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Introduction and Welcome

Dear DB/SA Presidents and Presidents-Elect,

Welcome to the APA Annual Meeting and DB/SA President and President-Elect Orientation! With great leadership like you, APA has surpassed 37,800 members and is the world’s largest professional association of psychiatrists. Together with the District Branches and State Associations (DB/SAs), APA is dedicated to supporting our members and the patients they serve.

APA is here to be a resource and a partner to you and your DB/SA to work together to advance psychiatry and medicine. You will find in this guide a high-level overview of information about the APA as well as an overview of resources available to the DB/SAs to support them in their success. I encourage you to become familiar with the APA website - www.psychiatry.org - which is an excellent source for up-to-date information on developing issues and opportunities. The Newsroom section of the APA website, in particular, provides access to news releases and information on current events.

APA also maintains regular communications with the DB/SAs through correspondence from APA Administration, including through the DB/SA Presidents listserv - dbpres@lists.psych.org - and also through monthly administrative updates with the DB/SA Executive Directors. APA also provides the DB/SA Executive Directors with a suite of online resources to support their administrative processes. Additionally, APA connects with all the DB/SA Presidents and Presidents-Elect three times a year, in-person during the APA Annual Meeting and via conference calls at the beginning and end of each year. Please don’t hesitate to contact either me or Ricardo A. Juarez, M.S., Director, District Branch and International Relations, at rjuarez@psych.org or (202) 559-3656 should you have any inquiries.

I look forward to our continued success, mutual support of each another and working with you throughout the year.

Sincerely,

Saul Levin, M.D., M.P.A
CEO and Medical Director
APA Main Organizational Chart

CEO & Medical Director Chair, APAF
Saul Levin, MD, MPA

Special Assistant
Judson Wood, JD
Senior Executive Assistant
Katie Ling

Medical Director's Office

Education
Tristan Gorrindo, MD
Deputy Med Dir

Diversity & Health Equity
Ranna Parekh, MD, MPH
Deputy Med Dir

Research
Phil Wang, MD, DrPH
Deputy Med Dir

APA Foundation Executive Director
Daniel Gillisson, Jr.

Chief of Staff
Yoshie Davison, MSW

Governance
Margaret Dewar

General Counsel
Colleen Coyle, JD

Human Resources

Chief of Policy, Programs & Partnerships
Kristen Kroeger

Publisher
John McDuffie

Chief Financial Officer
David Keen, CPA

Chief Membership & Strategy Officer - RFM/ECP Specialist
Jon Fanning, MS, CAE

Chief of Government Relations
Craig Obay, JD

Chief Communications Officer
Tanya Bradsher

Allied & External Organization
Kristin Kroeger

Sales and Marketing
Patrick Hansard

Comptroller
Matt Fuller, CPA

Information Technology
Caterina Luppi, PhD

Federal Relations
Megan Marcinko
Mikal Troush

Corporate Communications & Public Affairs
Glenn O'Neal

Mental Health Parity Enforcement & Implementation
Sam Muszyński, JD

Editorial Director, Journals
Michael Roy

Budget & Financial Analysis
Margaret Hunte, MBA

Political Relations & Grassroots
Ashley Mild

Practice Management & Delivery Systems
Michelle Dart, MA

Digital Publishing
Tim Marney

DB & International Relations
Ricardo Juarez, MS

Integrated Marketing
Ryan Vanderbilt

Reimbursement Policy
Vacant

Medical Operations
Debra Eubanks

Membership & Member Engagement
Stephanie Auditore, JD

State Relations
Erin Philp, JD

Meetings & Conventions
Vacant

APA Registry (PsychPRO)
Debbie Gibson

*Registry report to both Research and Membership.
ORGANIZATIONAL OVERVIEW

Meet Our Organization
www.psychiatry.org/about-apa/meet-our-organization

Board of Trustees (more information online) - www.psychiatry.org/about-apa/meet-our-organization/board-of-trustees

APA’s priorities, policies, and budgets are determined and approved by the Board of Trustees. Each year a number of positions – both national and regional – on the Board of Trustees come up for election, and nominations are due each year by October 1. The standing committees of the Board of Trustees are Bylaws, Elections, Ethics, Finance and Budget, Joint Reference, Membership, Nominating, and Tellers.

Executive Committee of the Board of Trustees

Althea J. Stewart, M.D. – President, 2018 – 2019
Bruce J. Schwartz, M.D. – President-Elect, 2018 – 2019
Phillip R. Moskin, M.D., M.A. – Secretary, 2017 – 2019
Gregory W. Delack, M.D. – Treasurer, 2018 – 2020
Anita S. Everett, M.D. – Immediate Past President, 2018 – 2019
James R. Batterson, M.D. – Speaker, 2018 – 2019
Saul Levin, M.D., M.P.A., FRCP(E) – CEO and Medical Director

Assembly (more information online) - www.psychiatry.org/about-apa/meet-our-organization/assembly

The APA Assembly represents and serves the needs of the district branches (DBs) and state associations (SAs) and recommends actions to the Board of Trustees. To ensure a wide range of voices and ideas, representatives of the Assembly are selected regionally and by special groups determined by the Assembly. The APA Assembly consists of representatives from the DB/SAs and includes resident-fellows, early-career psychiatrists, minority and underrepresented (M/UR) psychiatrists, and representatives from allied organizations approved by the Assembly. Each DB/SA elects its representatives to the Assembly through its own election process.

Assembly Officers

James (Bob) R. Batterson, M.D.
Speaker, 2018-2019
Paul O’Leary, M.D.
Speaker-Elect, 2018-2019
Seeth Vivek, M.D.
Recorder, 2018-2019
ORGANIZATIONAL OVERVIEW

Councils (more information online) – www.psychiatry.org/about-apa/meet-our-organization/councils

APA’s 13 councils were established by the Board of Trustees. They implement APA’s objectives and report to the Joint Reference Committee.

- Council on Addiction Psychiatry
- Council on Advocacy and Government Relations
- Council on Children, Adolescents, and Their Families
- Council on Communications
- Council on Consultation-Liaison Psychiatry
- Council on Geriatric Psychiatry
- Council on Healthcare Systems and Financing
- Council on International Psychiatry
- Council on Medical Education and Lifelong Learning
- Council on Minority Mental Health and Health Disparities
- Council on Psychiatry and Law
- Council on Quality Care
- Council on Research

District Branches and State Associations (access contact information online)
www.psychiatry.org/about-apa/meet-our-organization/district-branches
ORGANIZATIONAL OVERVIEW

Administration (access contact information online) - www.psychiatry.org/about-apa/meet-our-organization/administration
APA members may search and contact members of APA’s administration in the Administration Directory.

Membership Coordinators (access contact information online)
www.psychiatry.org/join-apa/contact-your-membership-coordinator
Contact the Membership Coordinator for your District Branch with any questions about your membership account and/or payments.

Documents and Policies
www.psychiatry.org/about-apa/read-apa-organization-documents-and-policies

- **APA Bylaws** (online PDF)
The APA Bylaws provide the framework for its operation. The Bylaws outline the purpose of APA and define the authority of the Board of Trustees, officers, councils, and other organizational bodies.

- **APA Policy Finder/Position Statements** (online access)
The APA Policy Finder provides searchable access to official APA policy and position statements.

- **APA Library and Archives** (online access)
Access task force reports, resource documents, manuscripts and conference publications.

- **APA Action Paper Central** (online access)
The Action Item Tracking System tracks the status of governance actions (including action papers and position statements) through the Assembly, Joint Reference Committee, and Board of Trustees.

- **APA Governance Meetings** (online PDF)

- **APA Disclosure of Interest Policy** (online PDF)
APA believes that maximum transparency regarding participants’ affiliations and interests is critically important and in the best interests of the Association. APA has adopted policies regarding disclosure of interests and affiliations and potential conflicts of interest. These procedures are followed to ensure the integrity of APA’s policies, positions, publications, and other programs and services.

- **APA Ethics** (online access)
All APA members are bound by the ethics code of the medical profession, specifically defined in the Principles of Medical Ethics of the American Medical Association and in APA’s Principles of Medical Ethics With Annotations Especially Applicable to Psychiatry.

- **APA Resource Documents**
- **APA Amicus Briefs**
- **APA Practice Guidelines**
- **APA Strategic Plan**
- **APA Operations Manual**

APA Foundation
www.americanpsychiatricfoundation.org.

Now in its 25th year, the American Psychiatric Association Foundation complements the professionalism of the APA by focusing on, and playing leadership roles in, the nation’s most pressing social mental health issues across our society. As a 501(c)3 charitable organization, the Foundation administers programs – ranging from meeting the chronically unmet needs of minority populations to conducting innovative research that contributes to the scientific base of psychiatric practice, to increasing public awareness and removing barriers to mental health care – that change lives. When combined, the programs and initiatives of the Foundation are building a mentally healthy nation for all.
FIDUCIARY RESPONSIBILITIES AND LEGAL COMPLIANCE OVERVIEW

Responsibility and Duty (more information available from DB/SA Executive Directors)

District Branches and State Associations (DB/SA) are corporations. This legal status enables them to obtain certain benefits, such as protection from personal liability for the members, tax exemption, and the ability to conduct business in a state as a collective group. They also have the obligation to conduct business as a corporation and follow the legal requirements applicable to corporations under federal and state law, including maintaining reliable methods of accounting, submitting state and federal registrations, making annual filings for taxes and corporate status, following bylaws, and ensuring their officers and elected officials comply with fiduciary responsibilities. DB/SA elected officials are legally responsible for keeping the DB/SA true to its mission, safeguarding DB/SA assets, operating the DB/SA in the best interest of its shareholders (i.e., the members).

Chief Responsibilities of Officers and Council Members

- Provide effective high level organizational strategic planning
- Ensure adequate resources
- Support the Executive Director in his or her implementation of Board plans and evaluate performance
- Manage resources efficiently
- Determine, monitor and strengthen DB’s programs and services
- Enhance DB’s public standing
- Require legal, financial, and ethical integrity and accountability from staff and council

Council members are fiduciaries. A “fiduciary” is a legal or ethical relationship of confidence or trust regarding the management of money or property between two or more parties, most commonly a fiduciary and a principal. The DB/SA is the principal and you, the elected officers and Council members, are the fiduciaries. A Council member owes three interconnected duties to the DB/SA including Duty of Care, Duty of Loyalty, and Duty of Obedience.

Duty of Care
The Duty of Care requires common sense and informed judgment, meaning “no heads in the sand.” It requires you to consider all reasonably available information before making a decision; to consult with experts, committee members, or other appropriate people to ensure your vote is informed; and to set aside what others (like the state association, friends, specialty, University) or you personally want and ask, “is this action in the best interest of the entire DB?” It requires you to exercise good faith, honesty and fair dealing on behalf of the DB. The reward for compliance with this duty are thoughtful decisions and the business judgment rule, which protects you from personal liability.

Duty of Loyalty
There are several parts to the Duty of Loyalty, including avoiding any conflict of interest, maintaining unity, and maintaining confidentiality. Potential conflicts of interest could include public sector government policy, interests of family and friends, personal interests, personal values, organizational values, and professional values. The Duty of Loyalty requires putting the DB/SA first with no conflicting loyalties. Loyalty also mandates confidentiality including the duty to maintain confidentiality of Council meetings when confidential information is disclosed. If in doubt, it is best practice to not discuss Council meetings other than with the Council itself. You should keep discussion professional and informative, sticking to what has been reported out from the Council. Loyalty also requires maintaining unity/one voice on behalf of the DB.

Duty of Obedience
The Duty of Obedience is about following the rules and it includes compliance with federal and state law and regulations (both in letter and in spirit), all required filing deadlines, fiduciary duties, bylaws, ethics, and procedures.
Tax Exemption (more information available from DB/SA Executive Directors)

Unless an entity obtains tax exemption, it will be liable for federal income tax. All DB/SAs have obtained tax exemption, either under Internal Revenue Code section 501(c)(3) or section 501(c)(6). A few are 501(c)(3); most are 501(c)(6).

Different consequences flow from which status a DB/SA has – including for deductibility of dues for members and restrictions on lobbying/political activities.

**DB/SA Exempt as 501(c)(3)**

DB/SAs that have tax exemption under Internal Revenue Code 501(c)(3) must have a purpose of advancing the profession of psychiatry by engaging in *exclusively* educational or scientific activities. Some activities directed at promotion of the profession of psychiatry would fall outside this scope (including maintaining a grievance committee for ethics, lobbying to communicate the DB/SA’s attitudes on issues relating to members’ professional interests (not mental health issues in general), and public relations activities designed to improve the public interest of psychiatrists). If any District Branch organized as a 501(c)(3) has any of these activities constitute a substantial portion of its total activities (under an overall facts and circumstances test by IRS), it may be advisable to seek reclassification as a business league under Internal Revenue Code section 501(c)(6) to preserve exemption. Such entities cannot engage in political activity (i.e. campaign activity for candidates) and they may engage in issue lobbying only if an “insubstantial part” of their activities (determined by a facts and circumstances test). Dues payment to such an entity would be deductible by member as charitable contribution for federal income tax purposes only in the amount of excess money contributed over the value of goods or services provided by the nonprofit.

**DB/SA Exempt as 501(c)(6)**

Most District Branches are exempt under IRC section 501(c)(6). These are business leagues organized for purpose of furthering a common business interest and they can engage in lobbying (attempts to influence legislation) without limit if issue is relevant to their exempt purpose. They can also engage in political campaigning for candidates so long as doing so is not a primary activity of the organization (and they can form Political Action Committees). Membership dues are not deductible as charitable contributions, but can be (partially) deducted by members as ordinary and necessary business expenses.

**Deductibility of Membership Dues for DB/SA that is 501(c)(6)**

The portion of expenses used by the exempt organization for lobbying or political activities are not deductible as a business expense. For example, 9% of APA dues are used for lobbying. DB/SA must track time and money spent on lobbying (including all forms) and inform members of the portion of their dues that cannot be deducted at the time the dues are paid by the member. Failure to provide such notice can result in proxy tax for organization on the amount that should have been notified (e.g. 35% tax). APA has information posted online, but each District Branch is responsible for ensuring that the listed amount is accurate each year.
IRS Form 990 (more information available from DB/SA Executive Directors)

Every tax-exempt organization has to file IRS Form 990 annually. Which version of Form 990 to file depends on annual gross receipts of the organization (for example, only need to file Form 990-N, the e-postcard, if gross receipts < $50,000). Failure to file/late filing has financial penalties for the organization, and failure to file for 3 years will lead to automatic revocation of tax-exempt status. The Form 990 is publicly available and may include a lot of information about organization.

Unrelated Business Income
If an organization receives unrelated business income, it will have to file an additional form (IRS Form 990-T) and pay a tax on that income. Unrelated business income is defined as income from a trade or business that is not substantially related to the purpose that is basis of organization’s exemption. The requirement to file and pay tax is triggered by an entity’s receipt of $1000 or more gross income from an unrelated business in any year.

Endorsement Contracts
DB/SAs should be wary of “endorsement contracts” as they may lead to tax liability for unrelated business income. Such contracts are specifically identified as unrelated business in IRS Publication 598: Tax on Unrelated Business Income of Exempt Organizations (Rev. Jan 2017).

Lobbying Report
Every organization must include a report of expenditures it spent on lobbying during the year on its Form 990. To do this accurately requires careful tracking of time and money spent including staff time, compensation, overhead, administrative costs for all activities including research, planning, drafting, reviewing, publishing, mailing, and any other activities in support of a lobbying effort.

State Filings
DB/SAs should determine whether their individual states require filing of the IRS Form 990 or an equivalent state form. There is variation among the states regarding what nonprofits are required to file. Most states also require other annual filings such as a charitable solicitation license and an annual corporate report).
APA Regional Field Directors (more information available from DB/SA Executive Directors)

APA’s Regional Field Directors support DB/SA efforts with state legislatures, regulatory authorities, and executive agencies. These regional directors are based in the field so each can work with the unique political environment in their geographic region. The regional directors work with the DB/SAs to advocate for mental health treatment in each state, acting as grassroots ambassadors for psychiatric physicians and coordinating with the APA Federal Government Relations team on priority policy issues. The regional directors advocate on behalf of the APA and collaborate with DB/SAs on priority issues in a variety of ways, including:

- Preparing briefing materials
- Meeting with legislative/executive staff
- Participating in strategy discussions with DB/SA representatives and contract lobbyists
- Preparing talking points
- Organizing grassroots coalitions and advocacy campaigns
- Coordinating and attending advocacy days at the state legislature
- Leveraging resources such as op-eds, press releases, advocacy toolkits, letters to legislators, administrative officials, and regulatory authorities
- Reviewing and analyzing proposed regulations and legislation
- Drafting comments to proposed regulations
- Attending and offering testimony at hearings on proposed regulations and legislation
- Conducting review of existing regulations and statues to find proactive solutions
- Facilitating membership participation on regulatory boards and committees
- Empowering members to testify or submit comments on proposed regulations or legislation
- Creating action alerts to membership concerning proposed legislation or regulations
- Assisting DB/SAs with applying for CALF grants
- Developing and presenting advocacy trainings to members
- Delivering regional and national updates
- Participating in DB legislative workgroups and executive councils

The regional directors provide legislative and regulatory support to DB/SAs on a variety of topics, including, but not limited to:

- Scope of practice
- Access to mental health and substance use disorder services and medication
- Parity
- Medicaid/CHIP
- PDMPs
- Telemedicine/telepsychiatry

Regional Field Directors Contact List

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1 (Northeast)</td>
<td>Tim Clement</td>
<td><a href="mailto:tclement@psych.org">tclement@psych.org</a></td>
<td>(202) 559-3901</td>
</tr>
<tr>
<td>Region 2 (Midwest)</td>
<td>Amanda Blecha</td>
<td><a href="mailto:achesley@psych.org">achesley@psych.org</a></td>
<td>(217) 220-0769</td>
</tr>
<tr>
<td>Region 3 (South)</td>
<td>Marsi Thrash</td>
<td><a href="mailto:mthrash@psych.org">mthrash@psych.org</a></td>
<td>(770) 337-4513</td>
</tr>
<tr>
<td>Region 4 (West)</td>
<td>Tim Miller</td>
<td><a href="mailto:tmiller@psych.org">tmiller@psych.org</a></td>
<td>(651) 470-3637</td>
</tr>
</tbody>
</table>

Director, State Government Relations: Erin Berry Philp, M.A., J.D.
ephilp@psych.org
(202) 609-7074
Psychiatrists and Social Media
www.psychiatry.org/psychiatrists/practice/social-media

Social media can be an important tool for psychiatrists to connect with mental health and medical communities. APA uses social media to support its mission, vision and values, and to share APA activities and the latest developments within the field of psychiatry. You don’t need to be active on every platform. In fact, that would be difficult for any one person to manage—large organizations that have strong presences on multiple platforms have teams of social media specialists to manage the accounts. Doing one social media platform well is better than doing lots of platforms poorly. Each platform has its unique strengths and communities, so it’s important to find out what works best for you.

APA has online resources available for APA members through the “Social Media” webpage which includes a video on psychiatrists and social media, social media platform help, and links to APA’s social media accounts. Social media can be an important tool for psychiatrists to connect with mental health and medical communities. You’ll learn about the unique value you can bring to social media as a psychiatrist, which platforms work best for different purposes, and how to create engaging content.

**APA Social Media Accounts**

The APA uses social media to support its mission, vision and values, and to share APA activities and the latest developments within the field of psychiatry.

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**Facebook**


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**Twitter**

Main Account: [twitter.com/APAPsychiatric](http://twitter.com/APAPsychiatric)
Healthy Minds: [twitter.com/APAHealthyMinds](http://twitter.com/APAHealthyMinds)

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**LinkedIn**

[www.linkedin.com/company/american-psychiatric-association](http://www.linkedin.com/company/american-psychiatric-association)

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**Instagram**

@APAPsychiatric
[www.instagram.com/apapsychiatric](http://www.instagram.com/apapspsychiatric)
A Psychiatrist’s Guide to Media and Communications

www.psychiatry.org/psychiatrists/practice/media-and-communications

APA has online resources available for APA members through the ‘A Psychiatrist’s Guide to Media and Communications’ webpage, developed in coordination with the APA Council on Communications, which includes videos on various topics such as misquotation, being understood, how to integrate teaching, staying on topic, balancing viewpoints, handling hostility and working in radio.

**Misquotation**
How can you ensure that you are quoted accurately during a media interview? What can you do if your statement has been misrepresented?

**Being Understood**
When talking about psychiatry, especially to an audience outside of the psychiatric field, almost anything you say will be complex. Communicating your point requires standing back and looking at the context of the information you’re sharing, then delivering that information in a way that most people can best understand it.

**Teaching**
When interacting with the media, remember that there is an element of teaching to what you share. By making your material accessible to a wide variety of expertise and learning styles, it will be better overall.

**Focus**
Be sure to stay on topic when speaking with journalists and the media. Something you intended as a private anecdote could show up in the article.

**Balance**
Journalists may sometimes need an expert to highlight a specific perspective. How can you make sure that your balanced viewpoint on both sides of the issue is reflected in the article?

**Handling Hostility**
Finding that you had provided fodder for a snarky article can be unnerving. What can you do to prevent becoming part of an article that is hostile toward you or psychiatry?
APA Disaster Response Protocol

In the immediate aftermath of a natural disaster or mass trauma, APA responds by connecting with the impacted District Branches and/or State Associations to provide support and resources. This includes providing resources, such as a ‘media toolkit’ to assist with responding to media inquiries and guidance for APA members. The APA Committee on Psychiatric Dimensions of Disaster also connects with the impacted District Branches and/or State Associations to provide additional support and resources from the Center for the Study for Traumatic Stress.

During the recovery stage of a natural disaster or mass trauma, impacted District Branches and/or State Associations are reminded of the APA Erich Lindemann District Branch Disaster Grant, which provides District Branches with up to $10,000 to assist with community mental health recovery and relief efforts. In the event that additional support is needed for a community impacted by a natural disaster or mass trauma, APA can coordinate with APA Foundation and District Branches and State Associations to coordinate additional support to relief efforts as necessary.

APA has online resources available for APA members through the “Disaster and Trauma” webpage which includes disaster mental health education and guidelines from APA, the American Red Cross (ARC), SAMHSA, the Center for the Study of Traumatic Stress, and the National Center for PTSD. APA members seeking volunteer opportunities can also find information about connecting with ARC disaster mental health service teams, FEMA community emergency response teams, and other relief organizations, such as Disaster Psychiatry Outreach.

APA also has online resources available for the public through the “Coping After Disaster” webpage which provides information for children and adults regarding common reactions and intervention recommendations for survivors of disaster and traumatic events.
MEMBERSHIP RESOURCES AND OVERVIEW

DB/SA Window (more information available from DB/SA Executive Directors)

APA provides support to DB/SA Executive Directors through online access to real-time membership data and reports through the DB/SA Window. The DB/SA Window allows DB/SA Executive Directors to review, edit, and export information on respective members in real-time to provide leadership with requested reports or visual depictions for meetings. The newly visualized platform allows DB/SA Executive Directors to quickly approve pending actions such as enrollments, reinstatements, transfers and dues relief.

APA provides DB/SA Executive Directors training through online webinars, step-by-step guidelines, a series of frequently asked questions, and assistance through the Membership Department. This training is essential to ensure that anyone accessing the data follows protocols and information is accurately maintained and interpreted. For information requests, please contact your DB/SA Executive Director.

Membership Coordinators (access contact information online)
www.psychiatry.org/join-apa/contact-your-membership-coordinator
Contact the Membership Coordinator with any questions about membership accounts and/or payments.

DB/SA Membership Resources (more information available online and from DB/SA Executive Directors)
www.psychiatry.org/about-apa/meet-our-organization/district-branches/apa-membership-resources

APA provides support to DB/SA Executive Directors through online access to promotional materials to communicate the value of membership to potential and current members including the following, organized online by membership category:

- Outreach toolkits to aid leaders in having conversations with colleagues about APA membership
- Sample emails distributed to members
- Sample mailings and promotional materials
- Dues-related materials

For more information on the DB/SA Membership Resources, please contact your DB/SA Executive Director or, if you have any questions regarding these materials, or would like to collaborate with the APA membership team to promote membership value to your local area, please contact membership@psych.org.
The APA provides support to the DB/SA Executive Directors through online access to information and resources, including grant opportunities through the DB/SA Resources webpage. The following is a selection of the information and resources available on the webpage.

**Grants** (more information available from DB/SA Executive Directors)

- **Expedited Grant**
  The Expedited Grant is a competitive grant that supports membership recruitment, retention and education efforts. APA's endorsed medical liability carrier, APA, Inc., has provided APA, Inc., has provided $150,000 in funding for Expedited Grants to assist District Branches and State Associations (DB/SAs) which support APA, Inc. in recruiting, retaining and educating members. The funding amount is determined by the number of applicants and awards are distributed equally among DB/SAs that apply. For more information, please contact your DB/SA Executive Director.

- **Innovative Grant**
  The Innovative Grant is a competitive grant that supports new and creative initiatives leading to membership growth and sustainability. APA's endorsed medical liability carrier, APA, Inc., has provided $30,000 in funding for Innovative Grants to assist District Branches and State Associations (DB/SAs) support APA in recruiting, retaining and educating members. DB/SAs are encouraged to request only what is truly needed for your project. The maximum funding request amount is $10,000. DB/SAs that applied for an Expedited Grant may also apply for an Innovative Grant. You may submit a grant request that was not funded in previous years assuming it fits the outlined criteria. For more information, please contact your DB/SA Executive Director.

- **CALF Grant**
  The Committee on Advocacy and Litigation Funding (CALF) Grant supports local initiatives involving legislation, litigation, and advocacy. APA's Board of Trustees has allocated funding in the form of grant awards to assist district branches and state associations with funding needs. While grants are diverse in nature, funds may be used to help sustain infrastructure, create member educational activities, and promote innovative ideas in the form of best practices that may be replicated throughout district branches and state associations. The Committee on Advocacy and Litigation Funding (CALF) has the responsibility of reviewing requests, usually from DB/SAs, for financial support of projects involving legislation, litigation, and advocacy; making recommendations regarding funding to the Board of Trustees; and proposing coordinated activity by other APA components, DBs, and SAs. CALF reports to the Council on Advocacy and Government Relations (CAGR). CAGR, in turn, makes recommendations through the Joint Reference Committee to the Board of Trustees for final decision. For more information, please contact your DB/SA Executive Director.

- **Disaster Grant**
  The Erich Lindemann District Branch Disaster Grant supports member recovery and relief efforts following a catastrophic disaster. The Erich Lindemann District Branch Disaster Grant provides contingency funds to APA District Branches and State Associations (DB/SAs) in the event of a catastrophic disaster. These funds may be used to assist with the mental health response and recovery efforts of APA members in impacted communities. The President of a DB/SA may submit a letter on their organization's letterhead to the current APA President and CEO and Medical Director summarizing the need and purpose of the funds, being sure to address the specified criteria. An amount of up to $10,000 (not to exceed $30,000 for all disasters per year) may be requested by DB/SAs. Requests are submitted to a work group for review and approval of a partial or full awarding of the requested amount. For more information, please contact your DB/SA Executive Director.

- **Infrastructure Grant**
  The Infrastructure Grant supports the continued operation of a physical asset or structure as needed. An Infrastructure Grant can include financial support for a District Branch or State Association (DB/SA) that is having temporary financial problems so that the DB/SA has time to make the necessary adjustments to become self-sustaining. The money can also be utilized for a physical asset or structure needed for the operation to deliver member value without increasing dues, which can result in a loss of members. The DB/SA must submit a letter on their organization's letterhead to the APA's CEO and Medical Director summarizing the need, amount, and purpose of the funds, being sure to address the specified criteria. For more information, please contact your DB/SA Executive Director.
Joint CME Sponsorship Program  (more information available from DB/SA Executive Directors)

The APA is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians. One of the privileges of accreditation is the ability to jointly sponsor CME programs for AMA PRA Category 1 Credit™ with non-accredited district branch organizations.

How Does a District Branch join the Joint CME Sponsorship Program?
You must complete the following application here: http://goo.gl/csjjCh. The application is reviewed by the APA Committee on CME/Lifelong Learning (CMELL), which oversees the program. Generally, the process of application submission to committee approval takes approximately two weeks. As part of the application process, an APA member from the applying organization commits to serving on the Subcommittee on Joint Sponsorship and attends annual Joint Sponsorship meeting and webinars.

How quickly can the District Branch obtain credit for our CME programs?
Once the District Branch application is approved, the District Branch can submit a meeting proposal for joint sponsorship of its next CME activity. The timeline for submitting materials is:

- 10 weeks prior to the activity submit the following: Activity fee, online proposal form, preliminary budget, draft agenda, name and emails of planning committee and faculty.
- 6 weeks prior to the activity submit the following: Final agenda, MOCI form(s), Supplemental form(s), promotional item(s), onsite materials/syllabus
- Within 60 days after the activity, submit the following: Follow up Report, Participant list, final budget, and attendance numbers with a breakdown by physician/non-physician status.

What are the fees for Joint Sponsorship?
The fee for APA joint sponsorship follows a sliding scale, based on the number of hours in your program. Please contact Tiffany Leimback, CME Program Manager, at tleimback@psych.org for the full fee schedule.

Model District Branch  (more information available from DB/SA Executive Directors)
The Model District Branch document was created by the District Branch Advisory Corresponding Committee and approved by the Council on Member and District Branch Relations and designed to incorporate the ideal minimum requirements to successfully operate a District Branch so that the organization can respond to the needs of its members and effectively react to external pressures. (see Attachment 1)

Model DB Bylaws  (more information available from DB/SA Executive Directors)
The Model DB Bylaws provide the framework for its District Branch. The Bylaws outline the purpose of the District Branch and define the authority of the Board of Trustees, officers, councils, and other organizational bodies. (see Attachment 2)

Model Council Self-Assessment  (more information available from DB/SA Executive Directors)
The District Branch Advisory Corresponding Committee and the Council on Member and District Branch Relations have developed model guidelines for our district branches and state associations. The Model District Branch was designed to incorporate the ideal minimum requirements to successfully operate a District Branch so that the organization can respond to the needs of its members and effectively react to external pressures. (see Attachment 3)
ATTACHMENT 1: MODEL DISTRICT BRANCH

Model District Branch

Approved by the Joint Reference Committee June, 2007
Revised October 2008

“The findings, opinions and conclusions of this report do not necessarily represent the views of the officers, trustees, or all members of the American Psychiatric Association. Views expressed are those of the authors.” APA Operations Manual

This document, created by the District Branch Advisory Corresponding Committee and approved by the Council on Member and District Branch Relations, is designed to incorporate the ideal minimum requirements to successfully operate a District Branch so that the organization can respond to the needs of its members and effectively react to external pressures. The job description reflects knowledge, skills and abilities as well as responsibilities of running a model district branch. These functions could be consolidated in one executive director or distributed across a range of volunteer leadership and paid staff.

### A- Essential

**Legislative and Regulatory Advocacy** - these activities are handled by a combination of volunteer leaders, staff and/or lobbyists
- Process for analyzing legislation, establishing positions, & taking action
- Means to promote, oppose, and amend legislation
- Relationship with the APA Department of Government Relations
- Process for monitoring, influencing, and responding to state policy and regulations
- Knowledge of and compliance with state and federal lobby laws/requirements, including PAC operations and reporting requirements if applicable

**Programs and Activities** - there are many other activities undertaken by DBs.
The list below represents core activities
- Regular Communication with Members
- Ethics process in compliance with APA and State Law requirements
- Process for responding to members’ inquiries

**Administrative Leadership**
- Executive level staff – Full time, part-time, or shared with competitive salary/benefit package. These functions may also be performed by volunteers.
- Written Job Description/Responsibilities (see Attachment A)
- Periodic salary and performance review for staff and other personnel management (see Attachment B)
- Other Professional Services May Be Contracted as Needed – for example: legal, accounting/auditing, vendor contracts
ATTACHMENT 1: MODEL DISTRICT BRANCH

Office
- Access to copier/printing service and fax
- Access to computer (with appropriate security) with Internet Access (DSL), Software, and Virus Protection
- Identifiable Headquarters – DB specific mailing address, phone, & e-mail addresses, DB Letterhead
- Maintenance of files, secure file storage and electronic backup
- Permanent File of DB Corporate Documents (see Attachment C)
- Appropriate insurance coverage for activities (see Attachment D)

Financial Management Requirements
- Banking:
  - DB Bank Account
  - Monthly reconciliation of bank statements
  - Written policy on check signing, payroll approval and internal financial controls
- Budget:
  - Development and Management of operating budget
  - Policies on encumbering funds and on purchases not included in budget
  - Regular financial reporting to Council and yearly to membership
- Accounting:
  - Periodic outside financial review and/or audit
  - Tax Issues: Knowledge of and compliance w/ requirements for 990’s, Payroll, State/Federal tax returns, IRS Letter of Determination, and Rules on Reportable Lobbying expenses

Policy and Procedure
- Articles of Incorporation
- DB Bylaws in compliance with APA Requirements (Attachment E)
- Definitions of roles, responsibilities and authority of elected/appointed DB Leadership (e.g. Officers, Committee Chairs, Assembly Reps) and staff
- Regular meetings of governing body with agenda and minutes (filed)
- Annual Business Meeting for all members
- Definition of relationships w/ Chapters, if applicable
- Written procedures for major recurring DB functions
- Elections at intervals required by bylaws
- Plan for emergency contacts

Membership Management (available through APA)
- Accurate Electronic Membership List/Database
- Membership Processes (e.g. transactions, membership categories)
- Membership dues billing process
## ATTACHMENT 1: MODEL DISTRICT BRANCH

### Communication and Public Affairs
- Process for responding to immediate public issues and media inquiries

### B – Advisable When DB Resources Permit

#### Administrative Leadership
- Periodic review of organizational staffing needs

#### Financial
- Investment Management Policy, if applicable

#### Policy and Procedures
- Periodic assessment of DB activities (Attachment F)
- Periodic review of Bylaws, Policies, & Operating Procedures
- Systems for prioritizing DB Activities and Resources

#### Programs and Activities
- Collegial/educational opportunities
- Issue-focused member participation (committees, task forces, work groups, interest groups)
- Website

#### Membership Management
- Formal Recruitment Program
- Member Recognition Programs including APA Fellows, Distinguished Fellows and local awards

#### Legislation and Regulatory Advocacy
- State Medical Society Presence
- Coalition with local consumer and advocacy groups, other mental health professional societies and healthcare organizations
- Grassroots Network-manage/mobilize members (training available through APA)

### C – Ideal when combined with A & B

#### Administrative Leadership
- Performance objectives for staff

#### Office
- Disaster Plan to maintain core DB activities, safeguard documents, contact key members and staff

#### Financial
ATTACHMENT 1: MODEL DISTRICT BRANCH

- Building adequate funds in Reserves

Policy/Procedures
- Mission Statement, Strategic Plan and Organization objectives

Program and Activities
- Membership Survey
- Responding to public inquiries, which may include how to access psychiatric services
- Directory

Legislation and Regulatory Advocacy
- PAC
- Professional government relations staff/consultant/lobbyist

Communication and Public Affairs
- Fact sheets, press kits, & other resources
- Speaker Bureau
- Public Education Initiatives
ATTACHMENT 2: MODEL BYLAWS

MODEL BYLAWS
OF THE
(Name of District Branch)
OF THE
AMERICAN PSYCHIATRIC ASSOCIATION

CHAPTER ONE: NAME; PURPOSES; LEGAL IDENTITY

Section 1.1 Name. The name of this organization shall be the ______________________ (herein after referred to as the “District Branch”) of the American Psychiatric Association., (herein after referred to as the “Association.”)

Section 1.2 Purposes and Objectives. The purposes for which the District Branch is organized are: (a) to promote the common professional interests of its members; (b) to improve the treatment, rehabilitation, and care of persons with mental disorders (including mental retardation and substance-related disorders; (c) to advance the standards of all psychiatric services and facilities; (d) to promote research, professional education in psychiatry and allied fields, and the prevention of psychiatric disabilities; (e) to foster the cooperation of all who are concerned with the medical, psychological, social, and legal aspects of mental health and illness; (f) to make psychiatric knowledge available to practitioners of medicine, to scientists, and to the public; (g) to promote the best interests of patients and those actually or potentially making use of mental health services; and (h) to advocate for its members.

Section 1.3 Legal Identity. The District Branch is organized exclusively as a professional organization not organized for profit, within the meaning of [Section 501(c)(6) of the Internal Revenue Code of 1986, as amended.] No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

Section 1.4 Dissolution. In the event of dissolution, all assets of this District Branch shall be forthwith distributed to the APA solely for scientific and educational purposes.

Section 1.5 Territorial Jurisdiction. For the objectives stated above, the territorial jurisdiction of the District Branch shall be delimited by the boundaries of the (state/county) of __________________________.  

CHAPTER TWO. MEMBERS

Section 2.1 Requirements for membership in the ________ District Branch shall be the same as those for the Association at the time of application.

________________________

1 The following is intended only as a guide and may be altered in form or wording to meet the needs of the individual district branch.

2 Paragraph applies to 501(c)(6) organizations. For 501(c)(3) organizations, item (h) should read “to advocate for its members, to the extent consistent with Section 1.3 below.” Section 1.3 should read: “No substantial part of the activities of the District Branch shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the District Branch should not participate in or intervene in (including the publishing or distribution of statements of) any political campaign of any candidate for public office.”

3 Alternate wording: Change the bracketed portion to the applicable Section of the IRS code and include the sentence: “The ________ shall remain/shall be incorporated under the laws of the State of ________ as a nonprofit scientific organization.”

4 Alternate wording for branches not defined by geography: “For the objectives stated above, the jurisdiction of the District Branch shall be defined as ________.”

5 It is important to include a statement to this effect.
ATTACHMENT 2: MODEL BYLAWS

Section 2.2 Qualifications. Any physician who is eligible for the categories of membership below shall be eligible for membership.

Section 2.3 Categories of District Branch membership. There shall be the following categories of members who are to qualify according to the standards and procedures of the Association as set forth in Chapter 2.1 of the APA Bylaws. They are (a) Members-in-Training; (b) Associate Members; (c) General Members; (d) Fellows; (e) Distinguished Fellows; (f) Life Members; (g) Life Fellows; (h) Life Associate Members; (i) Distinguished Life Fellows; (j) Inactive Members or (k) Inactive Fellows.

Section 2.4 Voting. The right to vote shall be the same as in the APA Bylaws. Members with voting rights are Members-in-Training, General Members, Fellows, Distinguished Fellows, Life Members, Life Fellows, and Distinguished Life Fellows. All other categories of membership are non-voting. Each voting member shall have one vote.

Section 2.5 Election to Membership. Election to membership in the District Branch shall be as follows:

(a) A Committee on Membership, consisting of ____ members, shall be appointed by the President and approved by Council. Each member of this committee will serve a three-year term, with one or more members of this committee rotating off each year. Terms of the first members appointed after adoption of this section shall be adjusted accordingly.

(b) Applications for membership in the District Branch shall be made in accordance with procedures established from time to time by the APA Board of Trustees through its Membership Committee.

(c) Membership actions will become effective after initial approval by the APA and with input from the District Branch if provided within the specified time period.

Categories of membership and qualifications thereof in District Branches shall be consistent with those of the Association.

Section 2.6 Transfer and Advancement. Procedures for transfer of membership between District Branches and for advancement of membership shall be established by the Association. In the event of such a transfer or advancement being denied, any appeal shall be conducted in accordance with procedures to be established from time to time by the Association.

Section 2.7 Application of Fellows and Nomination of Distinguished Fellows. Application of General Members for fellowship status is primarily the responsibility of the APA. Nomination of General Members or Fellows for distinguished fellowship status is primarily the responsibility of the District Branch. Election of Fellows and Distinguished Fellows is by the Board of Trustees of the Association upon recommendation of the Association’s Membership Committee.

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6 Associate Member category closed to new members since December 1989.
7 Some categories of APA membership are not required to join a district branch (Medical Student Members, Honorary Fellows) or are outside the jurisdiction of a district branch (International Members and International Fellows).
8 APA moved all provisions for membership processing to its Operations Manual. Alternate wording for Section 2.5 could simply be: “Applications for membership in the District Branch shall be made in accordance with procedures established from time to time by the Council.”
9 As illustrated in Section 2.5 (a) – (d), the bylaws should describe (1) the procedures to be used for applying for membership and (2) the agreement of the district branch to cooperate with the rules and regulations of the Association.
10 Criteria for these procedures is in Chapter 2 of the APA Bylaws and Chapter 5 of the Operations Manual of the Association; the appeals process is in Appendix K-5 of the Operations Manual of the Association.
Section 2.8  **Dues.** Every (Life Member, Life Fellow, Life Associate, Distinguished Life Fellow) 11 Fellow, Distinguished Fellow, General Member, Associate Member, and Member-in-Training shall pay both dues and assessments as determined by the District Branch.

Section 2.9  **Inactive Status and Dues Waiver.** Members of any category may be placed in inactive status by the Board of the Association and excused from paying dues in both the Association and the District Branch. Inactive members shall not receive credit toward the number of years of active membership required for Life status for those years of inactive status. Active members may be granted waiver of dues by the Board of the Association for sufficient reason, and such members shall receive credit toward the number of years of active membership required for Life status for those years the members are in the dues waiver status.

Section 2.10  **Dismissals and Resignations.**

(a) Any dues-paying member of the Association and/or the District Branches who fails to pay all dues and assessments may forfeit his or her memberships.

(b) See also Chapter Seven, Ethics Complaints and Disciplinary Procedures.

**CHAPTER THREE. COUNCIL**

Section 3.1  **Number.** The voting members of the Council shall consist of a President, a President-Elect and/or Vice President, a Secretary and a Treasurer. These officers, the three immediate Past Presidents, Representative and Deputy Representative to the Assembly of the American Psychiatric Association, and other voting members duly elected as Councilors shall constitute the Council. In addition, Chapter Presidents (or their designates) shall also become members of Council. 12

Section 3.2  **Nomination Procedures.** Only voting members shall be eligible for nomination and election to office. All officers shall be elected in the following manner:

(a) A Nominations and Elections Committee composed of at least three (3) members who shall be appointed by the Council and announced to the District Branch. 13 This Committee will present its recommendations to the District Branch at the ________ meeting.

(b) Any voting member may, on his or her own initiative, make a nomination for any office by a letter which reaches the President in time for him or her to present it to the District Branch at the next meeting. Nominations for more than one office may be made by such letter, if it is endorsed by a number of voting members equal to the number of nominations made.

(c) At the ________ meeting, the President will accept further nominations, if any, from the members present at this meeting. If there is no contest for any office after nominations are received at the ________ meeting the President may call for an immediate vote of the membership and unanimous election of the proposed slate may be effected. If there is a contest for one or more office, the Secretary will send a mail ballot thereafter to all voting members, the ballot containing all nominations.

(d) Election will be affected in the following manner: all ballots received by the Nominations and Elections Committee by the specified date will be tabulated, and an announcement made at the ________ meeting of the District Branch. The candidate for each office receiving the greatest number of votes shall be declared elected.

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11 Requiring dues payments from Life Members, Life Fellows, Life Associates, and/or Distinguished Life Fellows is optional for the district branch.
12 The District Branch may have such officers as are felt to meet local needs.
13 Qualifications for members of the Nominations and Elections Committee should be spelled out. According to Robert’s Rules of Order such members should not be appointed by the President.
ATTACHMENT 2: MODEL BYLAWS

Section 3.3  **Quorum; Action.** A majority of the voting members of the Council shall constitute a quorum of the Council. % of active members of the District Branch shall constitute a quorum of the District Branch. Unless otherwise provided in these bylaws, the act of a majority of the voting members present at any meeting at which there is a quorum shall be the act of the Council.

Section 3.4  **Meetings.** Meetings of the Council/District Branch shall be held ____________ unless otherwise determined by the Council. The annual business meeting shall be held in _____________. Special meetings may be called by the President or upon petition signed by ____ members of the District Branch. Members shall be notified of meetings by the Secretary not less than one week before the meeting. The procedure of the District Branch shall be governed by Robert’s Rules of Order (current edition).

**CHAPTER FOUR. OFFICERS**

Section 4.1  **Officers Designated.** The officers of the District Branch shall include a President, a President-Elect or Vice-President, a Secretary, a Treasurer, or a Secretary/Treasurer, and such other officers and assistant officers as the Council may from time to time determine. No two offices may be held by the same person.

Section 4.2  **President.** The President shall be the chief executive officer of the District Branch. The President shall preside at all meetings of the membership and of the Council and shall otherwise perform such duties as are customary for presiding officers.

Section 4.3  **President-Elect/Vice President.** The President-Elect or Vice President, in the absence of the President, shall perform the duties of the President. The President-Elect shall assume the office of President as of the last day of the Association annual meeting on or about one year following his/her election as President-Elect. The President-Elect shall assist the President by acting as overall coordinator of all committee functions.

Section 4.4  **Secretary.** The Secretary shall keep a record of the proceedings of all meetings of the District Branch and of the Council; keep a list of all members; issue notices of all meetings; notify officers and members of committees of their election or appointment; and certify all official records.

Section 4.5  **Treasurer.** The Treasurer or agents authorized by the Council to act for the Treasurer shall have charge of all funds and collect all dues; pay all expenses of the District Branch by and with the consent and approval of the membership; make an annual report to the District Branch on the official transactions of income and expenditures of the District Branch at a specified meeting; and sign all checks of the District Branch.

Section 4.6  **Representative to Assembly.** The Representative to the Assembly of the American Psychiatric Association or his/her Deputy shall represent the District Branch in the Assembly and/or its subgroups, at all official meetings of the Association, and report back to the District Branch.

Section 4.7  **Assumption of Office.** All officers shall assume their respective offices at the close of business on the last day of the Annual Meeting of the Association, and with the exception of the Representative to the Assembly, shall continue in office for one year/two years, or until their successors are duly elected and assume office. The Representative to the Assembly shall continue in office for two years (or three years), or until his/her successor is duly elected and assumes office.

Section 4.8  **Recall.** An action for recall of an officer or any member of the Council of the District Branch may be initiated by a petition signed by ____ voting members of the District Branch or by a majority of the voting members of the Council. The petitioners shall set forth the reasons for initiating the petition and this shall be forwarded to the Secretary with a copy to the officer in question. A mail ballot shall then

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14 at least annually
ATTACHMENT 2: MODEL BYLAWS

be sent to the general voting membership of the District Branch to be returned no later than _____ days
upon its issuance. Recall shall be effected if two-thirds of the voting membership so indicates.

Section 4.9 Vacancies. Vacancies among the officers shall be filled as follows:

(a) President. If the office of President becomes vacant, the President-Elect will become
Acting President for the remainder of the year and then will begin his/her term as President.

(b) President-Elect. If the position of President-Elect becomes vacant, the President will
request the Nominations and Election Committee to meet at an early date for the purpose of selecting
one or more candidates for President-Elect. As soon as practical, at a regular or special meeting, a new
President-Elect will be chosen. The person so chosen will serve as President-Elect until the end of the
year, when he/she will become President.

(c) Representative to the Assembly. If the position of Representative to the Assembly
becomes vacant, the Deputy Representative will assume the duties of the office until the following Annual
Meeting, when a new Representative to the Assembly shall be elected.

(d) Other Vacancies. In the event any other office becomes vacant before expiration of a
term, the Council shall elect a member to serve for the remainder of the term.

CHAPTER FIVE. REPRESENTATIVES

The District Branch shall be represented at the meetings of the Assembly of District Branches of the
American Psychiatric Association and the Area Council by a Representative and a Deputy
Representative. Such Representatives shall be elected as other officers of the District Branch and shall
serve for a term of two/three years or until a successor is elected. When appropriate, such
Representatives shall be instructed by Council and/or District Branch as to its wishes on various matters.
Representatives shall submit reports to the District Branch on the activities of the Assembly and the Area
Council.

CHAPTER SIX. COMMITTEES AND OTHER ORGANIZATIONAL ENTITIES

There shall be the following standing committees:

The functions and procedures of such standing committees shall be established from time to
time by the Council and published in the Operations Manual. The Council, upon recommendation of the
President, shall establish or eliminate such other committees and organizational entities as may be
necessary to implement the objectives of the District Branch. The Council, upon recommendation of the
President, shall designate the chair and members of each standing committee and each other committee
or organizational entity from among the voting members.  

CHAPTER SEVEN. ETHICS COMPLAINTS AND DISCIPLINARY PROCEDURES

Section 7.1 Code of Ethics. All members of the District Branch shall be bound by the ethical code of
the medical profession, specifically defined in the Principles of Medical Ethics of the American Medical
Association and in the Association’s Principles of Medical Ethics With Annotations Especially Applicable
to Psychiatry.

Section 7.2 Ethics Complaints. Complaints charging members of the District Branch with unethical

15 APA standing committees are Ethics, Membership, Nominating, Bylaws, Budget, Tellers, Elections, and
Reference. Standing committees are those which cannot be eliminated without amending the bylaws.
16 APA is incorporated under the laws of the District of Columbia, which requires that the Board of
Trustees, not the president, be responsible for establishing or eliminating components and appointing
their personnel. District Branches should write this section to reflect the laws of the jurisdiction under
which they are incorporated.
behavior or practices shall be investigated, processed, and resolved in accordance with procedures approved by the Assembly and the Board of Trustees of the Association. The name of a member who resigns during an ethics investigation will be reported to the membership.

CHAPTER EIGHT. CHAPTERS

Section 8.1. When a group of not less than ten members residing in a contiguous geographical locality within the State of __________ desire to create a Chapter of the __________ District Branch, they will proceed in the following manner:

(a) They will submit to the Secretary of the __________ District Branch a petition personally approved by signed statement of the proposed Charter Members signifying their intention to conduct their chapter organization and business in accordance with the Bylaws of the __________ District Branch and proposing the designation by which it would be known and requesting a specific geographic jurisdiction.

(b) The Council will consider the application and make a report and recommendation to the membership of the District Branch at a regular or special meeting.

(c) If approved by a majority vote of the members present and voting, the Chapter will be created, subject to the provisions of Section 2 of this Article.

At the time when Chapters are first formed, a smaller group may petition for Chapter status and be approved by the Council on grounds of distance from the center of other Chapter groups.

Section 8.2. Following the approval of the first Chapter, the rest of the state may thereafter be organized into one or more Chapters in accordance with the procedure above.

Section 8.3. Classification of membership and qualification for membership shall be the same as for the District Branch and the APA. Application for membership in the District Branch from within the territorial jurisdiction of a Chapter shall be made in accordance with procedures established from time to time by the APA Board of Trustees through its Membership Committee. Members of Chapters and members of District Branches must be members of the Association.

Members in the __________ District Branch residing or practicing within the political boundaries of the State of __________, but outside the territorial jurisdiction of any approved District Branch Chapter, may choose the Chapter to which they wish to belong until such time as a new Chapter may be formed to include their place of residence or practice.

Section 8.4. The Officers of the Chapter will consist of a President, President-Elect, Secretary, Treasurer, and three Councilors, one of whom shall be, after the first year, the immediate Past-President. The President of the Chapter, or his or her designate, shall be a member of the Council of the __________ District Branch. Chapter Officers shall be elected at an annual meeting to take place prior to the Annual Meeting of the American Psychiatric Association, and will assume their new responsibilities each year at the close of business of that Annual Meeting in the same manner as the officers of the District Branch.

Section 8.5. Chapters may form such committees as desired by the officers and the members. Chapters shall have equal representation on all District Branch committees insofar as possible, the members of which shall be chosen by the District Branch President or Council from nominees including those submitted by the Chapter President.

Section 8.6. All meetings of each Chapter shall be open to attendance by any member of the District Branch. Each Chapter shall have sufficient meetings to conduct necessary business and to further the goals of the Chapter and the District Branch.

CHAPTER NINE. AMENDMENTS OF THE BYLAWS
Amendments to the Bylaws may be initiated by a majority vote of members present at a business meeting of the District Branch, a quorum being present. The Council will, at its next regular meeting, make a recommendation about the proposed amendment. Council may also originate amendments by three-fourths vote of its members. The Secretary will then send a mail ballot to all members, including the full text of the proposed amendment, the recommendation about it made by the Council, and stating the date on which the mail ballots are to be counted. The amendment will become effective, if approved by a majority of the mail ballots returned by the specified tabulation date. An amendment may alternatively be approved by a two-thirds vote of the members of a regular meeting.

CERTIFICATE

I, ______________________, Secretary of the ______________________ (district branch) of the American Psychiatric Association, certify that the foregoing is a true copy of the current bylaws of the Association as amended on _________ (date).
The District Branch Advisory Corresponding Committee and the Council on Member and District Branch Relations have developed model guidelines for our district branches and state associations. The Model District Branch was designed to incorporate the ideal minimum requirements to successfully operate a District Branch so that the organization can respond to the needs of its members and effectively react to external pressures. To enhance the usefulness of this model, a model job description for DB/SA staff was developed and is included as an appendix to the Model District Branch. These documents have been approved by the APA and are now official Guidelines of the Association.

Below is a sample District Branch Executive Council Model Self-Assessment Tool.

This form was developed as a ‘model’ and should be modified to suit each individual district branch need.
**DISTRICT BRANCH EXECUTIVE COUNCIL**

**SELF-ASSESSMENT TOOL**

Below are sample questions to guide the self-assessment of the District Branch and spark discussion at the Council Meeting regarding the branch’s present function and goals for the future. This is a suggested format which may be modified to suit each individual District Branch.

### Indicate your satisfaction and understanding of these aspects of board governance...

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<th>Very Satisfied</th>
<th>Somewhat Satisfied</th>
<th>Somewhat Dissatisfied</th>
<th>Very Dissatisfied</th>
<th>Not Sure</th>
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<td>Council understands the mission of the organization.</td>
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<td>Council advances the mission of the organization.</td>
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<td>Council identifies external and environmental trends and influences impacting the organization and members.</td>
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<td>District Branch has a clear set of objectives.</td>
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<td>District Branch has a budget of funds and resources.</td>
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<td>New programs are implemented and changes in programs are accomplished through thoughtful planning that considers impact, time frames, responsibilities, and resource needs.</td>
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<td>There is a periodic or long-range assessment, and sufficient input from members to measure membership needs.</td>
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<td>The Council understands and promotes the principles of Duty of Care, Duty of Obedience, and Duty of Loyalty.</td>
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<td>The Council has an effective process for identifying and orienting new leaders.</td>
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<td>The Council promotes trust and respect for new ideas and people among council and staff.</td>
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<td>The Council provides direction and support to the executive director.</td>
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<td>PRIORITY</td>
<td>CURRENT STATUS</td>
<td>COUNCIL RESPONSIBILITY</td>
<td>COMMITTEE RESPONSIBILITY</td>
<td>EXECUTIVE RESPONSIBILITY</td>
<td>RESOURCES NEEDED</td>
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