

WISCONSIN COUNCIL OF CHILD AND ADOLESCENT PSYCHIATRY
BY-LAWS

Article I – Name

This association shall be called the Wisconsin Council of Child and Adolescent Psychiatry, hereinafter referred to as the WCCAP in these bylaws.

The association shall have an office at such a place as the business of the WCCAP shall require and as designated by the Executive Committee.

Article II – Purposes

The purposes of the WCCAP 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.
- 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.
- 7) 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 WCCAP shall never engage in a transaction of the type prohibited by the Internal Revenue Code and no substantial part of the activities of the WCCAP 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 – Amendment

These by-laws may be amended by a two-thirds vote of the eligible members of the WCCAP 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 WCCAP, 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 IV – Membership

Section 1. Membership. Membership in the WCCAP shall be by election by WCCAP members following approval of the Executive Committee and initiated by application unless otherwise provided herein.

- (a) There shall be seven classes of membership in the WCCAP:
 - (1) Charter members
 - (2) Active members
 - (3) Affiliate members
 - (4) Trainee members
 - (5) Honorary members
 - (6) Life members
 - (7) Inactive members
 - (8) Distinguished members
- (b) Charter, active, affiliate and trainee members shall be required to pay dues.

Section 2. Election to membership.

- (a) Election to any class of membership in the WCCAP shall be initiated by application which shall include documentation relating to the training, certification, experience, professional activity and other qualifications of the applicant that may be cited as requirements 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 his or her eligibility for membership in the WCCAP 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) Following approval by the Executive Committee, the names of candidates for membership shall be circulated to all members of the WCCAP by the Secretary for written comments.

Section 3. 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), prior to the fall annual meeting of the WCCAP in 1979.

Section 4. Active Membership

- (a) Election to active membership in the WCCAP may be extended upon application to any physician who meets both (1), (2) and (3) of the following qualifications:
- (1) Shall have been
- a) certified in child psychiatry by the Committee on Certification in Child Psychiatry of the American Board of Psychiatry and Neurology,
 - or, b) has completed two years of training in child *and adolescent* psychiatry accredited by the ACGME.
 - or, c) is a child psychoanalyst who has been certified by the Psychoanalytic Institute in which he or she received child psychoanalytic training.
- (2) Shall demonstrate through documentation that his or her major professional interests and activities are in the field of child and adolescent psychiatry, which shall be construed to mean any or – or any combination of – the following activities:
- a) Clinical psychiatry practice with children and adolescents.
 - b) Teaching of child and adolescent psychiatry.
 - c) Training of physicians for the eventual practice of child and adolescent psychiatry.
 - d) Research in child psychiatry or child development.
 - e) Psychiatric consultation to agencies concerned with the treatment, education, health and welfare of children and adolescents.
 - f) The administration of (i) a child psychiatry clinic, (ii) a department or division of child psychiatry in a general or pediatric hospital, (iii) a psychiatric hospital or residential treatment center for children, or (iv) child psychiatric or child mental retardation programs at a community, state, regional or national level, regardless of whether such facilities or programs for children and adolescents are public or private.
- (3) Active members shall also be members of the AACAP
- (b) Active members shall be
- (1) eligible to hold office as president, president-elect, secretary, and treasurer,
 - (2) eligible to serve on and chair any committee of the WCCAP
 - (3) have the power to vote on any and all issues considered by the

WCCAP at its business meetings and by mail or email ballot.

Section 5. Affiliate Membership.

- (a) Election to affiliate membership in the WCCAP may be extended upon application to any person who is not eligible for active membership but who is interested in the field of child and adolescent psychiatry as defined in Article IV, Section 4, (a), (2). The evaluation of such contributions shall be made by the Membership Committee and validated by at least two members of the WCCAP who are familiar with the applicant's work.
- (b) Affiliate members shall be eligible to participate in all of the activities of the WCCAP except that they shall not (1) have the power to vote, (2) be eligible to hold office in the WCCAP, or (3) be eligible to chair committees of the WCCAP.

Section 6. Trainee Membership.

- (a) Election to trainee membership in the WCCAP may be extended upon application to any physician who has been accepted for training or is enrolled in a child psychiatry training program accredited by the ACGME.
- (b) Trainee members shall be eligible to participate in all of the activities of the WCCAP except that they shall not
 - (1) have the power to vote,
 - (2) be eligible to hold elected office,
 - (3) be eligible to chair any of the committees of the WCCAP.
- (c) Trainee membership shall terminate 1 year after completion of training.
- (d) Trainee members shall also be members of the AACAP.

Section 7. Honorary Membership.

- (a) Invitation to honorary membership may be extended to persons 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 a mail or email ballot.
- (b) Honorary members shall have the privileges of membership except the power to vote or to hold elected office and shall not be required to pay dues.

Section 8. Life Membership. Any active member or affiliate member in good

standing for at least five years who has reached the age of 65 years or has been in active or affiliate membership status for 25 years shall be raised on the approval of the Executive Committee to the status of Life Active Membership (if an Active Member) or to Life Affiliate Membership (if an Affiliate Member) with all the privileges of his or her membership class and thereafter shall not be required to pay dues.

Section 9. Inactive Membership.

- (a) Inactive membership in the WCCAP may be granted by the Executive Committee upon application and on the recommendation of the Membership Committee to any member in good standing who (1) establishes inability to pay dues as a consequence of hardship, illness or retirement, or (2) is no longer devoting a major proportion of his or her professional time to the field of child psychiatry.
- (b) Inactive members shall be entitled to register as members of the annual meetings of the WCCAP but shall not be eligible for any other privileges of membership and shall not be required to pay dues. Any inactive member may apply to the Membership Committee for reinstatement to his or her former membership class at any time subject to the approval of the Executive Committee.

Section 10. Termination of all Classes of Membership.

- (a) 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.
- (b) Default in the payment of annual dues for the fiscal year in which they are assessed shall automatically terminate membership unless provision is made for payment.
- (c) Whenever the Executive Committee finds by a majority vote of its members that there is reason to believe that a member of the WCCAP 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 WCCAP. 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 WCCAP 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 11. Distinguished membership. Members of the WCCAP may be honored with Distinguished membership in recognition of exemplary service to the WCCAP or Child and Adolescent Psychiatry in the State of Wisconsin. Nomination for such membership may be made by three members of the WCCAP and forwarded to the Secretary. The Secretary will bring the nomination before the Executive Committee at its next meeting. 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.

Article V – Officers

Section 1. The WCCAP 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. The WCCAP 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 WCCAP 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.

Section 3. The President shall be the chief executive officer of the WCCAP. He or she shall preside at all meetings of the WCCAP. He or she shall have general supervision, direction and active management of the business and affairs of the WCCAP 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 his or her term of duty.

Section 4. The President-elect shall become President at the expiration of his or

her 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 5. The Secretary shall keep the records of the WCCAP under the supervision of the President, including the permanent record of all minutes of meetings of the WCCAP. He or she shall have charge of all such additional books and papers as the Executive Committee may direct. He or she shall in general perform all such duties as are incidental to the office of Secretary of a non-profit corporation. 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 WCCAP website. The secretary will also send by mail the minutes to those members who indicate that preference to the Secretary.

Section 6. The Treasurer shall have the custody of all the funds and property of the WCCAP during any period that a bank or trust company shall not be employed as custodian of such funds and property. He or she shall take such steps as may be necessary to collect monies becoming due to the WCCAP. When necessary and proper, he or she shall endorse on behalf of the WCCAP all checks, notes or other obligations and evidences of the payment of money payable to the WCCAP or coming into its possession and shall deposit the funds arising therefrom together with all other funds of the WCCAP coming into his or her possession in such banks as may be selected by the Executive Committee. He or she shall enter regularly in the books belonging to the WCCAP and keep an accurate account of all money received and paid on account of the WCCAP together with all other business transactions. He or she 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.

Section 7. The Delegate and Alternate Delegate to the Regional Assembly of the American Academy of Child and Adolescent Psychiatry shall represent the WCCAP 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 WCCAP. The Delegate and Alternate Delegate shall be Fellows or Active Members of the American Academy of Child Psychiatry.

Section 8. Removal from Office. 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 WCCAP would be served thereby and when such recall shall be affirmed by a two-thirds vote of the WCCAP membership with voting rights through mail or email ballot.

Article VI – Executive Committee

Section 1. General Powers. The management of the WCCAP shall be invested in its Executive Committee.

Section 2. The members of the Executive Committee shall be the officers of the WCCAP designated in Article V and the past President for a period of two years following his or her presidency.

Section 3. 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.

Section 4. 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 his or her address as shown by the records of the WCCAP.

Section 5. Quorum. A majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Section 6. 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.

Article VII – Committees

Section 1. The President shall have the authority to appoint any committee which in his or her opinion is necessary for the conduct of the business of the WCCAP including a chairperson and committee members. In addition to ad hoc committees appointed at the discretion of the President there shall be five standing committees: a Nominating Committee, a Membership Committee, a Program Committee, a Public Relations Committee shall be for a period of two years except for ad hoc committees which shall have a defined tenure.

