



VACP POLICY AND PROCEDURES MANUAL

(Version 8/28/19)

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.

TABLE OF CONTENTS:

1. Purpose

2. Mission Statement

3. Bylaws

4. Articles of Incorporation

5. Organizational Chart

6. Standing Committees

- Internal VACP Functions
 - Membership, Communication and Awards
 - Continuing Education and Program
 - Finance
- External Functions
 - Professional Issues, Ethics and Regulatory Affairs
 - Legislative Affairs
 - Healthcare Benefits
 - VACP Political Action Committees
- Members At Large
- Executive Standing Committees
 - Personnel
 - Nominations and Bylaws

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 Corporation 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 VACP FUNCTIONS

a. MEMBERSHIP, COMMUNICATION AND AWARDS

i. MEMBERSHIP

1. **Goal:** Maintain & Increase the number of VACP's Members.
2. **Functions:** Promote applications for membership from Virginia's Licensed Clinical Psychologists and students enrolled in doctoral degree psychology programs. Establish and maintain criteria for designated awards.

ii. COMMUNICATIONS

1. **Goals:** Inform VACP members about BOD actions, officer and committee activities, general membership decisions and activities, events and opportunities relevant to member interests. Create for Virginians a positive awareness of Clinical Psychologists including their roles, professional services, knowledge and skills.
2. **Functions:** Dissemination of information through print and electronic media. Newsletter - Editor solicits material from identified resources and members submit material to the editor. Editor is responsible for putting the Newsletter together (content) before giving it to the Executive Officer for editing, soliciting advertising, printing and mailing. Website - Executive Officer oversees the daily operation of the website. The website is used as

VACP's database, listserv, convention registration site, dues site, member referral source and for the public locating Clinical Psychologists. Shortly after the Secretary of the BOD submits the DRAFT BOD minutes to the VACP office, the Secretary shall verify that the draft minutes have been posted on the Members Only (protected) section of the VACP Website, and that it has been emailed to all members for their review.

- iii. Members:
 - 1. VACP Secretary, Newsletter Editor

b. CONTINUING EDUCATION AND PROGRAM

- i. Goals: Provide an opportunity for members to acquire new information and enhance their clinical skills while gaining CEs needed for maintaining their Clinical Psychology license and remaining in good standing with the Virginia Board of Psychology.
- ii. Functions: This is accomplished through VACP Sponsored events, especially the Fall and Spring VACP Conventions. These events provide the opportunity to enhance fellowship and communication among members. The committee assumes responsibility for program content, and with the Executive Director, local arrangements and resolving problems as they arise. Program content can be recommended to the committee from the BOD or any VACP member. VACP is an approved provider of CE via the Virginia Board of Psychology.
- iii. Members: Continuing Education Chair and others appointed by committee chair.

c. FINANCE

- i. Goals: Provide fiscal information and advice to the BOD in consultation with VACP's Executive Officer.
- ii. Functions: Recommend an annual budget to the BOD, provide information and guidance regarding fiscal operations, monitor finances.
- iii. Members: The VACP Treasurer chairs the committee, the Immediate Past President and Member-at-Large for Internal Functions.

II. EXTERNAL VACP FUNCTIONS

a. PROFESSIONAL ISSUES, ETHICS AND REGULATORY AFFAIRS

- i. Goals: Promote and support the best practices of Virginia Licensed Clinical Psychologists providing professional services to the public, provide efforts so that the public is protected from harmful or ineffective psychological services.
- ii. Functions: Provide educative and consultative services to members regarding the ethical practice of Clinical Psychology consistent with Virginia's Scope of Practice for Licensed Clinical Psychologists. Recognize, be informed about and, when deemed appropriate, request BOD approval for VACP action to change factors affecting the practice of Clinical Psychology, including statutory regulations, disciplinary codes, compensation, education, etc. Maintain a collaborative relationship with Virginia's Board of Psychology. When asked, provide educational and referral assistance to Colleagues in distress. Complainants are referred to the Board of Psychology if they allege that a VACP member violated the laws or regulations governing the practice of Clinical Psychology in Virginia.
- iii. Members: Both subcommittee chairs, Member-at-Large for External Functions, a representative from each Regional Academy &/or region.

b. LEGISLATIVE AFFAIRS

- i. Goals: Serve as a resource to VACP regarding all public policy and legislative matters
- ii. Functions: Be informed about all (state and national) legislative/public policy matters (current and proposed) relevant to the practice of Clinical Psychology in Virginia. Disseminate information about these matters to the BOD. Make recommendations to the BOD about possible actions to consider regarding legislative/public policy matters, including opposing, supporting or introducing new legislation. Maintain an effective collaborative relationship with VACP's legislative lobbyist. Develop a communication/action network of members to support proposed VACP legislation.
- iii. Members: Legislative Chair, The President-Elect and a representative from each Regional Academy &/or region.

c. HEALTHCARE BENEFITS

- i. Goals: (HBC) identifies healthcare provider issues that can result in informing the BOD and membership and, when appropriate, advocating action. This is related to health insurance companies, managed-care organizations and government third party payor programs such as Medicare, Medicaid and Tricare. Issues include reimbursement, data privacy, provider panels, etc. The HBC acts as a liaison between carriers and the BOD/membership.
- ii. Functions: Disseminating information and advocating with the BOD. Communicate with members via email blast, the VACP newsletter, state and regional meetings, etc. HBC members adhere to a high standard of professional behavior, focusing on facts, offering information to the membership through the BOD in a manner that avoids disparaging comments or attitudes regarding any company or third party organization. HBC is unable to provide specific advice regarding individual billing and reimbursement questions. These should be referred to the relevant insurance provider representative or a billing agent. Information provided by the Health Care Benefits Committee should not be used as a substitute for obtaining advice and consultation from qualified professionals; e.g., legal counsel, billing agents, etc. HBC activities shall be in full compliance with the VACP Anti-Trust Policy.
- iii. Members: Geographic representation is desired (Members are expected to have experience in third party health care benefits)

d. 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 STANDNG COMMITTEES

a. PERSONNEL

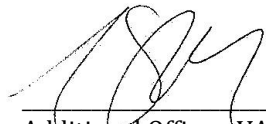
- i. Goals: Executive Directors performs his duties as set forth in the Contract for Services with VACP.
- ii. Functions: Monitor, review and conduct evaluations of the Executive Directors performance, provides recommendations for bonuses, as may be appropriate, negotiates for renewal of services that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

b. NOMINATIONS AND BYLAWS

- i. Goals: Nominations – Present qualified slates in nomination for election or appointment in accordance with VACP’s Bylaws. Bylaws and Policy and Procedures - maintain consistency in running VACP, help minimize internal disputes, educate incoming BOD members so that meetings and elections can run more smoothly
- ii. Functions: Solicit recommendations for nominations, interview prospective nominees, present slates of nominees who agree to stand for election, assume responsibility for all nomination and election procedures that are implemented through the Executive Officer. Review and update VACP Bylaws and Policy and Procedures as needed, but at least every 3 – 5 years.
- iii. Members: The Immediate Past President and two Members-at-Large appointed by the President.



VACP President



Additional Officer: VACP Treasurer, Robert McNamara

____ 8/28/19 _____
Date

____ 8/28/19 _____
Date

____ 8/28/19 _____
Date Adopted

____ October 2020 _____
Approximate Date to be Reviewed

APPENDIX A – VACP ORGANIZATIONAL CHART

<u>BOARD OF DIRECTORS</u>		
<u>OFFICERS:</u>		<u>AT LARGE:</u>
President:	Bruce Sellars, PsyD	Internal VACP Functions: Stephanie Eppinger, PhD
President-elect:	Ed Tiller, PhD	External VACP Functions: Eva Abel, Ph.D.
Secretary:	Alexis Zornitta, Ph.D.	
Treasurer:	Robert McNamara, PhD	
Past President:	Treyen Pickett, PsyD, ABPP	

STANDING COMMITTEES

INTERNAL VACPFUNCTIONS Stephanie Eppinger, PhD

Membership, Communication and Awards

Todd Vance, PhD, Chair

Continuing Education & Program

Thorayya Giovannelli, PsyD, Chair

Finance

Robert McNamara, PhD, Chair

Nomination & By-laws

Treyen Pickett, PsyD, ABPP

Members: 2 pending appointment per Bylaws

EXTERNAL VACPFUNCTIONS Eva Abel, Psy.D.

Healthcare Benefits

Jennifer Morgan, PsyD, Chair

Members:

Jennifer Flaherty, PhD

Jennifer M. Morgan, PsyD

Kati Duncan, PsyD

Kathleen Wickham, PhD

Vivian Bagali, PhD

Luanna Turantina, Ph

J. D. Ball, PhD, ABPP

Jennifer M. Flaherty, Ph.D.

Legislative Affairs

Norma Murdoch-Kitt, PhD, Chair

Professional Issues, Ethics and Regulatory Affairs

Ed Tiller, PhD, Chair

Members:

Jennifer M. Morgan, Psy.D.

Mike Stutts, PhD

Ted Peck, PhD

Desideria Hacker, PhD

Alan McFarland, Ph.D.

Political Action Committee

Heather Bruschwein, Psy.D. Chair

REGIONAL ACADEMY PRESIDENTS

Richmond: Treyen Pickett, Psy.D.
 Northern Virginia: Laurentia Ruby, Ph.D.
 Tidewater: Stephanie Eppinger, PhD

VACP OFFICE
 4461 Cox Road, Suite 110
 Glen Allen, VA 23060

Office: (804) 643-5614
 Fax: (804) 643-0311
 Email: VACPOffice@gmail.com
 Website: www.vapsych.org

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 actives 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: