



VACP POLICY AND PROCEDURES MANUAL

(Version 9/3/2020)

The Virginia Academy of Clinical Psychologists (VACP) is a voluntary, member based, professional organization comprised of and representing/serving member Clinical Psychologists. Virginia Academy of Clinical Psychologists (VACP) is the voice of professional clinical psychology within the Commonwealth of Virginia. Its purpose is the advancement of Clinical Psychology as a science, as a profession, and as a means of promoting human welfare by developing and encouraging high standards of ethics and training; by providing the opportunity for the exchange of experience and research through discussions, presentation and publications; and by educating the public in the purposes and goals of the art and science of the practice of clinical psychology for the promotion of the public welfare.

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1. Purpose:

The purpose of your VACP's Policy and Procedures manual is to document the principles and policies governing the association's practices. When consistently applied throughout the Association, these principles and policies assure that the various reports and records issued by the Association accurately reflect operational results. The policies provide:

- The basis for an internal control systems.
- Criteria and guidance for business/association process decision making.
- Direction and guidance to ensure transactions, procedures, and records are uniform throughout the Association.

Internal controls provide a system of checks and balances intended to identify irregularities, prevent fraud and abuse from occurring, and assist in resolving conflicts. All additional functional policies and procedures should conform to the policies in this manual. All changes to policies and procedures must be reviewed and

approved by the VACP Board of Directors to ensure that there are no conflicts with other policies stated in this manual.

2. Mission Statement:

1. To advance Clinical Psychology as a science and profession and as a means of promoting human welfare;
2. To improve the qualifications and usefulness of Clinical Psychologists through high standards of ethics, conduct, education, and achievement;
3. To increase and disseminate psychological knowledge through meetings, professional contacts, reports, papers, discussions and publications
4. To advance scientific interests and inquiry and the application of research findings to the promotion of health and public welfare;
5. To advance the interests of member Clinical Psychologists as a means of supporting the delivery of quality health care services to the public.

3. Bylaws:

1. The written rules for conduct of a corporation, association, partnership or any organization. They should not be confused with the Articles of Incorporation which only state the basic outline of the company, including stock structure. Bylaws generally provide for meetings, elections of a board of directors and officers, filling vacancies, notices, types and duties of officers, committees, assessments and other routine conduct. Bylaws are, in effect a contract among members, and must be formally adopted and/or amended.
2. The Bylaws of the Virginia Academy of Clinical Psychologists (VACP) may be found on the association website or obtained by calling the VACP central office.

4. Articles of Incorporation:

1. The basic charter of a corporation which spells out the name, basic purpose, incorporators, amount and types of stock which may be issued, and any special characteristics such as being not for profit.
2. The VACP Articles of Incorporation are available by contacting the VACP Central Office.

5. Organizational Chart:

1. See appendix A

6. STANDING COMMITTEES

- THE BOD accomplishes its work through standing and ad hoc committees. They are delegated to consider, investigate and take action on various tasks. The President has the authority to appoint committee chairs (subject to BOD approval). Committee Chairs have the power to appoint members to their committee.

I. INTERNAL FOCUS

a. CONTINUING EDUCATION

- i. **Mission:** Advance Clinical Psychology as a science and profession by disseminating knowledge and contributing to the development of Clinical Psychologist skills and abilities in practice.
- ii. **Members:** The Continuing Education committee is comprised of a chair appointed for one-year by the VACP President and a minimum of two other members selected by the chair, one who represents the Early Career and another the Diversity sub-committees of the Membership committee. The Member-At-large, Internal Focus and Publication Committee chair are ex-officio non-voting members.
- iii. **Strategies:**
 1. Recommend to the BOD the themes and content for VACP's semi-annual conferences.
 2. Identify and invite speakers to submit proposals for consideration
 3. Review proposals, select or revise submissions.

4. Coordinate with the VACP Executive Director speaker arrangements, venue, logistics,
5. Coordinate with the VACP Treasurer costs, honoraria
6. Coordinate with the VACP office other Continuing Education offerings.
7. Assure that conferences and other continuing education offerings meet standards for CE hour credit.

b. **MEMBERSHIP**

- i. **Mission:** Serve the interests of members by ensuring that membership numbers remain high enough to keep VACP financially and politically viable. Aspire to a membership composition that is representative of Clinical Psychologists in Virginia. Improve member satisfaction through programs and services, including those focused on Early Career, Diversity and Graduate Students.
- ii. **Members:** The Membership committee is comprised of a chair appointed for a one-year term by the VACP President with approval from the BOD, the Membership chair from each of the VACP Academies, the Diversity sub-committee chair, the Early Career sub-committee chair and the Graduate Student (VACPGS President) sub-committee Chair. The Member-At-Large, Internal Focus is an ex-officio non-voting member.
- iii. **Strategies:** Each sub-committee chair and Regional Academy Membership chair (consistent with their sub-committee or Regional Academy interests) will:
 1. Help to recruit at least the same number of new members as the previous year.
 2. Call new members to welcome them to VACP, help to promote VACP events to new and prospective members
 3. Recommend disapproval of membership to the VACP BOD when an applicant doesn't meet membership criteria. This is after proper vetting by the VACP staff and consultation with the Professional Issues and Ethics committee
 4. Work as a team, with the VACP staff, to evaluate membership structure (types of members) and develop ongoing recruitment and retention activities.

c. **PUBLICATION**

- i. **Mission:** Disseminate psychological knowledge, BOD policy decisions, member activities, and state and national ethical, legal and regulatory information to all members.
- ii. **Members:** The Publication committee is comprised of a chair appointed for a one-year term by the VACP President, the Action Potential Editor and coordinator of the VACP Website. The Member-At-large, Internal Focus, Continuing Education chair and the Executive Director are ex-officio non-voting members.
- iii. **Strategies:**
 1. Oversee the content and format of VACP Publications and the Website
 2. Develop and recommend policies and procedures regarding publication and advertising content.
 3. Solicit, Review and Approve article submissions, changes and final drafts for all VACP Publications, including The Action Potential
 4. Research potential authors and topics for future publications
 5. Work with VACP staff to research and recommend delivery of publications, including use of digital options
 6. Work with VACP staff to monitor the VACP Website and private Facebook page to ensure compliance with VACP's Policies and procedures, Virginia's Standards of Practice for Clinical Psychologists and APA's Code of Conduct

II. **EXTERNAL FOCUS**

a. **HEALTH CARE BENEFITS**

- i. **Mission:** Serve the interests of members by providing a point of contact for information related to health care benefit issues..
- ii. **Members:** The Health Care Benefits committee is comprised of a chair, appointed for a one-year term, by the VACP President, and other members as needed to provide regional and relevant coverage. All members are credentialed with and actively billing the major commercial insurance carriers, Medicare, Tricare, Medicaid in order to have hands-on, up to date experience with relevant issues. The Member-At-Large for External Functions, the Executive Director and the Federal Advocacy Coordinator are Ex-Officio members.
- iii. **Strategies:**
 1. Act as a liaison between third party insurance carriers and VACP Board of Directors/ members.
 2. In conjunction with the Executive Director, Identify healthcare provider issues, e.g.; reimbursement, data privacy, provider panels, etc., and, when appropriate, inform the BOD and membership
 3. Foster and maintain collaborative relationships with third party carriers.
 4. This committee is unable to provide specific advice regarding individual billing and reimbursement questions. These should be referred to the relevant insurance provider representative or the individual's billing department. Information from the committee is not a substitute for obtaining legal and billing advice prior to making decisions regarding individual circumstances.
 5. Attend third party stakeholder meetings, as indicated

b. **LEGISLATIVE**

- i. **Mission:** Advocate for the field of Clinical Psychology, as a means of promoting human welfare, and helping to ensure the delivery of quality health care services to the public.
- ii. **Members:** The legislative committee is comprised of the chair appointed for a 1year term by the VACP President, each Regional Academy president or legislative chair and the Political Action Committee (PAC) chair. The Federal Advocacy Coordinator, the Member-At-Large, External Focus, the Regulatory Policy chair and the Executive Director are ex-officio non-voting members.
- iii. **Strategies:**
 1. Oversee the Legislative Agenda.
 2. When identified and forwarded by the president or Executive Director, reviews proposed legislative changes to Virginia's statutory regulations of health insurance, the professional practice of psychology and public policy related to mental health.
 3. Operationalize legislative advocacy activities for VACP, including but not limited to lobbying activity
 4. Develop and coordinate a Key Psychological Network. VACP members develop a respectful working relationship with each state legislator to enhance the passage of legislation supporting the professional practice of Clinical Psychologists
 5. Plan and coordinate Legislative Day

c. **PROFESSIONAL ISSUES AND ETHICS**

- i. **Mission:** Promote and support the best practices of VACP members providing professional services to the public. Provide information and support so that the public is protected from harmful or ineffective psychological services.
- ii. **Members:** The Professional Issues and Ethics committee is comprised of a chair appointed for a one-year term by the VACP President, each Academies' Professional Issues and Ethics chair or a member selected by the Academies President, a VACP

graduate student, as well as other VACP members interested in this committee's mission. The President-Elect and Member-At-Large for External functions are ex-officio members

iii. **Strategies:**

1. Provide educative and consultative services to members about the ethical practice of psychology consistent with Virginia's Scope of Practice for Licensed Clinical Psychologists.
2. Recognize, be informed about, and when deemed appropriate, request BOD approval for VACP action to change factors affecting the practice of Clinical Psychology, including scope of practice, statutory regulations, legislation, compensation, education, etc.
3. When requested, provide educational and referral assistance to colleagues in distress
4. Provide consultation to the Membership committee, when requested.
5. Maintain a collaborative relationship with Virginia's Board of Psychology
6. Be familiar with Virginia's statutes on the licensed practice of Clinical Psychology and the APA's Code of Conduct for Psychologists

d. **REGULATORY POLICY**

- i. **Mission:** Advocating for the interests of professional Clinical Psychologists as a means of supporting the delivery of quality health care services to the public.
- ii. **Members:** The Regulatory Policy committee is comprised of a chair, appointed for a 1year term by the VACP president, and other members selected by the chair. The Member-At-Large, External Focus and the Legislative chair are ex-officio non-voting members.
- iii. **Strategies:**
 1. When identified and forwarded by the President or Executive Director, reviews proposed legislative changes to Virginia's statutory regulations of health insurance, the professional practice of psychology and public policy related to mental health
 2. Serve as the VACP liaison with the Board of Psychology; e.g., attend quarterly Board meetings, coordinate the process of recommending VACP members as Board of Psychology candidates to the Governor
 3. Coordinate with the Continuing Education Committee Board of Psychology presentations at VACP's semi-annual conferences

e. **VACP POLITICAL ACTION COMMITTEE**

- i. **Goals:** Solicit contributions from VACP members that are to be used to make strategic contributions to legislators
- ii. **Function:** Contacting members in person and through print or electronic media and requesting PAC contributions; collaborating with the VACP lobbyist to determine who should receive PAC contributions from VACP.
- iii. **Members:** VACP PAC Chairman, Legislative Chairman and President

III. MEMBERS-AT-LARGE

- a. Each Member-at-Large, for Internal and External VACP Functions, serve two year terms. They take office at the VACP Spring meeting. In the event of death, resignation or incapacity, the BOD shall appoint a VACP member to fill the unexpired term of office.
- b. Member-at-Large responsibilities include providing consultation to assist committees to achieve their goals; facilitating communication and collaboration between committees to achieve more general VACP goals; encouraging committee chairs to develop proposals to the BOD that clearly outline a problem, a solution, how it will be solved, why the offered solution

is best and a conclusion. This enables a more efficient deliberation process during BOD meetings.

IV. EXECUTIVE STANDING COMMITTEES

a. BUDGET AND FINANCE

- i. **Mission:** Ensure that the Academy remains financially responsible, compliant and viable.
- ii. **Members:** The Budget and Finance committee is composed of the Treasurer, who is the chair, the Executive Committee, other members selected by the chair and a Regional Academy Treasurer selected to serve by the other Treasurers. The Executive Director serves as an ex-officio non-voting member.
- iii. **Strategies:**
 1. Oversee the financial health of VACP
 2. Communicate with the executive director's office regarding VACP investment decisions
 3. Monitor budget activity to ensure compliance
 4. Propose budget changes, as necessary
 5. Review account balances

b. BYLAWS AND POLICY REVIEW

- i. **Mission:** Ensure that the BOD of the Virginia Academy of Clinical Psychologists is operating in compliance with its' bylaws and policy document. Furthermore the committee evaluates the accountability and efficiency with which the BOD functions.
- ii. **Membership:** The Bylaws and Policy Review Committee is comprised of a chair, appointed for a one-year term by the VACP President with approval from the BOD, the immediate Past President, the President-Elect and two other members selected by the chair. The executive Director and the President are ex-officio, non-voting members.
- iii. **Strategies**
 1. Review existing bylaws and policy documents on a regular basis
 2. Review motions that board members plan to offer to ascertain whether the proposal will necessitate a revision to the bylaws or policies.
 3. Work with the committee or officer when bylaw or policy changes are required. Prepare a full recommendation to the BOD for approval
 4. Review current bylaws and policies, identify problems and recommend to the BOD changes that address the identified omissions, conflicts or inaccuracies.

