



**WISCONSIN COUNCIL OF
CHILD AND ADOLESCENT PSYCHIATRY (WISCCAP)
BYLAWS**

ARTICLE I

NAME AND OFFICES

Section 1.

The name of this association is the WISCONSIN COUNCIL OF CHILD AND ADOLESCENT PSYCHIATRY, hereinafter referred to as the WISCCAP in these bylaws.

Section 2.

The principal office of this association shall be at an address designated by the Executive Committee.

ARTICLE II

PURPOSES

Section 1.

The purposes of the WISCCAP are:

- 1) To provide a scientific forum for the discussion of subjects related to the emotional needs of children and adolescents.
- 2) To provide a forum for the exchange of ideas relative to the mental health resources and needs of children and adolescents in the State of Wisconsin.
- 3) To communicate with other professional groups concerned with the health, welfare, and education of children and adolescents.
- 4) To promote the development of professional services to meet the developmental and therapeutic needs of children and adolescents.
- 5) To further medical contributions to the knowledge and treatment of mental health problems of children and adolescents

- 6) To provide a forum for discussion of the advancement of the field of child and adolescent psychiatry.

Section 2.

In carrying out these objectives, no part of the income of the association shall inure to the private benefit of any donor, member, officer, director or employee of the association other than as reasonable compensation for work or services rendered or to the benefit of any other corporation or individuals except as appropriate beneficiary of one of the purposes above stated. The WISCCAP shall never engage in a transaction of the type prohibited by the Internal Revenue Code and no substantial part of the activities of the WISCCAP shall consist of carrying on propaganda or otherwise attempting to influence legislation or participating in or intervening in a political campaign on behalf of any candidate for public office.

ARTICLE III

MEMBERSHIP

Section 1. Classes of Membership

There shall be the following classes of membership and status in the WISCCAP, as defined, where similar, by the AACAP:

- (1) Charter Members
- (2) Active Members
- (3) Affiliate Members
- (4) Trainee Members
 - a) Child and Adolescent Psychiatry Trainee Members
 - b) Psychiatry Trainee Members
 - c) Medical Student Members
 - d) Pediatric Trainee Members
 - e) Triple Board Trainee Members
 - f) Post-Pediatric Portal Program (PPPP) Trainee Members
- (5) Honorary Members
- (6) Distinguished Life Membership Status
- (7) Retired Status
- (8) Inactive Status

Section 2. Election to Membership

- (a) Election to any class of membership in the WISCCAP shall be initiated by application, unless otherwise provided in this Article III. The application shall include documentation relating to the training, Board Certification, professional experience, activity, competence, judgment and/or other qualifications of the applicant cited in this Article as requirement for the membership class for which the applicant is applying. The items of required documentation shall be those established by the Membership Committee.
- (b) The Membership Committee shall make a determination for each applicant as to their eligibility for membership in the WISCCAP and the appropriate class of membership. The Membership Committee shall then submit nominations to the Executive Committee stating its views on both eligibility for membership and the class of membership recommended.
- (c) Election to membership or change in membership class shall be by approval of two-thirds of Executive Committee members voting.
- (d) Following approval by the Executive Committee, the names of candidates for membership shall be circulated to all members of the WISCCAP by the Secretary at least annually.

Section 3. Class 1: Charter Membership. Charter membership shall be extended to any physician who meets the requirements of active membership or who completed three years of training in psychiatry prior to July 1, 1963, and meets the requirements of Section 4. (a) (2) of this Article III, prior to the fall annual meeting of the WISCCAP in 1979.

Section 4. Class 2: Active Membership

- (a) Election to active membership in the WISCCAP may be extended, upon application, to any licensed physician who meets all of the following qualifications:
 - (1) Shall have been certified in child and adolescent psychiatry by the American Board of Psychiatry and Neurology, OR
 - have completed two years of training in a child and adolescent psychiatry training program accredited by the Accreditation Council on Graduate Medical Education, and have completed general psychiatry training, OR
 - have completed a Triple Board combined training program in pediatrics, general psychiatry and child and adolescent psychiatry, OR
 - have completed three years of training in a Post-Pediatric Portal (PPPP) training program, (general psychiatry and child and adolescent psychiatry).
 - (2) Shall demonstrate, through documentation, that their major professional interest and activity is child and adolescent psychiatry. Activities may be in one or more of the following areas: clinical practice, teaching, research, consultation,

administration, scholarly publication, or organizational or social policy work at community, state, or national levels.

(3) Active members shall also be members of the AACAP

(b) Active members

(1) shall be eligible to hold office as President, President-elect, Secretary, or Treasurer of the WISCCAP

(2) shall be eligible to serve on and chair any committee of the WISCCAP

(3) have the power to vote on any and all issues considered by the WISCCAP at its business meetings and by mail or email ballot.

(c) Active members shall be subject to membership dues as specified by the Executive Committee

Section 5. Class 3: Affiliate Membership.

(a) Affiliate Membership in the WISCCAP may be extended, upon application, to any physician who is not eligible for Active Membership but who is interested in and/or making contributions to the field of child and adolescent psychiatry in one or more of the activities listed in Section 3, (a), (2) of this Article III. The evaluation of such contribution should be made by the Membership Committee and validated by at least two members of the WISCCAP who are familiar with the applicant's work

(b) Affiliate members shall be eligible to participate in all of the activities of the WISCCAP except that they

(1) shall not have the power to vote,

(2) shall not be eligible to hold office in the WISCCAP, and

(3) shall not be eligible to serve as chairperson of the committees of the WISCCAP.

(c) Upon fulfillment of the stated qualifications required of Affiliate Members of the WISCCAP, an Affiliate Member shall be eligible to apply to the Membership Committee for advancement to General Member status.

(d) Affiliate Members shall be subject to membership dues as specified by the Executive Committee

Section 6. Class 4: Trainee Membership.

Subclass 4 (a): Child and Adolescent Psychiatry Trainees (individuals accepted for child and adolescent psychiatry training in an accredited program)

Subclass 4 (b): Psychiatry Trainees (individuals accepted for psychiatry training in an accredited program)

Subclass 4 (c): Medical Students (individuals matriculated at an accredited medical school)

Subclass 4 (d): Pediatric Trainees (individuals accepted for pediatric training in an accredited program)

Subclass 4 (e): Triple Board Trainees (individuals accepted for training in a Triple Board program)

Subclass 4 (f): Post-Pediatric Portal Program (PPPP) Trainees (individual trained in pediatrics and accepted for training in a combined general psychiatry and child and adolescent psychiatry program)

- a) Trainee membership may be extended, upon application, to any physician or medical student who provides evidence of membership in any of the sub-classes; i.e., acceptance to or matriculation in the corresponding accredited training program or ACGME accredited medical school.
- b) Trainee Members shall be eligible to participate in all of the activities of the WISCCAP except that they
 - (1) shall not have the power to vote,
 - (2) shall not be eligible to hold office, (except for child and adolescent psychiatry trainee participation in the Executive Committee as noted in Article VII, Section 1, b), and
 - (3) shall not be eligible to serve as chair of any of the standing committees of the WISCCAP.
- c) Trainee Membership in the corporation shall be terminated upon the trainee's termination of training status that qualified them for membership. However, Trainee Members may, with application and appropriate documentation, continue their membership in the WISCCAP under a different trainee membership sub-class.
- d) Trainee Members who reach qualification for Active Membership as specified in this Article III, Section 4(a)(1)(2) and (3), shall be advanced to Active Membership upon submission of appropriate documentation. Failure to submit such documentation following eligibility for Active Membership shall result in termination of membership in the WISCCAP.
- e) Trainee Members of each subclass shall be subject to membership dues as specified by Executive Committee.
- f) Trainee members shall also be members of the AACAP.

Section 7. Class 5: Honorary Membership.

- (a) Invitation to Honorary Membership may be extended to persons not eligible for Active membership who have made outstanding contributions to the field of child psychiatry, child development or child mental health. Invitation to Honorary Membership shall be initiated by the Executive Committee and election shall be by two-thirds vote of Active Members of a mail or email ballot.
- (b) Honorary Members shall not have the power to vote or to hold office or serve as chair of any committee.
- (c) Honorary Members shall not be subject to membership dues and shall receive the AACAP Journal at no cost.

Section 8. Distinguished Life Membership Status

(a) The Executive Committee shall designate and may from time to time modify a formula combining age and years of membership according to which any General Member or Affiliate Member in good standing for at least 10 years shall be elevated to Distinguished Life Membership Status. (For example, reaching the age of 65 years or has been in Active or Affiliate membership status for 25 years.)

- (1) Members of the WISCCAP may be honored with Distinguished membership, chosen in recognition of exemplary service to the WISCCAP or Child and Adolescent Psychiatry in the State of Wisconsin.
 - (2) Nomination for such membership may be made by three members of the WISCCAP and forwarded to the Secretary.
 - (3) The Secretary will bring the nomination before the Executive Committee at its next meeting.
 - (4) Distinguished membership applications will be approved by vote of the Executive Committee, and a public announcement of the new Distinguished members will be made at the following Annual Meeting.
- (b) Members with Distinguished Life Membership Status shall retain all privileges of their membership class.
 - (c) Members with Distinguished Life Membership Status shall be exempt from payment of dues.
 - (d) General or Affiliate Members who have been accorded Distinguished Life Membership Status will be referred to as “Distinguished Life Member”.

Section 9. Retired Status

Any Active or Affiliate Member in good standing for at least ten years who has reached the age of 65 years or any Member who has achieved Distinguished Life Membership Status, is considered exempt from the requirement for medical licensure; provided that surrender of his/her license was voluntary, was unrelated to legal and/or disciplinary proceedings, and was in connection with retirement from the practice of medicine.

Section 10. Inactive Status

- (a) Inactive Status may be granted by the Executive Committee, upon application and on recommendation of the Membership Committee, to any Member in good standing who is liable for dues and who
 - (1) establishes inability to pay such dues as a consequence of hardship or illness, or
 - (2) is no longer devoting a major proportion of their professional time to the field of child psychiatry
- (b) Inactive Status is granted for a designated period of time, not to exceed two years. Extension of that period of time, if appropriate, may be granted upon request.
- (c) Members on Inactive Status shall be entitled to register as members at the annual meetings of the WISCCAP, but shall not be eligible for any other privileges of membership.
- (d) Members on Inactive Status shall be exempt from payment of dues.
- (e) Any Member on Inactive Status may apply to Membership Committee for reinstatement to their former membership status at any time. The request will be subject to the approval of the Executive Committee.

Section 11. Resignation of membership.

Any member may resign by filing a written resignation with the secretary, but such resignation does not relieve the member so resigning of the obligation to pay any dues, assessment or other charges theretofore accrued and unpaid.

ARTICLE IV

OFFICERS

Section 1.

The WISCCAP shall have a President, President-elect, Secretary, Treasurer, Executive Committee Member-at-large, Delegate, and Alternate Delegate to the American Academy of Child Psychiatry Regional Assembly.

Section 2. Election and Vacancies.

The WISCCAP shall, prior to every second annual meeting, elect by a majority of votes cast by eligible members voting at the annual business meeting for a term of two years President-elect, Secretary, and Treasurer. Prior to every third annual meeting the WISCCAP shall elect a Delegate and Alternate Delegate to the AACAP Regional Assembly. All officers shall hold their offices until their successors are duly elected and qualified. A President shall be elected at the first Annual Meeting.

Vacancies occurring in the offices of Secretary or Treasurer shall be filled by the Executive Committee, the officers so elected to hold office for the remainder of the term of office. In the case of a vacancy in the position of President-elect, including early succession to the Presidency, the Secretary shall assume the duties of President-elect until the regular election or a special election is held, as called by a majority vote of Executive Committee. Expiration and commencement of the terms of all elected officers shall take place during the Annual Meeting at the final meeting of the WISCCAP at the point of New Business.

Section 3. Reelection.

Except in the case of the Secretary and the Treasurer, the officers shall not be eligible for reelection following the expiration of their term of duty until a period of two years shall have elapsed.

Section 4. Duties of the President.

The President shall be the chief executive officer of the WISCCAP. He or she shall preside at all meetings of the WISCCAP. He or she shall have general supervision, direction and active management of the business and affairs of the WISCCAP and he or she shall have the general powers of supervision and management usually vested in the office of the President of a nonprofit corporation. The President shall not be eligible for reelection until a period of four years have elapsed following expiration of their term of duty.

Section 5. Duties of the President-elect

The President-elect shall become President at the expiration of their term. During the absence or disability of the President, the President-elect shall exercise all the functions of the President. The President-elect shall be Chairperson of the Program Committee unless otherwise designated by the President.

Section 6. Duties of the Secretary

- (a) The Secretary shall keep the records of the WISCCAP under the supervision of the President, including the permanent record of all minutes of meetings of the WISCCAP, its business meetings, Executive Committee, and committees having any of the authority of the Executive Committee.
- (b) The Secretary shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote.
- (c) The Secretary shall notify all members of the WISCCAP of nominees for elective positions as per Article VII, section 3
- (d) The Secretary shall have charge of all such additional books and papers as the Executive Committee may direct.
- (e) The Secretary shall in general perform all such duties as are incidental to the office of Secretary of a non-profit corporation.
- (f) The Secretary shall make public to the membership the minutes of the Executive Committee meetings within 10 working days of acceptance of the minutes of the Executive committee meeting. This will be done by posting the minutes to the WISCCAP website. The secretary will also send by mail the minutes to those

members who indicate that preference to the Secretary.

- (g) The Secretary shall make books and records of the WISCCAP available for inspection by any member, or their agent or attorney for any proper purposes at any reasonable time.
- (h) The Secretary shall keep on record contracts authorized by the Executive Committee. The Executive Committee may authorize any officer or officers, agent or agents of the WISCCAP in addition to the officer so authorized by these bylaws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the WISCCAP and such authority may be general or confined to specific instances.

Section 7. Duties of the Treasurer

- (a) The Treasurer shall have the custody of all the funds and property of the WISCCAP during any period that a bank or trust company shall not be employed as custodian of such funds and property.
- (b) The Treasurer shall take such steps as may be necessary to collect monies becoming due to the WISCCAP.
- (c) When necessary and proper, he or she shall endorse on behalf of the WISCCAP all checks, notes or other obligations and evidences of the payment of money payable to the WISCCAP or coming into its possession and shall deposit the funds arising therefrom together with all other funds of the WISCCAP coming into their possession in such banks as may be selected by the Executive Committee.
- (d) The Treasurer shall enter regularly in the books belonging to the WISCCAP and keep an accurate account of all money received and paid on account of the WISCCAP together with all other business transactions. The Executive Committee shall arrange for an annual audit of the WISCCAP accounts.
- (e) The Treasurer shall perform all duties which are incidental to the office of Treasurer of a nonprofit corporation subject at all times to the direction and control of the President and Executive Committee.
- (f) The Treasurer shall maintain record of all checks, drafts, and/or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the WISCCAP. These documents shall be signed by such officer or officers, agent or agents of the WISCCAP and in such manner as shall from time to time be determined by resolution of the Executive Committee or otherwise provided in these bylaws. In the absence of such determination by the Executive committee, such instruments shall be signed by the President or President-elect of the WISCCAP.
- (g) The Treasurer shall ensure that all funds of the WISCCAP be deposited from time to time to the credit of the WISCCAP in such banks, trust companies or other depositories as the Executive Committee may select.
- (h) The Treasurer and/or the Executive Committee may accept, on behalf of the WISCCAP any contribution, gift, bequest or devise for the general purposes or for any special purpose of the WISCCAP.

Section 8. Duties of the Delegate and Alternate Delegate.

The Delegate and Alternate Delegate to the Regional Assembly of the American Academy of Child and Adolescent Psychiatry shall represent the WISCCAP in all matters

of business transacted at the Regional Assembly meetings. The Delegate or Alternate Delegate shall have the full power to vote on all Regional Assembly matters. He or she shall report on AACAP activities at each meeting of the Executive Committee and at the Annual Business Meeting of the WISCCAP. The Delegate and Alternate Delegate shall be Fellows or Active Members of the American Academy of Child Psychiatry.

ARTICLE V

MEETINGS

Section 1.

There shall be one annual meeting of the WISCCAP in addition to special meetings as the Executive committee may from time to time determine necessary.

- (a) Annual meetings: At each annual meeting of the WISCCAP there shall be a business meeting at which time the officers shall make a report to the membership of business transacted during the year by the Executive Committee. Matters of importance to the membership shall be brought to the attention of the Executive Committee at the annual meeting
- (b) Election meetings: At each election meeting the teller shall announce the results of balloting, and new officers shall be installed at that time.
- (c) Special meetings of the members may be called either by the President, the Executive Committee, or by five WISCCAP Members in writing to the Secretary.

Section 2. Quorum

A quorum at a business meeting shall consist of one-quarter of the active membership who have voting rights.

Section 3. Notice of Meetings

- (a) Every member shall be entitled to at least 7 days' notice of the time and place of every meeting served personally, or by mailing, telephoning or e-mailing such notices, unless such notice shall be waived in writing.
- (b) The notices will also be posted on the WISCCAP website at least 7 days prior to the day of the meeting.

Section 4. Number of Votes

Every member of the WISCCAP who has voting rights shall, at every meeting of members, be entitled to one vote in person or by proxy, as provided herein.

Section 5. Order of Business

The business of the WISCCAP shall be conducted in accordance with Robert's Rule of Order (current edition), except where otherwise specifically provided in the bylaws. The order of business at the annual meeting is as follows:

- (1) Call to order

- (2) Reading minutes of the preceding meeting
- (2) Report of Officers and Executive Committee
- (3) Reports of committees
- (4) Old business
- (5) New business and announcements
- (6) Adjournment

ARTICLE VI

COMMITTEES

Section 1. Formation of Committees

- (a) The Executive Committee shall consist of the President, the President-elect, the Secretary, the Treasurer, and the Immediate Past President for a period of two years following their presidency.
- (b) All other committees shall be appointed by the President as necessary for the conduct of the WISCCAP's business, including a chairperson and committee members.

Section 2.

- (a) *Standing Committees* shall be for a period of two years.
There shall be the following Standing Committees:

- (1) Executive Committee
- (2) Committee on Bylaws
- (3) Membership Committee
- (4) Nominating Committee
- (5) Program Committee

(b) *Ad Hoc Committees* are formed at the discretion of the President. The tenure of each may be defined or open-ended dependent upon the needs and resources of the current WISCCAP, existing for specific purposes or for help with particular projects. These committees may include but are not limited to the following (see definitions of these at aacap.org):

- (1) Disaster and Trauma Relief Committee
- (2) Early Career Committee
- (3) Ethics Committee
- (4) Finance and Travel Awards Committee
- (5) Financial Planning Committee
- (6) Public Relations Committee
- (7) Trainee Committee

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1. Composition

(a) The members of the Executive Committee shall be the officers of the WISCCAP as designated in Article IV, Section 1 (a) and the past President for a period of two years following the past President's presidency.

(b) Non-voting resident members in training shall be selected from Child and Adolescent Psychiatry Trainees (Subclass 4(a); Triple Board Trainees (Subclass 4(e)) and post-Pediatric Portal Program trainees (Subclass 4(f)). Resident members are appointed annually by the training directors.

Section 2. Powers and Function.

(a) The management of the WISCCAP shall be invested in its Executive Committee.

(b) The Executive Committee shall serve in an advisory capacity to the President and shall, at the discretion of the President, act for the WISCCAP when necessary between meetings of WISCCAP except, however, that the Executive Committee may not take any action in conflict with the WISCCAP Membership.

Section 3. Elections

Elections are held biennially, and policies and procedures are outlined elsewhere, including Articles IV Sections 2 and 3, Article V Sections 1(b) and Article VIII.

Section 4. Vacancies

Any vacancy occurring in the Executive Committee or any elected office shall be filled by a majority vote of the Executive Committee. A member elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

Section 5. Meetings of the Executive Committee

(a) Meetings. Meetings of the Executive Committee shall be called by or at the request of the President or any other two members of the Executive Committee.

(b) Notice. Notice of any meeting of the Executive Committee shall be given at least five days previously thereto by written notice delivered personally or sent by mail, email or telegram to each member of the Executive Committee at their address as shown by the records of the WISCCAP.

(c) Quorum. A majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

ARTICLE VIII

NOMINATING COMMITTEE

Section 1. Composition

The Nominating Committee shall consist of at least five active members of the WISCCAP.

Section 2. Powers and Function

The Nominating Committee

- (a) shall be responsible for presenting a slate of nominations for each elective position for each biannual election and is encouraged to nominate more than one member for each position to be filled to the extent possible
- (b) in the selection of candidates for office, shall work to ensure an equitable geographical balance during each term and for the office of President-elect from one term to the next
- (c) shall file a report with the Secretary at least twenty days prior to the date set for election, and
- (d) shall be responsible for ensuring distribution of nominations to the membership by mail or email at the designated time
- (e) shall act as a board of tellers in tallying the election results at the annual meeting falling on each even numbered year

Section 3. Notice

The Secretary shall

- (a) notify all members of the WISCCAP by mail or email of such nominations within 3 days of filing.
- (b) post such nominations to the WISCCAP website and notify all members of the WISCCAP by mail or email of such nominations within 3 days of filing.

The website posting shall include the names of all persons whose terms are expiring and those nominated by the Nominating Committee to be their successors. Included therewith shall be a copy of this section of the bylaws. Nominations of any other eligible members for election to office may be made by five members of the WISCCAP. Such nominations shall be in writing with a written acceptance by the nominee and shall be filed with the Secretary at least seven days before the election date

ARTICLE IX

OTHER STANDING COMMITTEES

Section 1. Membership Committee.

- (a) The Membership Committee shall consist of at least three members.
- (b) The Membership Committee shall initiate or receive applications for membership in all classes within the WISCCAP.
- (c) The Membership Committee shall evaluate each application on its merits and submit its recommendation including the class of membership to the Executive Committee.
- (d) The Membership Committee shall review on request application for transfer from one status of membership to another and make recommendations to the Executive Committee.

Section 2. Program Committee.

- (a) Unless otherwise designated by the President, the chairperson of the Program Committee shall be the President-elect.
- (b) The Program Committee shall consist of at least three members.
- (c) The Program Committee shall assist the President in organizing and making arrangements for the scientific and business meetings of the WISCCAP.

Section 3. Bylaws Committee

- (a) The Bylaws Committee shall consist of at least three active members of the WISCCAP.
- (b) The Bylaws Committee shall receive and evaluate suggestions for changes in the bylaws from any officer or member of the WISCCAP.
- (c) The Bylaws Committee shall make recommendations to the Executive Committee for changes or additions to the bylaws in accordance with Article XVI.

ARTICLE X

AD HOC COMMITTEES

As a model for Ad Hoc Committees, the Public Relations Committee for example, has varied in membership. At various times the Committee's efforts have ranged from the following:

- (a) responsibility for developing and disseminating information pertaining to the mental health needs of children in the field of child psychiatry for the use of other professionals and the public

(c) carrying out liaison with other professional organizations at the local state, regional and national levels

(d) monitoring developments in the community and state and nation that have relevance to the field of child psychiatry and bring them to the attention of the WISCCAP

ARTICLE XI

WEBSITE

Section 1.

The WISCCAP shall operate a website (www.wisccap.org). The purpose of the WISCCAP Website (hereafter referred to as website) shall be to disseminate pertinent information to the membership, other child and adolescent psychiatrists, allied professionals, patients and their families, and the general public.

Section 2. Website Oversight

The WISCCAP President and/or their designee(s) is/are charged with ensuring that all website information and content is relevant, current, organized and accessible.

ARTICLE XII

DUES

Section 1.

- (a) The membership shall be collected by AACAP and be distributed to the WISCCAP in accordance with AACAP procedures.
- (b) Recommendations for changes in annual dues shall be submitted by the Executive Committee for approval of by a majority vote of the membership at the annual business meeting.

Section 2.

Any class of membership subject to membership dues who shall fail one year to pay dues and assessments after special notice by the Treasurer shall be regarded as having forfeited membership unless such payment is waived by Executive Committee for good and sufficient reason.

Section 3.

Any member who is liable for dues and is in arrears may be subject to revocation of any or all privileges of their class of membership.

ARTICLE XIII

DISCIPLINARY PROCEDURE

Section 1.

The Executive Committee is empowered to determine suitability for membership.

- (a) Dismissal from membership shall occur concurrent with the revocation or loss of any state license to practice medicine, when such a revocation or loss is based on improper medical practice. The member shall be notified in writing.
- (b) Whenever the Executive Committee finds by a majority vote of its members that there is reason to believe that a member of the WISCCAP may be unsuited for continued membership, the President shall appoint an ad hoc committee to investigate the matter and report its findings and recommendations to the Executive Committee. If after due consideration of the ad hoc committee's findings and recommendations the Executive Committee finds by a majority vote that there is sufficient basis to pursue the matter further, the member shall be informed in writing that a hearing will be held to determine whether there is good and sufficient reason for the member's dismissal from membership in the WISCCAP. The notification shall be sent to the member at least 30 days prior to the scheduled hearing, shall summarize the basis for the Executive Committee's determination that he or she may be unsuited for membership and shall invite the member to attend the hearing with the right to counsel and to present to the Executive Committee reasons why he or she believes there should not be a dismissal. At such a hearing there shall be present at least two-thirds of the members of the Executive Committee. At any time within 30 days following the hearing, the Executive Committee shall vote by closed ballot to determine whether there is good and sufficient reason for a dismissal of the member. If two-thirds of the members of the Executive Committee vote that such reasons do exist, the member shall be dismissed from membership in the WISCCAP and shall be promptly so notified in writing. If less than two-thirds of the members of the Executive Committee vote for dismissal, the member shall not be dismissed and shall be promptly notified in writing that cause for dismissal was not found.

Section 2.

Any person who has had membership removed and whose license has been fully restored may request reinstatement by application.

Section 3.

Any officer may be recalled from office by a two-thirds vote of the Executive Committee whenever in its judgment the best interests of the WISCCAP would be served thereby and when such recall shall be affirmed by a two-thirds vote of the WISCCAP membership with voting rights through mail or email ballot.

ARTICLE XIV

FISCAL YEAR

The fiscal and business year of the WISCCAP shall commence on the first day of July and end on the last day of June in each year.

ARTICLE XV

SEAL

The Executive Committee shall provide a corporate seal which shall be as pictured below.



Corporate Seal Wisconsin

ARTICLE XVI

AMENDMENTS

These bylaws may be amended by a two-thirds vote of the eligible members of the WISCCAP responding to a mail or email ballot, provided, however, that no amendment may be adopted unless:

- 1) The amendment is proposed to or by the Executive Committee and a majority of the Executive Committee vote in favor of submitting it to the entire eligible membership for a mail vote; or
- 2) The amendment is submitted in writing to the secretary at least 15 days before and presented at an annual meeting by five active members of the WISCCAP, and a majority of the eligible member present at that annual meeting vote in favor of submitting it to the entire eligible membership for mail vote.

ARTICLE XVII

RATIFICATION

Those present at the May 20, 1978, ratification meeting of the WISCCAP shall constitute a quorum and two-thirds of those present shall be necessary for ratification of these bylaws. Notice of the ratification meeting shall be sent to all child psychiatrists known to be eligible for membership to the officers pro tem elected at the October 7, 1977, organizational meeting.

These bylaws were ratified at the May 20, 1978, meeting of the WISCCAP.

These bylaws were amended by vote by mail ballot of the membership on January 11, 2008. T. Burton Copeland M.D. Jeff Smarella M.D. Bylaws Committee Chair Bylaws Committee Co-Chair

These bylaws were amended by vote by mail ballot of the membership on _____
***_____. Kathy Russeth M.D., Gabriella Hangiandreou M.D. Kathleen Koth D.O., Dhanvendran Ramar M.D and Jennifer Zaspel M.D. Bylaws Committee Chair Bylaws Committee Members.