



Published by  
The Utah Psychological Association  
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Chairperson

Revised, 1999  
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State Affiliate of the American Psychological Association  
A Non-Profit Professional Association of Psychologists

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**UTAH PSYCHOLOGICAL ASSOCIATION  
POLICIES AND PROCEDURES MANUAL**

**I. Operation of Board of Directors**

**A. Objective/Background**

To supplement By-laws with manual and policy decisions and day-to-procedures for operation of the UPA.

1. The Board of Directors will record Board decisions about ongoing policies and procedures. Initial categories will be the following:

- a. Operation of the Board
- b. Operation of the Committees
- c. Operation of the Central Office

Additional categories may be added as the need arises.

2. Each time a policy decision is made, the President will ask a Board member to draft the policies and procedures in manual format. When the policy is drafted, it will be given to the Executive Committee for initial tentative approval, and then presented at the next UPA Board meeting for final approval and incorporation into the Manual, then be sent to the entire Board.

3. Each Board member will be responsible for maintaining a policy manual, adhering to relevant policies, and passing it on to his/her successor at the end of the year.

4. When policies and procedures are revised, the old ones will be removed from the manual. The new policy should note that it replaces a previous one. Exception: The UPA Central Office will keep a master copy of old, as well as new, policies.

**B. Board Orientation**

The orientation meeting of new members of the UPA Board of Directors, will be held in June of each year, and shall consist of orientation presentations as specified below.

Presentations shall be made by the following:

1. The President - focusing on overall goals of the Association and roles of Board Members
  2. The Treasurer -focusing on budget structure and financial policy
  3. Select Committee Chairs -focusing on the function and duties of that Committee
- The Treasurer and Committee Chairpersons making the report shall be from the previous Board.

**C. Board Member Duties**

1. President

- a. Shall set the agenda and preside at the ten board meetings and half-day or one day long retreat during the year.
- b. Shall study and be prepared to apply the guidelines set forth in the UPA By-laws, the UPA Procedural Manual, By-laws of each UPA division, the Utah Licensing Act, Psychology-related state law, the APA Ethical Guidelines, the APA Ethics Committee Procedures and parliamentary procedures.
- c. Shall obtain a schedule of all UPA committee meetings and serve as a voting member on all committees.
- d. Shall obtain majority vote approval from the Board on all issues that require significant expenditure of organizational funds or efforts, or which involve the UPA's endorsement of any position or activity. The president must also personally authorize any officer/chair/member who wishes to represent the UPA for a specified purpose or activity.
- e. Shall attend the APA Convention during the year. Prepare oral (and preferably written) summaries of these meetings for the board.
- f. Shall preside at annual UPA general membership business meetings. Will propose new directions for the UPA and present awards for past contributions.
- g. Shall ensure that action is initiated by the appropriate officers and chairs to meet all UPA activity deadlines, such as the following:
  - i. submission of nominations to the Utah Licensing Board
  - ii. mailing of ballots
  - iii. planning of meetings/workshops
  - iv. collection of dues
  - v. submission of quarterly committee reports
- h. Shall appoint, with approval from the Board, committee chairs when a vacancy occurs. Direct new committee chairs to the appropriate resources to learn about their responsibilities and UPA Board activities.
- i. Shall write an article for each issue of the Newsletter.
- j. Shall, in the case of formal procedures in an ethics matter, follow the prescribed role outlined in the UPA By-laws and the APA Ethics Committee Procedures; act as a liaison between the Board, the Ethics Committee, and the Hearing Committee, protecting the confidential nature of each committee's concerns.

- k. Shall represent the common policies, philosophy and goals of the UPA in any public address, meeting or correspondence, with care given to representing the diversity of membership. Examples include the following: Utah Senate Luncheon (address), Utah Mental Health Association Breakfast (appearance), U.S. Senators and Congressmen (meeting and correspondence), Office of Professional Practice (state information), members and general public (inquiries).
- l. Shall ensure that the UPA remains financially sound and able to carry out its various functions.
- m. Shall appoint ad-hoc committees, with approval of the Board, to investigate and act when problems requiring special attention occur.
- n. Shall monitor the duties and responsibilities of the Executive Director and the Director of Professional Affairs (DPA) and the functioning of the central office. Will be prepared to make "housekeeping" decisions regarding expenditures of efforts, and of operating and emergency funds, priority of goals, and the general organization and functioning of the office.
- o. Shall, with the President-Elect and the Past President, prepare annual evaluation of Director of Professional Affairs (DPA) and the Executive Director.
- p. Shall respond to APA and OPP requests for state cooperation, data, legislative efforts, surveys, etc. Will direct the APA and OPP correspondence reports, and requests to the appropriate officers/chairs. Will also ensure that reference reports are filed at the UPA's office and readily accessible to the Board.
- q. Shall propose changes in By-laws or Procedure Manual when needed. Ensure that a written record is maintained.
- r. Shall keep the President-Elect informed of current issues and future responsibilities.
- s. Shall ensure that all authorized organizational activities remain above ethical and legal reproach and will obtain legal advice for UPA when needed.
- t. Shall prepare and submit an expense report for APA meetings that were attended.

2. President-Elect
  - a. Shall serve as a member of the UPA Board of Directors.
  - b. Shall serve as a member of the UPA Finance Committee.
  - c. Shall attend the following:
    - i. Board Meetings
    - ii. Executive Committee Meetings
    - iii. Annual Retreat
    - iv. The Annual UPA Business Meeting
    - v. The APA Leadership Conference and will prepare oral (and preferably written) summaries of these meetings for the board.
  - d. Shall substitute for President when President is unable to perform duties.
  - e. Shall prepare and submit an expense report for APA meetings that were attended.
  - f. Shall become familiar with the activities of the UPA committees.
  - g. Shall organize and conduct the Friday Forum series



3. Past President
  - a. Serve as a member of UPA Board of Directors
  - b. Serve as a member of UPA Ethics Committee
  - c. Shall attend the following:
    - i. Board Meetings
    - ii. Executive Committee Meetings
    - iii. Annual Retreat
    - iv. The Annual UPA Business Meeting

4. Secretary
  - a. Shall serve as a member of the UPA Board of Directors
  - b. Shall take and prepare the minutes of each monthly executive committee, board meetings and the business meeting.
  - c. Shall make all corrections recommended for minutes and submit identified corrected accurate copies to the President and Executive Director for distribution to board members and files.
  - d. Shall help the nominating committee count the ballots
  - e. Shall attend the following:
    - i. Board Meetings
    - ii. Executive Committee Meetings
    - iii. Annual Retreat
    - iv. The Annual UPA Business Meeting

5. Treasurer
  - a. Shall serve as a member of the UPA Board of Directors
  - b. Shall serve as Chair of the UPA Finance Committee
  - c. Shall prepare a monthly financial statement for the board meetings
  - d. Shall prepare an end-of-year financial statement
  - e. Shall prepare an operational budget for the Board
  - f. Shall attend the following:
    - i. Board Meetings
    - ii. Executive Committee Meetings
    - iii. Annual Retreat
    - iv. The Annual UPA Business Meeting

6. Board Member-at-Large
  - a. Shall serve on the monthly UPA Board.
  - b. Shall vote on upcoming issues.
  - c. May serve as the chair on a specialized UPA subcommittee.
  - d. May provide "liaison" service with specialized task forces and shall provide information to the UPA newsletter.
  - e. Shall contribute to research projects and specialized surveys to help illuminate the role of psychologists in the community.
  - f. Shall attend the following:
    - i. Board Meetings
    - ii. Annual Retreat
    - iii. The Annual UPA Business Meeting

7. APA Council Representative/Liaison  
Every three years the UPA conducts an election for a representative to the APA Council. When the UPA has not yet reached the required percentage of the ballots cast in the apportionment process or does not qualify for one of the additional 48 seats according to the Wildcard Plan, it may be necessary for the UPA to enter into a coalition with other smaller state psychological associations or divisions. The responsibilities of the person include the following:
  - a. Shall be a voting member of the UPA Board of Directors and shall serve a three year term.
  - b. Shall attend and participate in monthly UPA Board of Directors meetings.
  - c. Shall participate in the coalition if constituted and monitor the annual APA apportionment ballot, communicate regularly with other members of the coalition, and negotiate with other SPAs in order to maintain a viable coalition.
  - d. Shall participate in the twice -yearly meetings of APA's Council of Representatives as the voting representative of the State or the Coalition or as the liaison representing the UPA when Utah's participation is expected. Within thirty days following the conclusion of a meeting of APA's Council of Representatives, the Council Representative shall draft a comprehensive report for the UPA Newsletter and mail the report to Presidents of all SPAs represented in the coalition if constituted. Liaisons shall coordinate and supplement this reporting.
  - e. Shall prepare and submit an expense report.
  - f. Shall maintain active communication with liaisons designated by each of the other SPAs in the coalition.
  - g. Shall maintain contact with the APA's Office of Board/ Council Operations at (202) 336-5500.
  - h. Shall ensure that UPA members are informed of the importance of voting in the annual APA Apportionment Ballot and are urged to delegate as many of their 10 votes as possible to the Utah Psychological Association. Any mailings concerning this shall be prepared in conjunction with the UPA president and executive officer.
  - i. Shall attend the following:
    - i. Board Meetings
    - ii. Annual Retreat
    - iii. The Annual UPA Business Meeting

- j. In the event that the UPA fails to achieve sufficient votes to maintain a full seat, the Council Representative/Liaison shall work with the APA Office of Governance Affairs and/or officers of Division 31 to constitute a coalition
- k. Shall be a member of Division 31 and shall act as liaison with that division or its representative to APA.
- l. Shall generate interactions between state associations to facilitate their mutual aims and goals.
- m. Shall take assignments from the UPA president as requested and follows through on any APA policy issues that have relevance for the UPA and other SPAs in the States Coalition.
- n. Proposed yearly calendar:
  - July Alert UPA Board to upcoming agenda items for "convention" meeting of Council.
  - August Attend Council meetings and caucuses.
  - September Report to UPA Board and Coalition Boards and prepare a newsletter article.
  - October Alert Board and/or membership as to the upcoming apportionment ballot.
  - December Begin to solicit nominations for APA boards and committees.
  - February Attend meeting of Council.
  - March Report to the UPA Board and Coalition Boards and prepare a newsletter article.
- o. Shall submit an annual budget to UPA.

8. Licensing Board Liaison
  - a. Shall enhance communication between the UPA and the Psychology Licensing Board.
  - b. Shall be in his/her fifth and final year of service in a liaison capacity.
  - c. Shall supply needed information to the Utah Psychological Association when requested and appropriate.
  - d. Shall attend the following:
    - i. Board Meetings
    - ii. Annual Retreat
    - iii. The Annual UPA Business Meeting

## **II. OPERATION OF COMMITTEES AND DIVISIONS**

### **A. General Committee Responsibilities**

Each committee will consist of a chair and a minimum of three committee members.

1. The Chair shall be responsible for the following:
  - a. Shall attend UPA Board meetings and the annual Board retreat, but shall not make a formal motion, second a motion or vote on motions made at the Board meetings unless the Chair is also an elected Board member. In the event that a Committee Chair cannot attend a Board meeting, the Chair shall appoint a Committee member to attend in place of the Chair. Committee chairs shall not miss more than four Board meetings per year. In the event of more than four absences, the Chair may be replaced at the Board's discretion.
  - b. Shall convene meetings of the Committee as often as necessary and notify members of the dates and times of these meetings.
  - c. Shall report to the UPA President and to the Board, keeping them apprised of the activities of the committee and of the status of any projects currently underway.
  - d. Shall submit quarterly reports, quarterly newsletter articles, and an annual budget.
2. The committees will be formed in the following way:
  - a. The Chair will be appointed by the UPA President and confirmed by the Board.
  - b. The three committee members (preferably non-board) will be identified and recruited by the Chair and/or suggested by the President and the Board and approved by the board.
  - c. The Chair will serve a term of three years and members will serve a term of a minimum of one year.

