

PTCMW Bylaws
Revised October 2013

ARTICLE I. NAME

The name of this organization is the "Personnel Testing Council of Metropolitan Washington" (PTCMW).



ARTICLE II. PURPOSE AND OPERATIONS

A. **Purpose.** PTCMW is established to:

1. Improve the quality and fairness of personnel measurement and selection.
2. Provide members with professional growth and networking opportunities in I-O psychology and related fields.
3. Encourage and provide education and training in the latest research and applied practices in I-O psychology and related fields.
4. Advance the science and practice of I-O psychology and related fields.

B. **Operations.** PTCMW is established exclusively for charitable, scientific, and educational purposes as a not-for-profit, professional association.

1. **Governance.** The PTCMW Board of Directors ("Board") will govern the operations of PTCMW.
2. **Financial restrictions.** No part of the income, earnings, or assets of PTCMW will be used to benefit any officer, member, or other individual, except for Category 1 and Category 2 expenses that the Board feels are in the best interest of PTCMW. Category 1 expenses include nominal gifts, complimentary memberships, and complimentary admission to PTCMW events. Category 2 expenses, which require approval by a two-thirds majority of the Board, include all other gifts or payments. The Board will report each Category 2 expense as a separate line item in the end of year budget and financial report.
3. **Dissolution.** Upon dissolution of PTCMW, any assets of the association will be distributed to an organization which has exempt status under 501 (c) (3) of the Internal Revenue Code or successor statutory authority.
4. **Fiscal year.** The fiscal year is January 1st to December 31st.

ARTICLE III. MEMBERSHIP AND DUES

A. **Membership classes.** There are two classes of membership: Regular (Professional) membership and Student membership.

1. **Regular membership.** Regular membership is open to any person who agrees to further the purposes of PTCMW and who has paid the required dues.
2. **Student membership.** Student membership is available to any person who (a) is currently enrolled in a full-time graduate or undergraduate program of study at an accredited college or university, (b) agrees to further the purposes of PTCMW, and (c) has paid the required dues.

B. **Dues.** The Board will set annual membership dues and inform the membership. Dues for student members will be one-half (½) the dues for regular members.

1. The Board will ensure that members are notified of membership dues annually by December 15th.
2. The dues for continuing members should be paid by January 31st of each year.

3. Membership dues will be paid online via the PTCMW website, or checks provided to the Secretary. In the latter case, the Secretary will record each payment and forward the check to the Treasurer.
4. The Secretary will remove from the membership lists of the previous year the names of those members who have not paid their dues by March 31st of each year. The Secretary will notify members of impending removal from the membership lists.
5. Dues paid by new members who join PTCMW after October 31st will apply to membership for the next calendar year. The Board reserves the right to shift this date earlier in the year as the need arises (e.g., as an incentive for attending a key PTCMW event).

ARTICLE IV. ELECTED OFFICERS

A. **General.** The elected officers of PTCMW are (1) President, (2) President-Elect, (3) immediate Past-President, (4) Vice-President for Programs, (5) Secretary, (6) Treasurer, and (7) Recorder. The seven elected officers will constitute the PTCMW Board of Directors. The President-Elect and immediate Past-President will also hold the title of Vice-President of PTCMW for corporate legal purposes. Each office will be filled in accord with the Bylaws. Each officer will perform his/her duties in accord with the Bylaws.

B. **Terms.** With the exception of the Treasurer, the term of each office will be one year, beginning January 1st. The term of the Treasurer will be two years, also beginning January 1st. The offices of the Recorder, Treasurer, Secretary, Vice-President for Programs, and President-Elect will be filled by direct election. After serving for one term as President-Elect, the President-Elect will automatically advance to the office of President. After serving for one full term as President, the President will automatically advance to the office of immediate Past-President. No individual may serve in the same office for two consecutive terms, except for the President (as described below in Article IV, Section D, Subsection 1), and the Treasurer (as noted above).

C. **Mid-term vacancies.** An elected office will become vacant in mid-term immediately upon the resignation, recall, or death of the incumbent. The Board may also declare an office to be vacant by a two-thirds majority of the Board if the officer fails to attend three consecutive Board meetings.

D. **Filling mid-term vacancies.** No elected office may remain vacant for more than 45 days, except for the offices of the President and President-Elect, as described below.

1. **President and President-Elect.** If the office of the President becomes vacant, the President-Elect will automatically advance to the office of the President for the remainder of that term plus one full term, and the office of the President-Elect will remain vacant until the next election. In the event that the office of the President becomes vacant again before the next election, the immediate Past-President or Vice-President for Programs will serve as Acting President, in accord with the responsibilities of each office, until the next annual election is held.
2. **Other offices.** If the office of the immediate Past-President becomes vacant, the Board will appoint an eligible member to fill the vacancy, giving preference to past presidents of PTCMW. If any other elected office becomes vacant in mid-term, the Board will appoint an eligible member of PTCMW to fill the vacancy.
3. **Multiple offices.** No individual may serve in more than one elected office at the same time.

E. **President.** The President will chair the Board, supervise PTCMW's day-to-day operations, appoint committees, and serve as PTCMW's primary representative to outside organizations. Key responsibilities of the President will be to maintain the strength and integrity of PTCMW, lead the development of the annual budget, keep the membership well informed about PTCMW operations, and deliver an annual address on a topic relevant to PTCMW.

F. **President-Elect.** The President-Elect will serve as the Acting President in the absence of the President, provide general assistance to the President, and serve as a member of the Board.

G. **Past-President.** The immediate Past-President will serve as the Acting President in the absence of the President and President-Elect, serve as chair of the Elections Committee, provide general assistance to the President, and serve as a member of the Board.

H. **Vice-President for Programs.** The Vice-President for Programs will serve as the Acting President in the absence of the President, President-Elect, and immediate Past-President; produce monthly breakfast, luncheon, or dinner programs on topics relevant to PTCMW; and serve as a member of the Board. PTCMW may present a training program or networking event in place of a monthly breakfast, luncheon, or dinner meeting.

I. **Secretary.** The Secretary will maintain PTCMW's official records and documents, coordinate plans for dissemination of member content, outreach, and new offerings (e.g., via e-mail blasts); coordinate with other members of the Board on all member communications, and serve as a member of the Board.

J. **Treasurer.** The Treasurer will manage PTCMW's finances (e.g., bank accounts, revenue collection, payments, records, reports), assist the President in developing the annual budget, and serve as a member of the Board.

K. **Recorder.** The Recorder will prepare the minutes of each meeting of the Board and serve as a member of the Board.

ARTICLE V. PTCMW BOARD OF DIRECTORS

A. **Composition and voting.** The Board will consist of all officers of PTCMW, each of whom shall have equal voting status except in the case of a tie vote. In the event of a tie, the President will cast an additional vote.

B. **Functions.** The Board will make and interpret the policy of PTCMW and supervise the conduct of all PTCMW programs, activities, and business affairs. The Board will represent the membership in official communications with other organizations and individuals and enforce all provisions of the Bylaws.

C. **Referendums.** All actions and decisions of the Board may be subject to modification or reversal using the following procedures.

1. **Petition.** The Elections Committee will conduct a referendum within 45 days of the request for such an election by a petition signed by twenty (20) percent of the PTCMW membership as of the most recent April 1st.
2. **Voting.** The Elections Committee will submit referendums to all PTCMW members and provide members with the following information at least three weeks prior to the final date for voting: (1) the proposed actions, (2) a statement by the petitioners on why the proposed actions are needed, (3) the Board's response to the petition, (4) the voting method (e.g., a virtual ballot on the PTCMW website), and (5) the deadline for voting. The Board will act promptly to comply with referendum proposals approved by a two-thirds (2/3) majority of votes cast.

D. **Annual report.** Within two months after the end of each fiscal year, the Board will publish an official year-end report showing PTCMW's revenues, expenses, net worth, and current membership. The official budget will be published each year within three months after the start of the new fiscal year.

ARTICLE VI. MEETINGS

A. **Board meetings.** The Board will meet at least four (4) times per year to carry out its duties. A quorum of Board members must be present to conduct the meetings.

1. **Place of meetings.** The Board will meet at such times and at such places as it may elect.
2. **Open meetings.** Any member may attend meetings of the Board and participate in discussions.
3. **Announcement of meetings.** The Board will announce the date and time of meetings to the membership on the PTCMW website. As part of the announcement, a point of contact will be provided in the event a member is interested in attending the meeting.
4. **Quorum.** A quorum will consist of at least four (4) officers. All decisions will be made by a majority vote of the quorum, except where otherwise specified by these bylaws.
5. **Interim votes.** When matters require the immediate attention of the Board, the President may survey the Board to reach a decision. All such actions will, however, be reviewed at the next regular meeting of the Board.

B. Membership meetings. The Board will conduct monthly meetings for the membership.

1. **Announcement of meetings.** The Board will announce the date, time, and place of meetings at least seven (7) days in advance of the meeting on the PTCMW website. Registration will be open up to the start of the meeting. Payment will be due upon registration.
2. **Price.** The Board will set a reasonable price for each meeting, with at least a twenty (20) percent surcharge for nonmembers.
 - a. Persons who register but fail to appear at meetings or fail to sign-on for webcasts will not be reimbursed for their registration fees, unless the registration is canceled at least 48 hours prior to the start of the meeting.
 - b. Members may attend meetings without purchasing a meal. The Board may impose a reasonable service charge upon persons who attend meetings without purchasing a meal.

C. Committee meetings. The Chairperson of each PTCMW committee will conduct meetings as needed to carry out the duties of the committee.

ARTICLE VII. COMMITTEES

A. General. PTCMW will maintain the following standing committees: (1) Elections Committee, (2) Legal/Legislative Committee, (3) Training Committee, and (4) Communications Committee. The President may establish other committees, as needed.

B. Elections Committee. The Elections Committee will be chaired by the immediate Past-President, with the President and President-Elect as members. The Elections Committee will administer all elections (e.g., annual, bylaws, recall, referendum) conducted by PTCMW. If a member of the Elections Committee is the subject of a recall election, that officer will not participate in the administration of the recall election.

C. Legal/Legislative Committee. The President will appoint the chair of the Legal/Legislative Committee. Under the general review and approval of the Board, the Legal/Legislative Committee will keep the membership informed about important legislation, court cases, and other legal developments relevant to PTCMW.

D. Training Committee. The President will appoint the chair of the Training Committee. Under the general review and approval of the Board, the Training Committee will produce workshops, conferences, and/or other training programs on topics relevant to PTCMW.

E. Communications Committee. The President will appoint the chair of the Communications Committee. The Committee will work with the Secretary to brand, format, and distribute content to members. The Communications Committee will be responsible for (a) maintenance of the PTCMW website, and (b) the development and distribution of the PTCMW newsletter.

ARTICLE VIII. NOMINATIONS AND VOTING

A. **Elections.** The Elections Committee will administer all PTCMW elections (e.g., annual, bylaws, recall, referendum), certify the results of each election, and preserve a record (electronic or paper) of all votes for at least six months after the President has announced the results to the membership.

B. **Eligibility.** To be eligible for elected office, an individual must (1) be a current member of PTCMW for at least one year at the time of nomination, (2) have good standing within the profession, and (3) be willing to work actively for the objectives of PTCMW. No individual may serve in the same office for two consecutive terms, except for the President (as described in Article IV, Section D, Subsection 1), and the Treasurer (as described in Article IV, Section B).

C. **Voting rights.** All members will have the right to vote in each PTCMW election. All members will have equal voting rights.

D. **Annual elections.** The Elections Committee will conduct an annual election to fill PTCMW offices. The Elections Committee will actively solicit nominations from the membership and determine the best slate of candidates for each office, based on the nominations, eligibility, and availability of candidates. The Elections Committee will provide candidate information and the voting method (e.g., a virtual ballot on the PTCMW website) to each member before the end of the calendar year. The candidate who receives the most votes will be elected to each office.

E. **Recall elections.** Any elected officer may be removed from office by a special recall election for reasons other than those stated in Article IV, Section C. The Elections Committee will conduct a recall election within 45 days of the request for such an election by a: (1) two-thirds majority vote of the Board, or (2) petition signed by twenty (20) percent of the membership as of the most recent April 1st. The Elections Committee will provide appropriate background information and the voting method to each member. The recall election will be decided by a two-thirds majority of votes cast.

F. **Bylaws elections.** The Bylaws may be amended according to Article X, below.

G. **Referendum elections.** Referendums of the membership may be conducted according to Article V, above.

ARTICLE IX. NONDISCRIMINATION

All programs and activities of PTCMW shall be conducted without discrimination on the basis of race, color, sex, sexual orientation, national origin, religion, age, disability, political affiliation, or other classifications as required by applicable law.

ARTICLE X. AMENDMENTS

A. **Bylaws elections.** The Bylaws may be amended by a special election of the membership. The Elections Committee will conduct a bylaws election within 45 days of the request for such an election by: (1) a majority vote of the Board; or (2) a petition signed by twenty (20) percent of the membership as of the most recent April 1st.

B. **Voting.** The Elections Committee will submit proposed amendments and provide the following information to the membership: (1) proposed changes, (2) reasons for the changes, (3) the voting method (e.g., a virtual ballot on the PTCMW website), and (4) the deadline for voting. Proposed amendments will be adopted if they are approved by a two-thirds (2/3) majority of votes cast.