity for defense. Such member, if removed, may appeal from the decision of the membership at the next annual meeting of the Association, provided that notice of intent to appeal is received by the Secretary of the Association at least 20 days in advance of the meeting.
6. In the event that a member shall resign or be removed from membership pursuant to the provisions hereinabove, all interests of such member in the Association shall immediately cease and terminate. No member shall at any time be entitled to a refund of any portion of dues or assessments already paid or approved.

## **ARTICLE FOUR**

### **OFFICERS**

**1. The officers of the Association are as follows:**

- 1) President
- 2) President Elect / Immediate Past President
- 3) Secretary
- 4) Treasurer
- 5) Chairperson of the Nominating Committee
- 6) Four Members-at-large, one an Affiliate and one the President of the Candidate's Association
- 7) Three liaisons to the Westchester Center

These officers constitute the Executive Board of Directors.

**2. Terms of Office:**

The President for four years;

- One year as President Elect.
- Two years as President.
- One year as Immediate Past President.

The Secretary, Treasurer, Chairperson of the Nominating Committee are elected for two year terms.

Members-at-large will each have two year terms. Each two shall be elected on alternate years.

The liaisons to the Westchester Center are elected for three-year terms.

Officers may be elected to the Board more than one time.

### 3. Duties of Officers:

#### **The President** shall:

- Preside at all membership meetings.
- By virtue of holding office, be Chairperson of the Executive Board of Directors.
- Present at each annual meeting of the organization an annual report of the work of the organization.
- Serve as ex-officio member of all standing committees.
- See that all books, reports and certificates as required by law are properly kept and filed.
- Be one of the officers who may sign the check or draft of the organization.
- Be the keeper of the Archives.
- Have such powers as may reasonably be construed as belonging to the chief executive of any organization.

#### **The President-Elect or the Immediate Past President** shall:

- In the event of the absence or inability of the President to carry out the duties of office become acting president of the organization, with all the rights, privileges, and powers of the duly elected president.
- Be the keeper of the Calendar, responsible for posting comprehensive, updated notice of activities and presentations.
- **The Secretary.** It shall be the duty of the Secretary to:
  1. Keep the minutes and records of the organization in appropriate books.
  2. File any certificate required by any statute, federal or state.
  3. Give and serve all notices to members of this organization.
  4. Sign check and drafts of the organization as required.
  5. Submit to the Board of Directors any communications which shall be addressed to *[her/him as]* the Secretary of the organization.
  6. Attend to all correspondence of the organization and to exercise all duties incident to the office of Secretary.
- **The Treasurer** shall have the care and custody of all monies which belong to the organization and shall be solely responsible for such monies or securities of the organization.

The Treasurer must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

The Treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting.

The Treasurer shall exercise all duties incident to the office of the Treasurer.

- **The Chairperson of the Nominating Committee** shall, along with the committee members, select a slate of officers for the following two years.
- **Members at Large** sit on the Executive Board as a means for transparency. They observe board process and their participation is meant to assure that the Board operate consistent with the needs of its membership.
- **Liaisons:** It shall be the responsibility of the Liaison Representative to assist in the coordination between the Association and the Westchester Center for the Study of Psychoanalysis and Psychotherapy. They shall function as full members of the Committees on which they serve, shall represent the interests of the Association, and shall facilitate communication between the organizations.

Liaison Representatives are:

- Liaison to the Faculty Selection Committee.
- Liaison to the Curriculum Committee.
- Liaison to the Faculty.

A representative of the Westchester Center for the Study of Psychoanalysis and Psychotherapy faculty shall be asked to serve on the General Board.

Liaison representatives shall serve for a three year period , at which time the position shall be reviewed as to whether the term shall be extended. The term may be terminated sooner upon action of the General Board.

Notice of openings for Liaison Representative Positions shall be made available in writing to the membership so that members' interest in such positions may be made known to the President.

#### **4. Compensation:**

No officer shall for reason of holding office, be entitled to receive any salary or compensation, but nothing herein shall be constructed to prevent an officer or director from receiving any compensation from he organization for duties other than as a director or officer.

## **ARTICLE FIVE**

### **EXECUTIVE BOARD OF DIRECTORS**

1. The business of this Association shall be managed by an Executive Board of Directors, consisting of the twelve members who are the officers of this organization.
2. The President of the organization by virtue of holding office shall be Chairperson of the Executive Board.
3. The Immediate Past President shall serve on the Executive Board for the year following her/his term of office as President with full voting rights.
4. The President-elect shall serve on the Executive Board for the year prior to becoming President.
5. The Executive Board meetings shall be held at least three times a year.
6. Each Executive Director shall have one vote and such voting shall not be done by proxy.
7. Majority of the Executive Board shall constitute a quorum.
8. The Executive Board of Directors may make such rules and regulations governing its meetings as it may in its discretion determine necessary.
9. Vacancies in the said Executive Board of Directors shall be filled by a vote of the majority of the remaining members of the Board for the balance of the term.
10. An Executive Director may be removed by the majority of the Board when sufficient cause exists for such removal. The Executive Board of Directors may entertain charges against any Director. A Director may be represented by counsel upon any removal hearing. The Executive Board of Directors shall adopt such rules as it may in its discretion consider necessary for the best interests of the organization for this hearing.

## **ARTICLE SIX**

### **GENERAL BOARD**

1. The General Board shall be made up of:
  - The elected officers.
  - Committee chairpersons.

- Other appointed representative deemed appropriate.
  - A representative of the Westchester Center for the Study of Psychoanalysis and Psychotherapy faculty shall be asked to serve on the General Board.
2. The President of the organization shall be Chairperson of the General Board.
  3. The General Board shall provide the forum for:
    - receiving and discussing reports.
    - disseminating pertinent information.
    - recommending ad hoc committees, programs and activities to facilitate the aims of the Association.
  4. General Board Meetings shall be held at least three times a year and shall be called by the President of the Association.
  5. Meetings shall be open to the membership of the Association.
  6. Upon receiving a written petition of ten members, the President shall call a special meeting of the General Board. The membership shall be notified in writing of the agenda of such special business meetings at least ten days in advance of such a proposed meeting. No other business but that specified in the notice shall take place except upon the unanimous consent of all voting members present at the meeting.

## ARTICLE SEVEN

### COMMITTEES

1. The Committee Chairperson of the Association shall be appointed by the Executive Board of Directors with the exception of the Nominating Committee Chairperson who shall be elected as an officer for a term of two years.
2. Chairships shall be reviewed bi-annually by the Executive Board.
3. Chairships may be terminated before the two year period of action of the Executive Board of Directors.
4. Notice of Chairship availability shall be made available in writing to the membership of the Association so that members' interest may be known to the President.
5. The **Nominating Committee** shall be a standing committee.

The Nominating Committee shall be selected by the Nominating Committee Chairperson at least ninety days prior to the annual meeting.

It is suggested that this committee shall be composed of five members:

- The Chairperson
- The President of the Executive Board
- One representative (or member) from the membership at large
- One representative from the faculty
- One representative from the candidates

Nominating Committee Function:

- a. It shall be the function of the Committee to acquaint nominees with the duties of the offices and to secure the agreement of such nominees to accept their respective offices if elected.
- b. The slate shall be presented to the membership in writing to be voted upon and results announced at the Annual Meeting.

## **ARTICLE EIGHT**

### **VOTING**

At all meetings, except for the election of officers and directors, all votes shall be by numerical count.

## **ARTICLE NINE**

### **ANNUAL MEETING**

1. The annual membership meeting of this organization shall be held at the last meeting of the year in May/June each and every year. The President shall notify the membership in writing of the proposed agenda for such annual membership meeting at least ten days before such a meeting.
2. At the annual membership meeting of the Association, all general business of the Association shall be conducted including:
  - The installation of officers for the following year.
  - Receiving reports of the activities of the committees.
  - Reviewing the Annual Budget Report.

## **ARTICLE TEN**

### **DUES**

1. The dues for the membership shall be determined by the Executive Board of Directors.
2. Notification of dues shall be sent out by October 1 of each year. Dues are payable in the fall of each year and members become delinquent who have not paid by January 1.

Names of delinquent members in all categories will be reported by the Treasurer to the Membership Committee.

3. Exceptions to the rule for payment of dues or assessments may be made by the Executive Board of Directors.

## **ARTICLE ELEVEN**

### **SALARIES**

The Executive Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of the Association.

## **ARTICLE TWELVE**

### **ELECTIONS**

1. The Nominating Committee will circularize the membership asking for nominations for each office. After selecting nominees, the Nominating Committee will notify the membership of the nominations for offices 30 days in advance of the annual membership meeting.
2. An official ballot will be sent to all members with a provision for write-in votes for each office.
3. The votes shall be counted and the results announced at the Annual Meeting.
4. Elections shall be held annually.

## **ARTICLE THIRTEEN**

### **AMENDMENTS**

These by-laws are to be reviewed every four years by the new President and Executive Board.

These by-laws may be altered, amended, repealed, or added to by an affirmative vote of not less than two-thirds of the members present at the Annual Meeting.

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Revised by vote of the General Board: June 7, 2006  
President, Gail Wittkin Sasso