### **B. Specific Committee Responsibilities**

1. **Advocacy and Public Information Committee**

The mission of the Advocacy and Public Information Committee shall promote understanding of the field of psychology and facilitate access to information psychologists possess. It shall increase the frequency and quality of the interaction between psychologists and the public through the use of press releases, seminars, interviews, and the sponsoring of mental health awareness events, e.g. National Depression Screening Day. This committee will promote, update, and maintain the UPA Speaker's Bureau on behalf of the UPA and will create other programs in keeping with its mission at the direction of the UPA Board.



2. Education Committee

a. Continuing Education events

- i. Shall develop and implement continuing education events with the advice and consent of the Board.
- ii. Shall follow APA guidelines and criteria for selection, content, evaluation and record keeping.
- iii. Shall prepare certificates of attendance for participants and maintain a permanent file of attendance rosters and other pertinent documentation.

b. Endorsing other sponsors' events

- i. Shall review and endorse, according to established criteria, proposals of other groups' education programs for continuing education for psychologists.
- ii. If endorsement is granted, shall notify sponsoring organization in writing.
- iii. Shall keep endorsement and supporting documentation on file for 5 years.
- iv. Shall insure that all programs, procedures, and endorsements meet established APA criteria, with the intent that UPA shall maintain accreditation to provide APA Category I Continuing Education Credit. Shall be responsible for keeping such accreditation current.

### 3. Ethics Committee

The Ethics Committee shall conduct its affairs according to the Rules and Procedures of the Ethics Committee of the American Psychological Association (June 1983) as these rules may be subsequently amended. The UPA Ethics Committee shall have the same responsibilities and authority for the Utah Psychological Association as the Ethics Committee has for the American Psychological Association except as these by-laws may make specific provision for different rules, procedures, responsibilities or authority.

In the event that an organizational difference appears to make the APA Rules and Procedures of doubtful applicability to the work of the UPA Ethics Committee, the President, after consultation with the Ethics Chair, shall determine the rule or procedure to be followed by the UPA Ethics Committee.

The Ethics Committee shall investigate the conduct of any member which raises a question of a violation of the Ethical Principles of the Association which shall be the same as the Ethical Principles of Psychologists of the American Psychological Association. The Committee may proceed on its own initiative when a member appears to have violated the Ethical Principles or has engaged in conduct which adversely affects the public or the Association.

It shall be one of the objectives of the Committee to inform members and bring about salutary influences whenever possible by educative approaches and by resolving differences privately and informally. 'Informal' disposition of a complaint means that the adjudication of the complaint is handled within the Ethics Committee. These dispositions may include: (1) order to cease and desist; (2) censure or reprimand; (3) imposition of supervision, education and/or psychotherapy; and/or (4) probation.

In more serious cases of injury to the public or the Association or violation of the Ethical Principles, the Ethics Committee shall bring formal charges against the member before the President of the Association. The member shall be informed of these formal charges by the President of UPA.

Within thirty days after the member receives a copy of the charges against him/her, the member has the right to notify the President of the Association requesting a hearing on the charges. If, within the thirty-day period, the member does request a hearing, the President shall select a panel of not fewer than seven members of the Association, none of whom shall have had any prior connection with the case, from whom the member shall choose a Hearing Committee of five to hear the charges against him/her. Prior to the hearing, the member and Committee shall be provided with copies of all documents in full and the names of all witnesses that will be offered in support of the charges. At the meeting before the Hearing Committee the evidence in support of the charges shall be presented by a representative of the Ethics Committee.

The member shall have full opportunity to answer the charges and to be represented by counsel. The hearing may be adjourned as necessary, and the Ethics Committee may introduce rebuttal evidence. The members of the Hearing Committee shall not discuss the case with anyone associated with the Ethics Committee, other than at the formal hearing.

If the Hearing Committee recommends that the member be expelled or otherwise disciplined, or that the member be permitted to resign, the matter shall be referred to the Board of Directors. After the Hearing Committee has submitted its recommendation to the Board, upon request of the accused, the Board shall render its decision within a period of two months after the next regularly scheduled meeting of the Board subsequent to the submission of the request. The member shall be entitled to file a written statement with the Board, and if this is done, the Ethics Committee may file a responsive statement. After consideration of the record, and the recommendation of the Hearing Committee, and any statements that may be filed, the Board shall adopt the recommendation of the Hearing Committee unless (a) the Ethical Principles of the Association have been incorrectly applied, (b) the finding of facts of the Hearing Committee are not supported by the evidence, or (c) the procedures followed were in serious violation of the by-laws of the Association.

If, within thirty days, the member does not request a hearing before a Hearing Committee, the matter shall be referred to the Board of Directors and the recommendation of the Ethics Committee shall be treated as the recommendation of a Hearing Committee.

The Board shall inform the member of its final action, and shall also inform the person who brought the complaint of its final action stating the principles violated and rationale for the Association's action.

The Board of Directors shall report annually and in confidence to the membership the names of members who have been expelled or dropped from membership and the ethical principles involved.

The Board of Directors shall notify the Ethics Committee of the American Psychological Association; the Psychology Licensing Committee of the Division of Registration of the State of Utah; and the National Register of Health Service Providers in Psychology of its final action subsequent to adjudication of a formal charge when the Board deems it necessary for the protection of the public or to maintain the standards of the Association.

