

By-Laws for the Candidates' Organization for the Center for Psychotherapy and Psychoanalysis of New Jersey (CPPNJ)

April 2014

Article I. Name

The name of the organization shall be the Candidates' Organization (CO) of the Center for Psychotherapy and Psychoanalysis of New Jersey (CPPNJ).

Article II. Membership

1. All persons accepted for training at CPPNJ automatically become members in good standing of the CO.
2. Good standing in the CO is maintained as long as the Candidates' Organization fee is paid annually, regardless of whether or not the candidate is enrolled in a CPPNJ class for that year.
3. The fee is to be collected at the start of each academic year.
4. A copy of the Bylaws is available on the CO Section of the CPPNJ web site.

Article III. Purpose and Functions

1. To serve as a forum for Candidates' interests
2. To elect an Executive Committee (EC) which shall among other things:
 - a. Serve as elected representatives of the Candidates Organization to the Board and the Training Committee of CPPNJ, and other committees as deemed appropriate by the EC
 - b. Serve as a channel of communication between the Candidates Organization and the CPPNJ Board and Training Committee
3. To share information, experiences and challenges relating to the study and practice of psychoanalysis and psychotherapy
4. To encourage and provide educational and social activities among candidates
5. To provide a network of orientation and support for entering and established candidates

Article IV: The Executive Committee (EC)

Section A: Composition of the Executive Committee of the Candidates' Organization

1. Positions and Officers

- a. The Executive Committee of the CO will consist of no more than 7 members. There shall be five officers: two Co-Chairs, a Secretary, and a Treasurer, and two candidate Representatives, one to the Training Committee and one to the Board. They shall be elected by Candidates in good standing. There shall also be a representative to the EC from the NJ Couples Training Program.

b. Each Executive Committee member shall serve a two-year term .

A term of office is two years long. No candidate shall exceed two consecutive terms in any given position on the EC. Two consecutive terms equals four years of service.

EC members may assume other open positions at the end of their terms provided that no other candidates run or volunteer for the open positions.

c. The two Candidate Representatives will sit on the CPPNJ Board and Training Committee, respectively.

d. If no members of the CO volunteer or run for positions to the Board or TC, then other CO Executive Committee members may hold dual positions, for example be both Chair of the TC and Board Rep.

Section B: Meetings

1. During the academic year, meetings shall be held at least every other month, as deemed appropriate by the Co-Chairs.

2. All candidates are invited to attend meetings and be heard.

3. The Executive Committee has the authority to close part of the meeting as deemed necessary by the Co-Chairs.

4. Only Executive Committee Officers and Representatives may vote on issues before the Executive Committee. A quorum is two less than the total membership of the Executive Committee at that given time. (For e.g., if there are 6 members of the Executive Committee a quorum is 4). In the event a dispute arises at the Executive Committee meeting that cannot otherwise be resolved, Roberts Rules of Order shall govern the resolution.

Section C: Elections

1. The election of the Executive Committee shall take place in the spring for a term starting in September.

2. An ad hoc election committee consisting of one member of the Executive Committee (who is not running in the election) and the CPPNJ Administrator will be formed each spring to run the election.

3. The members of the Executive Committee are elected for a 2 year term of service.

4. If a position on the Executive Committee becomes vacant before the next Spring election, the EC shall appoint a replacement for the remainder of the term.

5. If a member of the EC resigns from a position prior to the end of their term, 30 days notice is requested.

6. If there are not enough candidates available or interested in open positions to necessitate running an election for any particular position in any given term, the EC may fill the position with a volunteer.

Section D: Functions and Responsibilities of the Executive Committee

All members of the EC shall be elected for a two year term beginning in the Fall. They may only serve two consecutive terms, equaling four years, in any given position. They are free to assume other positions afterwards, by election or appointment.

1. Co-Chairs of the Executive Committee.

- a. To prepare the agenda and preside over all meetings
- b. Create ad hoc committees as needed
- c. To participate on the election committee
- e. Elected by candidates in good standing for a two year term

2. Secretary

- a. To keep and maintain minutes of all Executive Committee meetings
- b. To inform membership of the dates of all Executive Committee meetings
- c. To be responsible for the dissemination of all correspondence issued by the Executive Committee of the CO
- d. Elected by candidates in good standing for a two year term

3. Treasurer

- a. To be responsible for all of the funds of the CO and to hold and disperse them in the name of the organization as so directed by the Executive Committee.
- b. To develop and submit a budget to the Executive Committee as needed for events sponsored by the Candidates' Organization
- c. To keep and maintain a record of all funds received and dispersed
- d. To work with the Administrator of CPPNJ to collect annual candidate fees
- e. To prepare and issue an annual written financial report accounting for all funds received and disbursed
- f. Elected by candidates in good standing for a two year term

4. Representative to Training Committee

- a. A voting member of the Executive Committee of the Candidates' Organization
- b. Act as an Ombudsperson for candidates' training concerns
- c. Represent the interests of the Candidates' Organization to the Training Committee
- D. Attend Training Committee meetings and report as a liaison
- e. Attend Candidates' Organization Executive Committee meetings
- f. Elected by candidates in good standing for a two year term

5. Representative to the CPPNJ Board

- a. A voting member of the Executive Committee of the Candidates' Organization
- b. Act as an Ombudsperson for candidates' concerns
- c. Represent the interests of the Candidate's Organization to the CPPNJ Board
- d. Attend CPPNJ Board meetings and report as a liaison
- e. Attend Candidates' Organization Executive Committee meetings
- f. Elected by candidates in good standing for a two year term

6. Representative from the New Jersey Couples Therapy Training Program

- a. Attend EC meetings
- b. A voting member of the Executive Committee of the Candidates' Organization

- c. Act as ombudsperson for NJCTTP students to the EC
- d. Elected by NJCTTP Students in good standing for a two year term.

7. Committees

- a. The Co-chairs of the Executive Committee can establish ad-hoc committees as needed.
- b. The Executive Committee and other candidates may sit on committees formed by the Board or TC of CPPNJ.

Article V: General Administrative Provisions

1. Amendments to the By-laws

These bylaws may be amended, supplemented or repealed by the adoption of any proposed amendment, by a two-thirds vote of the voting members of the Executive Committee. Written notice of the meeting shall be sent to the Executive Committee at least 30 days prior to the meeting and shall include a description of and the rationale for the proposed change(s) in the bylaws. Such notice shall also be simultaneously mailed to the candidacy and their comments solicited before the meeting is held.

2. Election by Ballot or Nomination

Any member of the Executive Committee may be elected by ballot which shall be mailed or emailed to members in good standing of the Candidates' Organization. Such ballot shall include the nomination proposed by the Executive Committee together with any other nominations made by any other member of the Candidates' Organization.

If there are not enough candidates available or interested in open positions to necessitate running an election for any particular position in any given term, the EC may fill the position with a volunteer who is accepted by the candidacy. The volunteer's name and position will be circulated to the candidacy, and if no one objects, the volunteer will be appointed the new officer by current members of the EC.

3. Dissolution of the Candidates' Organization

The Candidates' Organization will be dissolved if CPPNJ dissolves. In addition, the Candidates' Organization can be dissolved by a two-thirds vote of the Executive Committee. Written notice shall be sent to the members of the Candidates' Organization at least 30 days prior to the meeting in which such a proposal is to be considered and shall include a description of and the rationale for the proposed dissolution. Such notice shall also be simultaneously mailed to the general membership and their comments solicited.