Section 2. Nominating Committee.

- (a) The Nominating Committee shall consist of at least five active members of the WCCAP.
- (b) The Nominating Committee shall propose a slate of candidates for each elective position for each biannual election and shall be responsible for distributing nominations to the membership by mail or email at the designated time.
- (c) The report of the Nominating Committee shall be filed with the Secretary at least twenty days prior to the date set for election.

(1) The Secretary shall notify all members of the WCCAP by mail or email of such nominations within 3 days of filing.

(2) The Secretary shall post such nominations to the WCCAP website and notify all members of the WCCAP by mail or email of such nominations within 3 days of filing.

This 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 by-laws. Nominations of any other eligible members for election to office may be made by five members of the WCCAP. 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.

- (d) The Nominating Committee shall act as a board of tellers in tallying the election results at the annual meeting falling on each even numbered year.
- (e) In selecting candidates for office, the Nominating Committee shall ensure an equitable geographical balance during each term and for the office of President-elect from one term to the next.

Section 3. 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 WCCAP.
- (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 4. 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 WCCAP.

Section 5. Public Relations Committee.

- (a) The Public Relations Committee shall consist of at least three members.
- (b) The Public Relations Committee shall be responsible 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) The Public Relations Committee shall carry out liaison with other professional organizations at the local state, regional and national levels.
- (d) The Public Relations Committee shall monitor 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 WCCAP.

Section 6. By-Laws Committee

- (a) The By-laws Committee shall consist of at least three active members of the WCCAP.

- (b) The By-laws Committee shall receive and evaluate suggestions for changes in the by-laws from any officer or member of the WCCAP.
- (c) The By-laws Committee shall make recommendations to the Executive Committee for changes or additions to the by-laws in accordance with Article III.

Article VIII – Meetings

Section 1. One annual meeting shall be held each year in addition to other meetings as deemed appropriate by the Executive Committee or as requested by five WCCAP active members in writing to the Secretary.

Section 2. At each annual meeting of the WCCAP 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. At each election meeting the teller shall announce the results of balloting, and new officers shall be installed at that time. Matters of importance to the membership shall be brought to the attention of the Executive Committee at the annual meeting.

Section 3. The business of the WCCAP shall be conducted in accordance with Robert's Rule of Order (current edition), except where otherwise specifically provided by the by-laws.

Section 4. A quorum at a business meeting shall consist of one-quarter of the active membership.

Section 5. Special Meetings. Special meetings of the members may be called either by the President, the Executive Committee, or not less than one-fourth of the members having voting rights. The notices for such meetings shall be delivered to the membership by mail or email and posted on the WCCAP website at least 7 days prior to the day of the meeting.

Article IX – Dues

Section 1. The membership shall be assessed such dues as are necessary for conducting the affairs of the WCCAP.

Section 2. 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 3. Dues shall be payable in advance on the first day of July in each year.

Article X – Fiscal Year

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

Article XI – Seal

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



Corporate Seal Wisconsin

Article XII – Books and Records

The WCCAP shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its business meetings, Executive Committee, and committees having any of the authority of the Executive Committee, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the WCCAP may be inspected by any member, or his or her agent or attorney for any proper purposes at any reasonable time.

Article XIII – Contracts, Checks, Deposits and Funds

Section 1. Contracts. The Executive Committee may authorize any officer or officers, agent or agents of the WCCAP in addition to the officer so authorized by these by-laws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the WCCAP and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts, and/or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the WCCAP, shall be signed by such officer or officers, agent or agents of the WCCAP and in such manner as shall from time to time be determined by resolution of the Executive Committee or otherwise provided in these by-laws. In the absence of such determination by the Executive committee, such instruments shall be signed by the President or President-elect of the WCCAP.

Section 3. Deposits. All funds of the WCCAP shall be deposited from time to time to the credit of the WCCAP in such banks, trust companies or other depositories as the Executive Committee may select.

Section 4. Gifts. The Executive Committee may accept on behalf of the WCCAP any contribution, gift, bequest or devise for the general purposes or for any special purpose of the WCCAP.

Article XIV – Ratification

Those present at the May 20, 1978, ratification meeting of the WCCAP shall constitute a quorum and two-thirds of those present shall be necessary for ratification of these by-laws. 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 by-laws were ratified at the May 20, 1978, meeting of the WCCAP.

These by-laws were amended by vote by mail ballot of the membership on January 11, 2008.

T. Burton Copeland M.D.
Bylaws Committee Chair

Jeff Smarella M.D.
Bylaws Committee Co-Chair