4. Finance Committee
  - a. The Finance Committee shall see that the following occur:
  - b. The UPA shall have a budget process which provides for an expansion of operations and services in successive years, and provides a margin of safety against contingencies.
  - c. The UPA shall operate on a balanced budget each year, such that each year the association does not spend more than it generates.
  - d. The UPA shall maintain a contingency fund that includes a minimum of 3 months of the current annual operating budget. The contingency fund will be increased in two ways:
    - i. A budget item for the contingency fund will be set annually.
    - ii. All surplus funds at the end of each year will revert to the contingency fund.
  - e. The fiscal year will run from July 1 to June 30. The finance committee will prepare an annual budget by the end of each year to present to the Board of Directors for approval.
  - f. Attendance by designated individuals to attend the Leadership Conference and APA Annual Convention for the coming year will be considered routine, but depends on the availability of funding for these meetings. Attendance by other selected Board Members will be on an "as needed" basis. The Board will discuss attendance at these two meetings for the coming year at a spring Board Meeting so that appropriate funds can be budgeted.
  - g. Once the budget has been approved, decisions to fund non-budgeted items must be coupled with a plan for generating their total cost, or the final decision to fund such items shall be delayed until sufficient surplus funds are available.
  - h. Decisions to use contingency funds will be made at the discretion of the Board and only in extraordinary situations.
  - i. Develop a plan for investment and revenue generation.

5. Insurance Committee

- a. Shall coordinate and act as liaison for the activities with local insurance companies and Medicare carrier to educate about psychology, to promote equitable reimbursement for psychological care for both inpatient and outpatient treatment, and to encourage liberal outpatient benefits as a cost containment measure.
- b. Shall develop continuing education seminars to educate the membership on insurance reimbursement issues, including the newly licensed psychologists' seminar.
- c. Shall act as a hub for information on insurance problems for psychologists, and to report to the UPA membership, through the Newsletter, on relevant insurance issues.
- d. Shall act as a vehicle to collect and address common complaints or problems of membership regarding insurance programs or issues. It is sometimes necessary to give feedback to insurance carriers, the Insurance Commissioner, employers, legislators and to assert some pressure regarding necessary changes.
- e. Shall act as the UPA's interface with the APA on issues of health insurance and managed care.

6. Legislative Committee

- a. Shall coordinate lobbying efforts and other legislative activity with UPA's Director of Professional Affairs.
- b. Shall review all bills filed prior to and during legislative sessions.
- c. Shall coordinate representation and testimony at committee meetings of the state legislature.
- d. Shall inform Board of legislative issues and actions.
- e. Shall propose legislative strategy for Board approval.
- f. Shall prepare legislation favorable to the public regarding psychological practice.
- g. Shall maintain and update grassroots network.
- h. Shall foster involvement of UPA members in legislative advocacy.
- i. Shall act as liaison with other health care organizations and groups as needed.
- j. Shall act as liaison with legislative committee staff through the Office of Legislative Research and General Counsel.
- k. Shall coordinate annual senate caucus lunch if one is held.

Long Range Planning Committee

7. Long Range Planning Committee

8. Membership Committee

- a. Shall be chaired by a second or third-year Member-at-Large appointed by the President.
- b. Shall review membership applications to determine if conditions for membership as delineated in the UPA by-laws have been met.
- c. Shall present applicants to the Board for approval by a formal vote. If approved for membership, the UPA Office will send a letter of notification to the new member.
- d. Shall gather necessary information to answer any questions raised regarding qualifications for membership.
- e. Shall help the UPA office send statements for annual renewal of membership at the beginning of each fiscal year. Will also send a second statement two months later if dues have not been paid.
- f. Shall be given a list of delinquent renewals by the Executive Director and shall take appropriate action, such as telephone inquiries, letters, postcards, to encourage the member to renew their membership. Membership will be terminated after one year of failure to pay dues.
- g. Shall orient new members and newly licensed psychologists to the Association twice a year by conducting meetings or other methods as may be appropriate.
- h. Shall review products/services that request endorsement by the UPA and will make recommendations to the Board regarding the proposed endorsement.
- i. At the beginning of September of each year, shall send a letter to the training programs and psychology departments in the state of Utah encouraging them to urge their students/interns to join the UPA. A notice to be posted at each of these institutions and UPA membership applications will also be included.
- j. Shall work with the UPA office to update the membership directory.
- k. Shall work with the Newsletter Committee to communicate with the membership regarding relevant Membership Committee activities.
- l. Shall keep current and expand membership benefits.



9. Newsletter Committee

- a. Shall publish a newsletter every other month to be mailed to all current UPA members, other state psychological associations and other interested subscribers.
- b. Shall collect all articles and layout article design. Both a copy saved on disk and a hard copy will be taken directly to the printer. The UPA Office is then responsible for having copies mailed to members. The production of the newsletter and news bulletins will adhere to the Board-approved budget.
- c. Committees shall submit an article in at least every other issue. Shall include, but not be limited to, the following categories of information:
  - i. Ethics Column
  - ii. Membership Update
  - iii. Appointments & Honors
  - iv. Classified Ads
  - v. Election Results
  - vi. Financial Report
  - vii. Division and Committee News
  - viii. Calendar of Events
  - ix. Report from the APA Council Representative
  - x. President's Report
  - xi. Call for nominations in the winter issue of the newsletter for distinguished service and academic excellence awards and for candidates for UPA offices.
  - xii. Announcement in fall newsletter asking for names of anyone interested in serving on any of the APA Boards, committees, subcommittees or task forces
- d. Shall provide guidelines for the solicitation, acceptance and rejection of ads by the Editor. The acceptance of advertising in the Utah Newsletter is determined in the following manner:
  - i. The newsletter committee shall establish acceptable categories of ads to guide the Editor or designee in the active solicitation, acceptance, and rejection of ads. The criteria shall be consistent with UPA ethical principles regarding public statements, and shall be submitted to the Board for approval.
  - ii. Unacceptable ads shall include alcohol and cigarette ads.
  - iii. If there is a question whether a specific ad meets acceptable guidelines, the ad shall be accepted by joint approval of the Editor and President or designee.
  - iv. The Editor shall retain the right and responsibility to reject or alter the content of any ad deemed objectionable or unsuitable as submitted.

- v. At implementation of this Policies and Procedure item,
- vi. the following ad types were deemed acceptable: Journals and books, tests and testing services; computer; hardware, software and services; drug and alcohol rehabilitation centers; private psychiatric hospitals; position openings; positions wanted; licensing exam review services; workshops, seminars, and meetings; biofeedback and other technological equipment; office rentals; billing services; attorneys; liability insurance companies; and practice announcements.

10. Nominations and Awards Committee

- a. Shall be chaired by a second- or third-year Board Member- at- Large as appointed by the President.
- b. Shall select a slate of possible candidates for vacant Board positions and present to the Board for approval.
- c. Shall contact potential candidates and ask them to allow their names to be included on the ballot.
- d. Shall inform nominees of their responsibilities if elected and ask if they will agree to meet these requirements. Two candidates will be nominated for each office.
- e. Shall obtain a statement from each candidate which is no more than one page in length to be included with election ballots.
- f. Shall mail ballots to all UPA members no later than 21 days prior to the spring business meeting. Ballots shall be returned in sealed envelopes prior to or at the opening of that meeting.
- g. Ballots shall be counted by the Secretary and by the Chair or designated member of the Nominating Committee at the beginning of the business meeting. In case of a tie vote, elections shall be by written ballot at that meeting.
- h. The Awards Committee shall determine the names of suitable nominees for the Association's Distinguished Service award and Academic Excellence award and present these names to the Board for selection of awardees.
  - i. The Distinguished Service award shall be presented each year at the Spring Conference.
  - ii. The Academic Excellence award shall be presented every two years at the Spring Conference.
- i. The Chair shall notify the awardee of their selection and invite the awardee and partner to the presentation ceremony.
- j. Shall have plaques and certificates made for awardees and select an appropriate person (usually the President) to personally present the plaque to the awardee.
  - i. Plaques will be awarded to outgoing Board members and committee chairs who have served three years or more.
  - ii. Certificates will be awarded to those who have served fewer than three years before vacating their positions.
- k. Shall determine suitable nominees from the Association in response to solicitations from the APA or other organizations for nominees for various awards.
- l. Shall complete all necessary paperwork for any nominations
- m. Distinguished Service Award

Shall honor a psychologist for outstanding contributions over a number of years to psychology in Utah. Such contributions may be academic, applied or otherwise reflect the qualities of dedication, competence, high ethical standards, advocacy for the field of psychology. A call for nominations will be published in the UPA Newsletter along with a description of the purposes of the award. Individuals wishing to make a nomination will send the information to the Awards Chairperson along with a summary statement of the nominee's contributions to psychology in Utah and the reasons they feel the nominee merits the award. The Executive Committee will compile a list of nominations received; the Committee may augment the list. The final slate of nominees will be brought to the Board at least two Board meetings prior to the spring board meeting along with biographical sketches. No later than the April Board meeting, the Board will rank order all of the nominees. The Distinguished Service Award will be awarded to the nominee receiving the highest number of first choice votes. In the event of a tie, the tie would be broken by the nominee who then had the highest number of second choice votes. The Awards Committee will inform the psychologist of his/her selection for the award. The award will be presented at the Spring Business Meeting.

11. Psychology and Law Division

The Psychology and Law Division of the Utah Psychological Association was formed in response to the growing interaction of the practice of psychology with the legal system.

a. The Psychology and Law Division's duties are the following:

- i. Shall provide a forum in which issues related to the profession of psychology's interaction with the legal system can be discussed by the division membership.
- ii. Shall provide a vehicle for exchange and distribution of information relating to psychology and the law
- iii. Shall monitor events (e.g., court decisions, legislative activities, administrative policies) which impact psychology in the legal system.

The officers of the Psychology and Law Division include the President, President-elect, Past President, and Secretary-Treasurer.

b. The duties of the officers include the following:

- i. Shall organize and advertise bimonthly division membership meetings.
- ii. Shall manage the finances of the division membership meetings.
- iii. Shall manage the finances of the division.
- iv. Shall keep membership rolls.
- v. Shall conduct election of new officers on an annual basis.
- vi. Shall be informed about issues relating to psychology and the law.
- vii. Shall distribute information to the membership, which is pertinent to the interaction of psychology with the legal system.
- viii. Shall sponsor presentations at division membership meetings to further the education and effectiveness of its members in the practice of psychology as it relates to the law.

**12. Director of Professional Affairs (DPA)**

The Director of Professional Affairs is the legislative lobbyist for the Utah Psychological Association. She/he is responsible to the Board of Directors for implementation of legislative lobbying activities on both local and national levels.

The responsibilities of the DPA include the following:

- a. Shall attend all specified committee meetings
- b. Shall coordinate legislative activities to matters of education, general health, patient rights human welfare, and special consumer groups.
- c. Shall solidify relationships and liaisons with other professional and lay groups, e.g. psychiatry, law, the elderly and handicapped.
- d. Shall monitor regulatory boards and administrative activities.
- e. Shall work closely with UPA's Legislative and Insurance Committees and the Practice Directorate to coordinate national legislative agendas
- f. Shall attend (contingent upon funding availability) the annual legislative and Leadership Conference in Washington, D.C., and the annual APA Convention.
- g. Shall prepare and submit an expense report for all UPA/APA meetings that are attended.

13. Professional Standards Review Committee (PSRC)
  - a. The committee gives consultation and/or advice related to any issue having to do with "normal" or "appropriate" practice of a psychologist.
  - b. Issues considered would include, but not be limited to the following:
    - i. Practitioner fees or charges for services.
    - ii. Appropriateness of assessment methods or procedures.
    - iii. Type of treatment for the given complaint or problem.
    - iv. Duration of treatment for the given complaint or problem.
  - c. The role of the committee is advisory or consultative only. It is not intended that the committee have sanctioning or disciplinary roles.

In terms of Committee functioning:

- i. Shall, in any situation, where the referral may result in consideration of disciplinary action or of ethical violation refer immediately to the Ethics Committee.
- ii. Some referral situations may require arbitration between psychologist provider and consumer. In these situations, the chair of the PSRC shall consult with committee members of the PSRC. The chair of the PSRC may also consult with the chairs of other UPA committees such as the ethics committee before attempting such arbitration.
- iii. The membership of the PSRC shall be comprised of the chair plus at least two members. It is preferable that the chair and members be individuals with sufficient local experience to be familiar with common standards of practice.

Public Service Committee

14. Public Service Committee

- a. Shall bring to attention of the Board of Directors issues which impact the community at large and with which the Board may wish to become involved.
- b. Shall endeavor to make known to the board the interest of minority communities and to encourage the participation of minorities in UPA activities.
- c. Shall attempt to increase minority representation at Utah's colleges and universities in terms of increased faculty and students.
- d. Shall provide information to the general public about the availability of psychological services for members of minority groups and communities.
- e. Shall also provide staffing for legislative and other committees with focus on issues relevant to minority communities in Utah.



15. Referral Service Committee

a. Nature and Scope

- i. Shall assist individuals seeking psychological services.
- ii. Shall facilitate the general public's access to psychological services by maintaining a voluntary listing of licensed psychologists, by providing information to the public about selecting a psychologist, and by responding to requests for referral by providing names of appropriate practitioners.

b. Membership Criteria

- i. Inclusion in the Service listing shall be open to any psychologist who: is licensed in the State of Utah to practice psychology; maintains professional liability insurance with a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate; is not restricted in the practice of psychology by action of the State of Utah Division of Occupational and Professional Licensing; is not under formal disciplinary review by the UPA Ethics Committee, the Psychology Licensing Board, or any other national, state, local, or professional agency, board or organization for alleged breach or violation of professional or ethical standards; pays the required listing fee.
- ii. Failure to meet any of the eligibility criteria will result in removal from the service.
- iii. Members shall reapply and be reviewed annually.
- iv. A Referral Service Subcommittee shall review Service member applications and make recommendations to the UPA Board for appropriate action.
- v. Applicants shall submit an application form, proof of liability insurance, and a signed Referral Service Agreement by which they (1) consent to conditions of member listing, (2) assume liability for any legal causes of action that may arise from use or involvement with the Service, and (3) waive any legal cause of action against the Service for any acts or omissions or conduct constituting ordinary negligence on the part of the Service.

c. Service Operation

- i. Shall be operated by UPA Business Office staff during Business Office hours.
- ii. Referral Service members shall be listed in a computerized database which includes information provided by the listee at the time of application, consisting of location of office (by Zip Code), client populations seen, self-identified primary areas of interest or practice, and any personal characteristics the member wishes to list.
- iii. Callers to the Service shall be asked to identify any specific preferences or needs which might help in matching with potentially appropriate practitioners. Whenever possible, a minimum of three names will be provided.

- iv. Referral information (practitioner names and office telephone numbers) shall be mailed to the caller, usually on the day the call is received, but no later than the next working day. If preferred, the caller may instead personally obtain the information at the UPA Office. The list of names will be accompanied by a disclaimer that listees are not warranted by the Service, and information concerning the selection of psychological services.
  - v. Callers who indicate a need for immediate assistance will be given the telephone numbers of appropriate crisis or emergency services.
  - vi. UPA Office staff will maintain a record of pertinent information about calls, initiate follow-up contact with callers to determine outcomes of referrals, and pursue feedback from members receiving referrals.
- d. Referral Service Management
- i. A Referral Service Subcommittee shall develop policy recommendations for the Board's approval, establishing procedures consistent with current professional and ethical standards, and monitoring operation of the Service, including evaluation and feedback to the Board, Referral Service members, and UPA membership.
  - ii. The Referral Service Subcommittee shall be a standing subcommittee of the Advocacy and Public Information Committee. The Subcommittee will consist of a Member-At-Large (Chair), the UPA Executive Director, and two licensed psychologists recruited from the UPA membership by the Chair and approved by the Board President.
  - iii. Appointed members shall serve three year terms.
  - iv. During a term of office, a Subcommittee member will not receive referrals from the Service.

### III. OPERATION OF OFFICE

#### A. UPA Executive Director (ED)

The Executive Director is the administrative agent of the Utah Psychological Association. This person is responsible to the Board of Directors for the implementation of policies and programs approved by the Board.

1. In the performance of duties, the Executive Director shall maintain a close working relationship with the President of the Association, to whom this person is directly responsible.
2. Shall work closely with the Committee Chairs in such a way as to guide and develop the services and projects of the Utah Psychological Association.
3. Administrative Responsibilities
  - a. Office Management
    - i. Shall supervise and coordinate all office procedures and association programs and services.
    - ii. Shall purchase supplies as needed.
    - iii. Shall develop and update office and record management systems.
    - iv. Shall respond to telephone and mail inquiries forwarding to members when appropriate.
  - b. Supervision
    - i. Shall select and employ, subject to approval of the Board of Directors, such personnel as are required to fulfill the purposes of the Association, including clerical, secretarial and professional persons.
    - ii. Shall provide continuous supervision and evaluation of personnel performance as appropriate.
  - c. Board of Directors
    - i. Shall attend all regular meetings of the Board of Directors and the Executive Committee as a non-voting member.
    - ii. Shall assist the Board in the development of sound organizational policies, providing such information as they require and bringing to their attention matters requiring policy clarifications or revisions.
    - iii. Shall assist Board President in preparation and distribution of meeting agendas.
    - iv. Shall assist Board Secretary in preparation and distribution of meeting minutes.

- v. Shall assist Board Treasurer in preparation and distribution of Association financial reports.
- vi. Shall assist in orientation of new Board and Committee members.
- d. Committees
  - i. Shall assist various Committees in the development of sound organizational policies, providing such information as they may require and bringing to their attention matters requiring policy clarification or revision.
  - ii. Shall assist in the development of agendas, reports, committee rosters, and archiving files as appropriate.
  - iii. Shall act as ex officio member of each Committee if necessary.
- e. Financial Management
  - i. Shall exercise general control over the Association's business affairs, including general budgetary control and audit for both receipt journals and expense journals, bank reconciliations, prepares monthly financial statement reports in cooperation with the Treasurer of the Association.
  - ii. Shall assist in preparation and/or revision of annual budget. Act as an ex-officio member of the Finance Committee.
  - iii. Local expenditure limitation is \$100.00. Purchases in excess of \$100.00 are submitted to the Treasurer for approval.
  - iv. Shall submit required reports to IRS and State of Utah; files federal and state income tax reports annually.
  - v. Shall prepare financial reports for Board of Director's meetings.
  - vi. Shall keep other financial records as required.
- f. Program Development
  - i. Shall assist in development, expansion and modification of the Association's programs, services, and fund-raising efforts.
  - ii. Shall provide direction, coordination and supervision as needed.
  - iii. Shall prepare reports as may be requested on status and activities of Association programs and services.
- g. Reports
  - Shall prepare, with the assistance of the President, the Annual Report of the Association, plus other reports as necessary.

- h. Other
        - Shall perform other duties as necessary to accomplish goals and activities of the Association.
  - 4. Public Relations Responsibilities
    - a. Liaison
      - i. Shall, in coordination with Board of Directors and Committee Chairs, promote and maintain cooperative and close working relationships with State officials, department and division heads, a. (continued) agency administrators, and others bearing responsibility for and influence on psychological issues
    - b. Education
      - i. Shall assist the Board and Committees (especially the Advocacy Chair and Newsletter and Public Information Chair) in increasing public awareness and understanding of psychological issues.
      - ii. Shall prepare special materials, reports, newsletters and media news releases as necessary.
    - c. Internal Communication
      - i. Shall serve as a contact point and information source to members on all aspects of Association activities.
      - ii. Shall initiate and encourage contact with members on items of professional interest.
      - iii. Shall coordinate activities of Committees and maintains a yearly calendar of events.
- 5. Shall attend appropriate national APA meetings (Leadership and Annual APA) at the request of the UPA.

**B. Fiscal Responsibilities of Board and Staff**

Roles and duties of Board Members and office staff should be clearly defined.

1. Board of Directors
  - a. Shall have full power and authority over the affairs and funds of the association within the limits set by the by-laws
  - b. Shall approve the annual budget by the June retreat.
  - c. Shall approve changes in the annual budget
  - d. Shall approve the annual membership dues of the Association, by the June retreat.
2. Treasurer/Financial Committee
  - a. Shall consist of the Treasurer (Chair), President-elect and one other member of the Association appointed for one-year terms. Shall include the Executive Director as an ex-officio member.
  - b. Shall have the authority to sign checks for the Association.
  - c. Shall deliver monthly reports to the Board of Directors.
  - d. Shall prepare and present to the Board of Directors a proposed annual budget by May 1.
  - e. Shall serve for 3 years.
  - f. Shall develop annually a long-range fiscal plan.
  - g. Shall review all proposals by the Board or individual committees requiring expenditures.
3. Executive Director
  - a. Shall issue all authorized checks for the Association.
  - b. Shall ensure expenditures are within the approved budget.
  - c. Shall maintain or supervise the maintenance of all financial books and records.
  - d. Shall have the authority to exceed any single budget item by 1% or \$100, whichever is greater, provided the total budget is not exceeded.

### C. Office Procedures

#### 1. Travel Reimbursement Policy

When traveling for the UPA, representatives are expected to keep all costs to a minimum. Representatives are members who are officially designated to represent UPA. Exceptions to the travel reimbursement policy must be approved by the UPA President and the Executive Director.

##### a. Auto Travel

i. Automobile expenses shall be reimbursed at the current IRS rate for persons required to furnish their own vehicle.

ii. All travel on UPA business will be reimbursed.

iii. Travel between home and office is not covered.

iv. Should the representative drive to an in- or out-of-state meeting, actual mileage will be reimbursed at the current UT State Government rate. However, mileage payment will not exceed the cost of the lowest available airfare plus ground transportation.

##### b. Air or Other Public Transportation

i. Airfare will be reimbursed at the lowest applicable fare for the trip.

ii. Ground transportation will be paid. It is urged that the most cost-effective mode of ground transportation be used.

iii. Incidental Travel Expenses (Baggage tips, parking fees, toll fees, taxi and bus fares), will be reimbursed at actual costs.

#### 2. MEAL AND HOTEL COSTS FOR REPRESENTATIVES

a. Meals will be reimbursed at the current in-state or out-of-state Utah State Government rate when staff is traveling on UPA business.

##### b. Per Diem

i. Per Diem covers meals, tax and tip.

ii. Per Diem will not be paid for meals included in registration fee and complimentary meals.

iii. Receipts must be kept on all reimbursable expenses. Expenses must be submitted within 60 days of being incurred.

iv. Per Diem Rates (not to exceed on a daily basis)

Breakfast      \$5.00

Lunch            \$10.00

Dinner           \$15.00

\$30.00 Daily maximum

If APA provides one or more meals at a meeting, the per diem will be adjusted to cover an extra \$5.00 expense for dinner to a total reimbursable amount of \$20.00.

- c. Lodging
  - i. Actual cost for a single room at the lowest applicable rate will be reimbursed.
  - ii. If a room is shared with another official business
  - iii. traveler, one-half the actual cost of a double will be reimbursed.
  - iv. If a rate difference occurs due to personal reasons the
  - v. financial difference will be at the expense of the traveler.
- d. Long distance phone call charges will be reimbursed for official UPA business only.
- e. Reporting
  - i. Receipts must be submitted for all travel expenses.
  - ii. Expenses must be submitted within 60 days of being incurred.



**D. Sources of Revenue**

The basic source of revenue for the Association will be annual dues from the membership. However, rather than relying mainly on dues, it will be the policy of UPA to maximize income from all additional sources and activities, provided that these are consistent with the basic objectives and professional standards of UPA.

1. Membership dues shall be set annually by the Board of Directors after recommendation from the Finance Committee.
2. Continuing Education Conferences shall provide another source of revenue. Projected revenues for CE conferences in the budget shall be based upon actual revenues earned the previous year.
3. Suggestions for generating additional income will be submitted to the Finance Committee for discussion and recommendation, then taken to the Board of Directors for approval.

**E. Financial Reports**

The organization must maintain clear and accurate financial records.

Financial records will be maintained in the same line item format as the budget.

1. The Treasurer will prepare the following documents:
  - a. A written status report on the budget for the Board of Directors, monthly.
  - b. Special reports and analyses as needed.
  - c. A compilation of UPA's assets and expenditures, yearly
2. The Finance Committee will prepare the following documents:
  - a. Proposed budget (yearly, by May 1st).
  - b. Financial forecasts (up to 5 years) as needed.
  - c. Performance vs. budget analysis as needed.
3. An independent accountant will prepare the following documents:
  - a. State and Federal year-end tax returns as needed.

**F. Dues Late Fees**

To encourage payment of dues when due each year, a \$10.00 late fee is imposed on any member paying dues after 30 days of their anniversary date.

**G. Evaluation**

#### **IV. Misc. Statements and Policies**

##### **A. Applicable Law**

All employment contracts and any personnel procedures adopted by UPA shall be subject to applicable laws of the State of Utah.

##### **B. Archives**

To establish permanent UPA archives at the UPA Headquarters.

##### **C. Endorsement Policy**

1. APA Presidential Candidates - The Board of Directors of UPA will not endorse any candidate for the APA presidency.
2. Commercial Products or Services - UPA does not represent itself as endorsing any product or commercial enterprise, unless the benefit of such endorsement (or perceived endorsement) clearly results in a benefit to its members and to the association. Products, services or companies that have met the aforementioned requirements will be reviewed and evaluated by the Fund Raising Committee for the purpose of making recommendations to the board for final approval/disapproval.

When informing its members of available goods and services, two options will be available: (a) informing but not endorsing; (b) endorsement. In the case of (a), it will be clearly up to members to obtain all necessary information and make their own informed decision regarding the product, service or company. The board will clearly state that it makes no endorsement of such product. In the case of (b), the UPA Fund Raising Committee will carefully and responsibly make evaluations regarding quality, price, and availability to the extent that any reasonable consumer would do. The committee should establish a criteria or worksheet of guidelines for evaluation of each proposed benefit, i.e. level of liability 1-10, financial stability of company, references, etc.

##### **D. Dissemination of UPA Written Material To Other Than Board of Directors** (e.g., the public, APA, state officials, legislators, etc.)

1. To assure that any policy statements, written positions, brochures, comments, or other materials (excluding routine correspondence and The UPA Newsletter) have been processed through UPA governance and has UPA's "stamp of approval" before dissemination.
2. Such material shall be submitted to the Executive Committee for approval; if time permits, the draft shall be submitted to the Board.
3. No material shall be distributed until this procedure has been followed. No material shall be considered an official UPA statement unless it has been reviewed by this process.
4. Exceptions to this process are comments solicited from UPA about material written by APA and sent to state associations for review. This material will be forwarded to the appropriate committee for review. Committee comments will be summarized by the committee chair and forwarded to the President for review and subsequent response to APA.
5. UPA letterhead may only be used for official UPA business.

**E. Procedure for Soliciting Nominations for APA Boards,  
Committees, subcommittee and task forces**

1. To ensure that the UPA Membership is provided an opportunity to express an interest in and make nominations for APA Boards, committees, subcommittees and task forces.
2. An announcement will be placed in the Fall Newsletter asking anyone interested in serving on any of the APA Boards, committees, subcommittees and task forces to inform the Director of Professional Affairs.
3. The above announcement will briefly describe 1) the Boards, Committees, Subcommittees and Task Forces when appropriate, 2) the procedures by which nominees are selected and elected and 3) how UPA will submit nominations to APA under the state association's auspices.
4. Names received by the Director of Professional Affairs will then be passed on to the Board who will then decide whether or not to submit those names in nomination and/or to augment those names with other nominees.

**F. Awards to Members of the Utah Legislature**

To present an award when warranted, during a full legislative session to a member of the House and a member of the Senate for outstanding service to mental health and psychology.

1. An announcement will be placed in the Fall newsletter preceding the legislative session, asking for nominations for the awards.
2. The Legislative Committee will review the nominations and make recommendations for nominees to the Board of Directors.
3. The Board of Directors will determine which member of the House and member of the Senate will receive the awards.
4. The awards will be presented at the UPA legislative reception during the full legislative session.

**G. Notification to Membership of Action Expelling Member**

1. To provide a mechanism for notifying the membership of the expulsion of a UPA member after all of the process has been completed and the final action has been taken by the Board of Directors.
2. In the next regular mailing to members (excluding the newsletter), members shall be notified of the name of the person who has been expelled and the principle which has been violated.

**H. Guidelines for Financial Hardship/Limited Income Dues**

To provide relief for members who are experiencing hardships financially, or a limited income, UPA is establishing the following guidelines:

1. Any member may indicate inability to pay regular UPA dues as a result of limited income. "Limited income" is defined in the By-laws.
2. UPA recognizes that circumstances arise on occasion which result in limited income for a member. Such circumstances might include, but not be limited to, the following:
  - a. Being either voluntarily unemployed but in active pursuit of employment or other means of self-sufficiency,
  - b. Being temporarily incapacitated.
  - c. Other, to be defined by the Membership Committee.
  - d. The current year's dues for a member granted this Limited Income option will be 20%, regardless of membership category. Limited Income dues are applicable only to the current year's dues. They are not applicable to dues owed for prior years, nor to Division due or special assessments. A member may apply for no more than two (2) consecutive years.
  - e. Request for the limited dues option must be initiated by the UPA member and will be considered by the Membership Committee.
3. Persons granted hardship status will be given the student registration rate at UPA conferences.