c. NOMINATION, ELECTION AND AWARDS

- i. **Mission:** Establish procedures for the nomination and election of members to become officers of the Board of Directors of the Virginia Academy of Clinical Psychologists. Recognize deserving members who have made outstanding contributions to the VACP and the field of psychology
- ii. **Members:** The nomination, election and awards committee shall consist of the immediate Past President, as chair, and two other Past Presidents, provided they are still members and willing to serve. The Executive Director and both Members-At - Large are non-voting ex officio members.
- iii. **Strategies:**
 1. The Nominations and Elections subcommittee shall:
 - a. A call for nominations for President-Elect, Secretary or Treasurer shall be published in the Summer issue of The Action Potential of VACP and simultaneously posted on the VACP website. The call for nominations is the official form that shall include the offices to be

filled, the rules to be followed and the deadline date for nominations.

- b. Nominees for office must have held a leadership position on the BOD or one of the Regional Academies for no less than one year
 - c. Eligible members shall have up to 30 days to respond from the day that the call for nomination is published/posted.
 - d. The chair shall contact all candidates receiving nominations to verify their acceptance of the nomination. Candidates who accept nomination shall be placed on the ballot.
 - e. If a "to be filled office" does not have any self or other nominated candidates, the nominating committee will solicit and select one or two candidates. If an office has only one person receiving nomination, then that person "runs" without opposition.
 - f. The Nomination and Election Committee shall provide a ballot to all voting members of the VACP that includes nominees for all open offices.
 - g. 30 days after providing the ballot, the Nomination and Election Committee will close the election cycle.
 - h. This committee will establish other election procedures in Policy
2. The Awards subcommittee shall:
- a. Solicit award nominations from the membership each year. Any member in good standing may nominate some member for an award. VACP is not required to present all of the rewards in a given year. The committee is authorized to nominate additional recipients.
 - b. Furnish a nomination form for the convenience of the members. A nomination may be submitted in any format, however, as long as the nomination contains the necessary relevant information. Members/Nominators are encouraged to carefully read the requirements for the various rewards, determine whether a member adequately meets the requirements for the award. The awards committee may assign a deadline for submission of nominations.
 - c. Nominators provide information to the awards committee that is detailed enough for the committee to adequately determine the merits of the recommendation. Merely serving in a leadership position does not in and of itself qualify someone for an award. Generally someone must go above and beyond the normal responsibilities of the position to qualify for award recognition.
 - d. Some awards refer to a specific consideration in determining the merits of the recommendation. The Early Career Contributions Award is for a person in the first ten years post-doctoral degree. The Lifetime Achievement Award is for someone who has at least 20 years of sustained contributions to Psychology. It may only be received once. The Psychologist of the Year is for a member's contributions during the year immediately preceding the awards presentation.
 - e. The VACP office shall forward copies of all nominations to the awards committee. The awards committee may consider these nominees, and is authorized to nominate additional recipients. In the event a member of the committee is nominated for an award, they are expected to recuse themselves from all discussion and voting on the matter.
 - f. All nominations shall be kept in the VACP office for no less than twelve (12) months from the deadline for the receipt. The awards

committee is an autonomous committee that is not required to seek ratification of its decisions by the Board

g. Award Categories:

- i. *Early Career Contributions to Psychology:* Awarded to a psychologist, early in their career, who has made outstanding contributions to VACP and/or the profession of psychology. To qualify the candidate should have received their doctoral degree in the past 10 years.
- ii. *Outstanding Contributions to VACP:* Awarded to an individual who has made significant contributions to the VACP. The meritorious performance may be in a wide variety of areas such as legislative advocacy, outstanding CEU contributions, etc. They may be over the course of a year or longer.
- iii. *Psychologist of the Year:* Presented to a psychologist who has made significant contributions to the profession of psychology in the immediate past year. Since this award is presented at the Spring Conference, the period of consideration for the award is January 1 through December 31 of the year preceding the Spring Conference. The contribution may be to VACP or psychology in general at the local, state or national level.
- iv. *Lifetime Achievement Award:* Awarded to an individual who has made extremely significant contributions to VACP and the profession of psychology during their career. At a minimum they should have served as a psychologist and made contributions for at least 20 years to be considered for this award.

d. PERSONNEL

- i. Goals: Executive Directors performs his duties as set forth in the Contract for Services with VACP.
- ii. Functions: Monitor, review and conduct evaluations of the Executive Directors performance, provides recommendations for bonuses, as may be appropriate, negotiates for renewal of services that will be provided to the VACP.
- iii. Members: The President serves as chair, the most recent Past Presidents and the President-Elect.

VACP President

VACP Secretary

Date

Date

Date Adopted

Approximate Date to be Reviewed

APPENDIX A – VACP ORGANIZATIONAL CHART



VACP is the parent organization of the Virginia Psychological Association

BOARD OF DIRECTORS

OFFICERS:

President: Bruce Sellars, PsyD
President-elect: Ed Tiller, PhD
Secretary: Alexis Zornitta, Ph.D.
Treasurer: Robert McNamara, PhD
Past President: Treven Pickett, PsyD, ABPP

AT LARGE:

Internal Focus: Stephanie Eppinger, PhD
External Focus: Eva Abel, Ph.D.

STANDING COMMITTEES

INTERNAL FOCUS Stephanie Eppinger, PhD

Continuing Education

Ronnie Zuessman, PhD, Chair

Members:

Debra Japzon Gillum, PhD
Jessica Tate, PhD

Membership *vacant*

Diversity Sub-Committee

Mona Abuhamda, PsyD, Chair

Publication *vacant*

EXTERNAL FOCUS Eva Abel, Psy.D.

Healthcare Benefits

Jennifer Morgan, PsyD, Chair

Members:

J. D. Ball, PhD, ABPP
Vivian Begali, PhD
Kati Duncan, PsyD
Jennifer Flaherty, PhD
Jennifer M. Morgan, PsyD
Luanne Turrentine, Ph.D.
Kathleen Wickham, PhD

Legislative

Alicia Meyer, PhD, Chair

Members:

Anna Lucca, PhD
Jennifer Morgan, PsyD
Laurentia Ruby, PsyD

Professional Issues and Ethics

Edward A. Peck, III., PhD, Chair

Members:

Kathrin Hartmann, PhD
Alan McFarland, PhD
Ronnie Zuessman, PhD

Regulatory Policy

Edward A. Peck, III., PhD, Chair

Political Action Committee

Heather Bruschwein, PsyD, Chair

EXECUTIVE

Budget and Finance

Robert McNamara, PhD, Chair

Bylaws and Policy Review

Treven Pickett, PsyD, ABPP

Nomination, Elections and Awards

Treven Pickett, PsyD, ABPP

REGIONAL ACADEMY PRESIDENTS

Northern Virginia: Laurentia Ruby, PsyD
Tidewater: Alicia Meyer, PhD

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VACP STAFF

Bruce B. Keeney, Sr.
Executive Director & Legislative Counsel
Bo Keeney
Associate Director & Legislative Counsel
Laura McHale
Director, Member Services
Sarah Keeney
Director of Events
Mary-Taliaferro Keeney
Director, Financial Services

To Contact any Committee member you may either visit the Find a Psychologist search on the VACP website at www.vapsych.org or contact the VACP Office to get the appropriate contact information.

Voting members of the Board of Directors are the Officers and the two at-large Board members.

Regional Academy Presidents and Standing Committee Chairs are non-voting, but are invite to attend and participate at called meetings of the Board. One at-large member shall supervise and coordinate activities of Standing Committees under the Internal VACP Functions. The other at-large member shall supervise and coordinate activities of Standing Committees under the External VACP Functions. The Executive Director is an ex officio (non-voting) member of the Board of Directors.

Additional Policies passed by vote of the VACP Board of Directors.

Policy:
Date:

Policy:
Date:

Policy:
Date:

Policy:
Date:

Policy:
Date: