

**ASSEMBLY OF
REGIONAL ORGANIZATIONS**

**Orientation
Manual**

**AMERICAN ACADEMY OF
CHILD & ADOLESCENT
PSYCHIATRY**

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DELEGATE ORIENTATION

Understanding AACAP

History of the Assembly

To understand the recommendations and procedures in this manual (result of the Task Force on Assembly Structure; see "Dr. Prall's *History of the Assembly*"), it is valuable to briefly review the evolving role of the Assembly and the regional organizations (ROs) in the development and functioning of AACAP. For a more thorough understanding the reader is referred to the delightful and authoritative *AACAP News* (May-June, 1993) article by Robert Prall, M.D.

The first meeting of the AACAP took place February 22, 1953 with 54 members present. Regional groups began to form and meet as early as 1959, though the New England regional organization started before the AACAP. Interestingly, regional meetings and organizations were seen as a means of broadening the membership of what was then a small and exclusive organization. Growing pressure from the larger constituency of child psychiatrists led the AACAP to open its membership in 1969 and membership roles increased to over 600 members. Simultaneously, under the leadership of Dr. Sidney Berman, a plan was developed to establish an Assembly modeled after the APA Assembly of Delegates. In 1972 a Provisional Assembly of Regional Organizations was formed with representation from 20 regional groups. Not surprisingly numerous "thorny" issues concerning representation, membership and seats on Council were addressed. It was decided that the Assembly would eventually have 5 representatives on Council elected by the Assembly. Bylaws changes were overwhelmingly approved by the membership and the first Assembly meeting took place in October 1973.

The importance of the Assembly and the regional organizations was further enhanced in 1990, with the passage of the dual membership requirements, necessitating that new members of the AACAP also be members of an RO. Following this change, the number of ROs grew to 52. The Assembly became more task-oriented, presenting initiatives to the AACAP and the AACAP leadership. Components increasingly turned to the Assembly for comment and input on a variety of issues. As the activity of the Assembly increased, certain problems became evident. Some ROs were well funded and highly active, some were moribund. Communication from the grass roots often failed to move forward and initiatives from the AACAP central leadership often were not effectively carried to or acted on at the local level. Small groups within states, often geographically-based, wished to form new ROs and the Assembly grew to 56 ROs representing the AACAP membership of 6200.

In 1998 David Pruitt, M.D. turned to the Assembly in an attempt to set priorities for the AACAP and develop new initiatives. As part of Project Now, an Assembly retreat was held in Puerto Rico. Twenty-five years after the first meeting of the Assembly it was apparent that a variety of changes needed to occur in the Assembly structure and function. The ROs needed to be strengthened to become more effective at the local level. Communication between all levels of the AACAP needed to be enhanced. Thus the Task Force on Assembly Structure was convened to examine the current and future role of the Assembly and to increase its ability to serve the mission of the AACAP. This Task Force recommended a number of organization changes, which

have been implemented, such as having a dedicated staff member for the Assembly, job descriptions for the Assembly Executive Committee, and adding the Assembly Chair to the AACAP Executive Committee. For further details on the Task Force and their recommendations (see page 52).

- I. **Organization of the AACAP** – Formal Organizational Chart for the AACAP (page 7)
 - A. The **AACAP Executive Committee** consists of the President, the President-Elect, the Secretary, the Treasurer and the Assembly Chair. The Executive Committee serves in an advisory capacity to the President and the Council and may act for the Council. The Executive Committee meets approximately four times per year with interim conference calls.
 - B. The **AACAP Council** consists of the President, the President-Elect, the Secretary, the Treasurer, six Councilors-at-Large elected by the eligible membership, five members elected by the Assembly of Regional Organizations, and one non-voting resident member in training. Council is responsible for the direction and management of the affairs of the AACAP and the control and disposition of its property and funds. Council will meet not less than two times annually.
 - C. The **Assembly**, which meets twice a year, is composed of delegates from all the member regional organizations. The number of delegates is based on the size of the regional organizations membership: one delegate for every 50 members. Only members current with their dues are included and two resident members count as one member. The delegates from each regional organization are responsible for bringing important issues to the attention of the Assembly and for sharing the information received from the Assembly with their regional organizations.
 - D. The **Assembly Executive Committee** consists of the Chair, Vice-Chair, Secretary/Treasurer, and two Representatives to Council. All five are delegates elected by the Assembly delegates and all serve on Council concurrent with their term on the Assembly Executive Committee. The Assembly Executive Committee meets three times per year: before each Assembly meeting and during the June Council meeting. In addition, they have monthly conference calls. They serve an executive function for the Assembly and are responsible for bringing important issues from the Assembly to the Council and vice versa. For a more detailed listing of the powers and responsibilities of each officer, see "Job Descriptions" on page 11.
 - E. **Components (Task Forces, Work Groups, and Committees)** are appointed by the President to follow a specific charge. (For a copy of any component's charge, contact the Executive Department at the national office.) **Component Chairs** provide written summaries of each meeting, including goals and budget requests, for the AACAP Executive Committee to review. All Chairs should receive a copy of the "Component Chair Manual" (contact the Executive Department at the national office for a copy).
 1. **Task Forces** are temporary components, usually consisting of nine AACAP members, approved to accomplish a specific objective within a specified time period.
 2. **Work Groups** have nine AACAP members and usually meet 3 - 4 times

per year, including at the Annual Meeting. The groups must meet in a work group members' hometown. They are charged with advancing their specific ongoing agendas by producing supporting materials and collaborating with allied organizations to support specific child and adolescent psychiatric issues.

3. **Committees** are ongoing components of no more than 12 AACAP members who come together for the purpose of representing an interest area important to AACAP (i.e., Infant and Preschool Committee, Diversity and Culture Committee).

II. Your job in the Assembly (see Delegate Job Description, page 18)

A. Semiannual Assembly Meetings:

1. Agenda books that include minutes, reports and background information are sent in advance of all meetings. You will have the opportunity to comment and ask questions about the topics covered so it is helpful to have read the materials and formulated your concerns in advance. See page 19 for a sample agenda.
2. The AACAP Executive Committee, the Executive Director, department heads, and component chairs who request time on the agenda will report to the Assembly on the ongoing business of AACAP.
3. Time is allocated for orientation of Assembly delegates to priority initiatives of the AACAP. The role of the delegates is to provide comment and feedback at the Assembly and follow up by reporting to the delegate's regional organization and making recommendations for appropriate actions by the regional organization in support of the AACAP initiatives.
4. Items placed on the Assembly agenda in advance by a delegate will be debated and a vote may be taken. Recommendations may be made to Council for action or further study.
5. Roll Call of the States (see page 22 for sample): Delegates are asked to file a summary of the activities of their local councils during the past year. These summaries are due to the national office at least one month prior to each Assembly meeting to be included in the agenda materials and may be read by the Assembly. Delegates may additionally choose to give an oral report during the Open Forum
6. Open Forum: This is a time for discussion of issues related to Membership, Regional Organizations and Profession, including the Roll Call of States, which may include new initiatives by regional organizations. Delegates do not have to sign up prior to the meeting to speak during the Open Forum.

B. Between meetings:

1. Delegates are the communication link between the AACAP, the Assembly and regional organizations. You will receive mailings from the AACAP and the Assembly, the content of which should be communicated to the appropriate local council official. Your local president does not receive these mailings unless the president is also a delegate! It is your job to keep the president "in the know".
2. The RO officers and the Assembly delegates should respond to calls from

media contacts and be involved in advocacy. Each RO may want to consider media and advocacy training for delegates and presidents.

3. Delegates can encourage members to participate in the national organization by putting the members in contact with the appropriate component or staff person that parallels the members' interests or concerns.

III. Procedures for submitting agenda items:

- A. Developing an issue at the local RO level: ROs should develop procedures for deciding to place an issue on the Assembly agenda. It is presumed that before the submission of an issue for Assembly discussion that the action has been approved by the officers of the RO or by a vote of the members of the RO.
- B. ROs are advised to consult the national office/Assembly Administrator and the appropriate components to determine what the AACAP may have already done or is currently doing to address the issue that is of concern to the local RO.
- C. An agenda item should be submitted in writing to the Chairperson of the Assembly **no later than two months** before the Assembly meeting.
- D. Items submitted later than **two months** prior to the meeting, or brought to the floor of the Assembly during New Business, may be debated in the Assembly but will not be brought to a vote.
- E. It is the responsibility of the delegate to report back to the local RO the fate of agenda items and other important issues discussed by the Assembly.

IV. Orientation at the Assembly meeting:

- A. Introduce the delegates to the national office staff who support the Assembly and the local ROs.
 1. Assembly Administrator
 2. Membership Chair
- B. Go over materials that delegates will receive in the mail, e.g. mailings of minutes, reiterating that it is the delegate's responsibility to pass the information on to the appropriate officers or committee chairs in the local council.
- C. Review the "report card" or Roll Call of the States and its value to the local RO as a self-evaluation form.
- D. Review the procedures for bringing issues to the Assembly possibly using case examples.
- E. Review the services the national office can provide the local council: dues collection, listserv, hosting RO websites.
- F. Acquaint delegates with ongoing AACAP projects and initiatives.

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WITH THE ORG CHART**

CURRENT ASSEMBLY OFFICERS (2005-2007)

Chairman: **David Fassler, M.D.**
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Representatives to Council (2006-2008):

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ASSEMBLY EXECUTIVE COMMITTEE

Terms of Office

OFFICERS	1983-85	1985-87	1987-89	1989-91	1991-93
Chair	William Ayres	Alan Axelson	John Sadler	John Dunne	Pirooz Sholevar
Vice-Chair	Alan Axelson	Richard Gross	John Dunne	H. Rosenzweig	Thomas Lowe
Secretary	Lois Flaherty	Alex Weintrob	Karl Stevenson	Pirooz Sholevar	Paramjit Joshi
Rep. to Council	1984-86	1986-88	1988-90	1990-92	1992-94
Councilor	John Eichten	Richard Barthel	James MacIntyre	Jackie Etemad	John O'Brien
Councilor	John Sadler	Thomas Trott	Lillian Robinson	Joseph Jankowski	Martin Glasser

OFFICERS	1993-95	1995-97	1997-99	1999-2001	2001-2003
Chair	Karl Stevenson	John O'Brien	Andrew Russell	Joe Jankowski	Sandra Sexson
Vice-Chair	Paul Fine	Andrew Russell	Joe Jankowski	Sandra Sexson	Steven Cuffe
Secretary	Joseph Palombi	Don Bechtold	Richard Angell	Steven Cuffe	David Fassler
Rep. to Council	1994-96	1996-98	1998-2000	2000-2002	2002-2004
Councilor	Barbara Buchanan	Rachel Ritvo	Marty Drell/ James MacIntyre	James MacIntyre	Michael Houston
Councilor	Sharon Weinstein	Sandra Sexson	Paramjit Joshi	Ulrich Schoettle	Louis Kraus

OFFICERS	2003-2005	2005-2007	2007-2009	2009-2011	2011-2013
Chair	Steven Cuffe	David Fassler			
Vice-Chair	David Fassler	Marty Drell			
Secretary	Marty Drell	Michael Houston			
Rep. to Council	2004-2006	2006-2008	2008-2010	2010-2012	2012-2014
Councilor	Ellen Sholevar	Melvin Oatis			
Councilor	Cathy Jaselskis	Eugenio Rothe			

REGIONAL ORGANIZATIONS LIAISONS

Throughout the year, your assigned liaison/Assembly Representative to Council will be available to provide you consultation regarding Regional Organization (RO) activities, as well as to serve as your direct conduit to the Assembly Executive Committee and AACAP Executive Committee to bring issues of importance to your Regional Organization to national attention. If you have questions, reach out to your RO Liaison. The 60 voting and two non-voting ROs are divided as follows:

Earl Magee (*Email: emagee@aacap.org or Phone: 202-966-7300 ext.115*)

AMPI (Mexico)

Eugenio Rothe, M.D. (*Email: EugnRth@aol.com or Phone: 305-355-7072*)

Alabama (AL)	Tampa Bay (FT)	New Mexico (NM)
Arkansas (AR)	Hawaii (HI)	Nevada (NV)
Arizona (AZ)	Illinois (IL)	North Dakota (ND)
California Academy (CALACAP)	Indiana (IN)	Oklahoma (OK)
Central California (CC)	Greater Kansas City (KS)	Oregon (OR)
San Diego (CD)	Kentucky (KY)	South Dakota (SD)
Northern California (CN)	Michigan (MI)	Texas (TX)
Southern California (CS)	Minnesota (MN)	Intermountain (UT)
Colorado (CO)	Greater St. Louis (MO)	Washington State (WA)
North-Central Florida (FN)	Big Sky (MT)	
South Florida (FS)	Nebraska (NE)	

Melvin Oatis, M.D. (*Email: mdoatis@aol.com or Phone: 212-263-8663*)

Alaska (AK)	New England (NG)	Central Pennsylvania (PC)
Connecticut (CT)	New Jersey (NJ)	Puerto Rico (PR)
Washington (DC)	New York Capital District (NY)	Rhode Island (RI)
Delaware (DE)	New York (NY)	South Carolina (SC)
Georgia (GA)	Western New York (NY)	Tennessee (TN)
Louisiana (LA)	Central Ohio (OH)	Virginia (VA)
New England (MA)	Cincinnati (OH)	Wisconsin (WI)
Maine (ME)	Northeast Ohio (OH)	Vermont (VT)
Maryland (MD)	Northwest Ohio (OH)	West Virginia (WV)
Mississippi (MS)	Pittsburgh (PA)	
North Carolina (NC)	Eastern PA & So. NJ (PE)	

ASSEMBLY JOB DESCRIPTIONS

Assembly Administrator (half-time AACAP Staff)

Primary Responsibilities: To coordinate activities for the Assembly.

This half-time position is responsible for the national office administrative support to the Assembly. This administrator works closely with the Executive Director as well as the Assembly Executive Committee to further the agenda of the Assembly and the AACAP.

- I. To enhance communications between the Assembly, its regional organizations (ROs), and the AACAP by:
 - A. Maintaining up-to-date computer generated directories of all Assembly Executive Committee Officers, regional organization presidents, delegates, alternate delegates and members.
 - B. Communicating to the members of the Assembly (via phone, fax, e-mail and snail mail as indicated) information important to the functioning of regional organizations and their relationship with the Assembly.
 - C. Responding to messages received on the designated phone extension set up for the Assembly, as well as other modes of communication.
 - D. Writing or serving as a facilitator for the writing of promotional and informational articles regarding the Assembly and its regional organizations for the *AACAP News* and other AACAP publications.
 - E. Coordinating with the AACAP Webmaster to post Assembly information on the website and to facilitate links to the websites of the ROs.
 - F. Coordinating and facilitating appropriate communications between the Assembly and other AACAP components as well as liaisons to other organizations.

- II. To maintain and update the Assembly policies and procedures through the Orientation Manual (Policies and Procedures) and assist ROs to maximize their functioning whenever feasible.

- III. To provide administrative support to the Assembly and its Executive Committee by:
 - A. Establishing a master calendar for Assembly and Regional Organization events and functions.
 - B. Creating an agenda and collecting information needed for Assembly meetings, as well as assembling and mailing agenda packets and materials.
 - C. Directing entire registration process for Assembly meetings.
 - D. Handling logistics for Assembly Executive Committee conference calls.
 - E. Drafting of minutes of Assembly meetings and Assembly Executive Committee meetings.
 - F. Maintenance of a filing system for preserving an efficient retrieval of key documents of the Assembly.
 - G. Assisting Assembly leadership in fund solicitation (coordinated with Director of Development), promotion, processing selection, and distribution of awards (assisting the Vice Chair) designated as the responsibility of the Assembly.

- H. Other copying, mailing, collating, faxing, emailing, phoning and general support as needed.
- IV. To provide administrative support to the regional organizations by:
- A. Assisting regional organizations (with the Government Affairs and Communications Departments) to facilitate advocacy at state and local levels.
 - B. Coordinating national office dues collection for the regional organizations (with the Director of Finance) for any ROs that elect this service.
 - C. Facilitating the process of creating member directories for regional organizations at the RO's request (Requires external funding).
 - D. Working proactively to identify, implement and disseminate ideas that will enhance the overall functioning of the regional organizations.
 - E. Providing support to regional organizations on specific AACAP initiatives.
- V. To perform other related duties as assigned.

Chair, Assembly of Regional Organizations

- I. Role
 - A. Chairperson of the Assembly (Spring/October meetings)
 - B. Chair, Assembly Executive Committee
 - C. Member of the AACAP Council
 - D. Member of the AACAP Executive Committee
 - E. Chair, Assembly Nominating Committee

- II. Function
 - A. Provide leadership to the Assembly, particularly in prioritizing and managing the Assembly's agenda and meetings.
 - B. Bring national and local issues to the Assembly.
 - C. Act as spokesperson for the Assembly, regional organizations and the AACAP.
 - D. Facilitate communication between membership, the regional organizations and the AACAP leadership.
 - E. Respond to questions and concerns from the regional organizations.
 - F. Assist regional organizations in carrying out local and national initiatives.
 - G. Report to Assembly and Council on the others' activities.
 - H. Report to membership at business meeting during the AACAP annual meeting.
 - I. Recommend potential appointees from regional organizations to the AACAP components.
 - J. Develop agenda items for the two Assembly meetings (Spring/October).
 - K. Send a report to the Assembly delegates every two months communicating new information and requesting input.

- III. Specific Responsibilities
 - A. Assembly Executive Committee
 - 1. Chair meetings and oversee functioning of this committee.
 - 2. Assign tasks to committee members to maintain functioning of Assembly.
 - 3. Provide agendas for, and chair pre-Assembly meetings (Spring/October) and monthly telephone conferences.
 - 4. Submit and monitor Assembly budget.
 - 5. Present and discuss issues brought up in the AACAP Executive Committee or from the regional organizations that impact on the AACAP, the Assembly or the AACAP membership.
 - 6. Attend joint meeting of Executive Committees of the AACAP and Assembly after each May Assembly meeting or June Council meeting and in October during the Annual Meeting.
 - B. Assembly
 - 1. Develop agenda for Assembly meetings.
 - 2. Chair Assembly meeting (using Robert's Rules of Order).
 - 3. Organize and chair dinner meetings of Assembly Executive Committee prior to each Assembly.
 - 4. Chair Nominating Committee to select a slate of nominees for the

following elections:

- a) Odd years: Chair, Vice Chair, Secretary/Treasurer
 - b) Even years: Assembly representatives to Council (2)
5. Provide follow-up regarding issues taken to Council.
 6. Participate in regional organization/delegate lunch, which provides an introduction to the AACAP leadership operation and staff.

C. AACAP Council

1. Attend and make reports regarding Assembly issues and activities at both Council meetings (June/October) and attend Council retreat in June.
2. Present motions and action items as well as discussion items from the Assembly to the AACAP Council.

D. AACAP Executive Committee

1. Represent the Assembly as an ex officio member of the AACAP Executive Committee.
2. Present and promote the views and perspectives of the Assembly, regional organizations and membership.
3. Serve as liaison between the AACAP Executive Committee and the Assembly Executive Committee.
4. Assist the Assembly Executive Committee to identify appropriate resources within the Assembly and the regional organizations to facilitate timely response to local, regional and national issues and agendas.

Vice-Chair of Assembly

- I. Role
 - A. Chairperson of Assembly in absence of Chair
 - B. Parliamentarian for Assembly (Robert's Rules of Order)
 - C. Member of the AACAP Council
 - D. Member of Assembly Executive Committee

- II. Function
 - A. Attend all Assembly and Assembly Executive Committee meetings.
 - B. Attend and represent the Assembly in the AACAP Council meetings.
 - C. Facilitate communication between Assembly, regional organizations and AACAP.
 - D. Serve as educator and support for delegates and leadership of regional organizations regarding AACAP and Assembly issues.
 - E. Evaluate and propose solutions to any problems involved with Assembly functioning.

- III. Specific Responsibilities
 - A. Facilitate the Assembly liaison to regional organizations:
 - 1. Organize support programs for Assembly delegates and RO presidents.
 - 2. Assign all regional organizations to the 2 Representatives to Council to provide consultation/liason and problem solving throughout the year.
 - 3. Obtain semi-annual reports from regional organizations representatives regarding this process.
 - B. Lead Assembly education/development initiatives:
 - 1. Develop schedule and agenda for "Orientation to the Assembly and AACAP" for new delegates and presidents of regional organizations at both Assembly meetings.
 - C. Chair Awards Committee:
 - 1. Solicit nominations and select "Catcher in the Rye" awardees.
 - 2. Present awards at the AACAP annual business meeting.
 - 3. Attend Abramson Committee as representative from Assembly.
 - D. Direct Grants/Awards Process:
 - 1. Solicit applications, arrange for review and select Grant and Award recipients.
 - 2. Present grant and other awardees at October Assembly Meeting, as applicable.

Secretary/Treasurer

- I. Role
 - A. Secretary for the Assembly
 - B. Treasurer for Assembly
 - C. Member of the AACAP Council
 - D. Member of Assembly Executive Committee
 - E. Liaison from Assembly to the AACAP Membership Credentials Committee
 - F. Chair, Assembly Informatics Program – web site, email, list-serve
 - G. Liaison from Assembly to the AACAP Website/Information Technology Committee

- II. Function
 - A. Review minutes of the Assembly meetings in preparation for approval at the next Assembly meeting; review minutes of pre-Assembly meetings and telephone conferences of the Assembly Executive Committee.
 - B. Identify actions from the minutes and report on the status of these items to the Assembly Executive Committee and the Assembly.
 - C. Administer election process of Assembly, e.g., creating, collecting and counting the ballots.
 - D. Oversee Assembly web site.

- III. Specific Responsibilities
 - A. Minutes: Review minutes for the meetings of the Assembly and pre-Assembly meetings as well as the monthly conference calls of the Assembly Executive Committee. The Assembly minutes will be presented to the Assembly Executive Committee and afterwards to the delegates at the May and October meetings. The Chair of the Assembly will ask for a motion to approve these minutes. Any revisions will need to be incorporated into the main body of the minutes. The pre-Assembly meeting and conference calls minutes will be presented only to the Assembly Executive Committee.
 - B. Information sharing responsibilities:
 - 1. Facilitate information sharing (informatics) between the leadership and delegates of the Assembly.
 - 2. Assume specific tasks, e.g., constructing questionnaires to obtain data from Assembly delegates.
 - C. Administrator of Assembly Elections (With Council Representatives):
 - 1. In charge of the process of selecting the slate of candidates for Assembly elections.
 - 2. Distribute, collect, and count ballots.
 - 3. Provide mechanism for a tie-breaker.
 - D. Administrator of Assembly Budget:
 - 1. Prepare Assembly Budget to be submitted to the AACAP.
 - 2. Present Assembly Budget at each Assembly meeting.
 - 3. Monitor budgetary business of Assembly.

Assembly Representative to Council

- I. Role
 - A. Member of Assembly Executive Committee
 - B. Member of the AACAP Council
 - C. Direct liaison to delegates from ROs

- II. Function
 - A. Assist Vice-Chair to educate new delegates and presidents of regional organizations regarding administration of Assembly, AACAP Council and AACAP in general.
 - B. Assist Vice-Chair with regional organization issues/activities/other related projects.
 - C. Assist Vice-Chair with grants and awards.
 - D. Assist Secretary/Treasurer with administration of Assembly elections.

- III. Specific Responsibilities
 - A. Represent Assembly at Council and support Assembly initiatives within Council.
 - B. Serve in supportive role to Vice Chair:
 - 1. Assist Vice Chair in administering the liaison program for regional organizations. This will include being assigned one-half of the regional organizations by the Vice Chair. It is expected that the representatives will provide consultation/liaison functions to the regional organizations with whom they are matched. This process will include contacting their assigned regional organization, identifying themselves, explaining their function, and being prepared to help regional organizations as much as possible. It may include meeting with the officers of the regional organizations at the Annual Meeting or during the year. It is the responsibility of the Vice Chair and Council Representatives to develop and maintain this liaison function.
 - 2. Help educate new Assembly Delegates and regional organization presidents regarding functioning of the Assembly, AACAP Council and the AACAP itself.
 - C. Serve in supportive role to Secretary/Treasurer:
 - 1. Aid delegates in using the AACAP, Assembly and regional organizations' website to enhance communication regarding activities of the Assembly, regional organizations, AACAP Council and the AACAP itself.
 - 2. Prepare for the AACAP newsletter special articles to discuss issues related to consultation/liaison functions and activities, websites and other items as needed.

Assembly Delegate

- I. Role
 - A. Representative from RO to Assembly
 - B. Liaison between AACAP, Assembly and RO

- II. Function
 - A. Attend meetings of your regional organizations regularly to be aware of local and national issues. Must be elected for 3 years and elected only by AACAP membership.
 - B. Read and respond to mailings from the Assembly and the AACAP.
 - C. Attend Assembly meetings.
 - D. Bring issues to your Assembly Leadership between meetings.
 - E. Use the AACAP website to familiarize yourself with all aspects of AACAP functioning.
 - F. Establish a mechanism for receiving input from your regional organization regarding member concerns or issues.
 - G. Responsible for maintenance of website (if available) for your regional organization.
 - H. Take part in orientation at annual meeting.

- III. Specific Responsibilities
 - A. Attend Assembly meetings (May/October).
 - B. Meet with regional organization before Assembly meeting to discuss potential issues to be brought to the Assembly.
 - C. Present action items as deemed necessary to Assembly Chair for Assembly agenda approximately 2 months before Assembly meetings.
 - D. Initiate and vote on motions at the Assembly meetings. (See Voting Procedure, page 24.)
 - E. Communicate issues from your regional organizations at any time during the year.
 - F. Complete roll call of states. This is a written form that summarizes the activities of your RO since the last meeting and identifies action items or issues that you would like to have discussed in the Assembly. Any action items that are brought to a vote must be sent to the Assembly Chair and Assembly Administrator approximately 2 months before the Assembly meeting.
 - G. Arrange for alternate coverage if not attending Assembly meeting.
 - H. Provide feedback to your regional organization from Assembly meeting.
 - I. Orient new delegates from your RO and president of your regional organization regarding your role and the functioning of the Assembly.
 - J. Notify Assembly Administrator of delegate status and election changes within your regional organization annually in January and June.
 - K. Establish email/fax access to communication with Assembly and AACAP.

Delegates:

Remember, you are the key to the functioning of the Assembly. Your assumption of your roles and responsibilities will ensure that the Assembly represents its constituency, the regional organizations.

ASSEMBLY OF REGIONAL ORGANIZATIONS OF CHILD AND ADOLESCENT PSYCHIATRY

Thursday, October 25, 2007

2:00-5:00 pm Assembly Website Workshop

Saturday, October 27, 2007

7:00 am Registration opens
8:00 am-Noon Assembly Meeting
Noon-1:00 pm Lunch
New Delegate Orientation (“Reserved” table)
1:00-3:00 pm Assembly Meeting

8:00 am **Welcome and Introductory Remarks of Assembly Chair** *David Fassler, M.D.*

Welcome from the President/Delegate of the New England *Jeff Bostic, M.D.*
Council of Child Psychiatry and

Consensus Agenda: All written reports listed below are to be accepted in one motion.

- Minutes from April 28, 2007 Assembly Meeting
(TAB 1)
- Assembly Chair’s Report *(TAB 2)*
- AACAP President-Executive Director Report *(TAB 3)*
- *Journal* Editor Written Report *(TAB 4)*

8:10 am **Journal Report** *Mina Dulcan, M.D.*

8:20 am **AACAP President Comments** *Thomas F. Anders, M.D.*
➤ Workforce Issues

8:25 am **AACAP Executive Director Comments** *Virginia Q. Anthony*

8:30 am **AACAP Taskforce on Policies and Procedures** *John E. Schowalter, M.D. (TAB 5)*

8:50 am **Assembly Vice Chair’s Report** *Marty Drell, M.D. (TAB 6)*
➤ Membership Drive Report
➤ Special Friends of Children Awards (ongoing)
➤ Grants for Regional Organization Directories
through American Professional Agency
➤ AACAP News articles

8:55 am **Assembly Secretary-Treasurer’s Report** *Michael Houston, M.D. (TAB 7)*
➤ 2008 Assembly Budget
➤ Advocacy and Collaboration Grants
➤ Special Interest Group (SIG) Program
➤ Resident Representative Program

- Update on EFT for quarterly dues payments
- Request for Updated Bylaws and Articles of Incorporation of Regional Organizations
- D&O Insurance
- Surveys
- Website Agreement Form

9:10 am	eAACAP Update	<i>Robert L. Hendren, D.O. (TAB 8)</i>
9:30 am	AACAP Treasurer's Report	<i>James MacIntyre, II, M.D. (TAB 9)</i>
9:45 am	Journal Editor-Designate Report	<i>Andres Martin, M.D.</i>
10:00 am	Assembly Task Force on Orientation	<i>Guy Palmes, M.D. (TAB 10)</i>
10:15 am	APA President Carolyn Robinowitz, M.D.	
10:30 am	<u>OPEN FORUM FOR ASSEMBLY DELEGATES</u>	<i>(TAB 11)</i>
	<ul style="list-style-type: none"> ➤ Discussion of issues related to Membership, Regional Organizations and Profession, including Roll Call of States (Important New Initiatives by Regional Organizations) Regional Organization Oral Reports: <i>CAPSGW, South Florida, North-Central Florida, Hawaii, Louisiana, New England, New Jersey, North Carolina, Oregon, Puerto Rico</i> ➤ What topics would you like Council to discuss? ➤ Proposed Policy re: Children and Medication 	<i>Mike Naylor, M.D. (TAB 11)</i>
11:30 am	Election of Assembly Chair, Vice Chair, and Secretary-Treasurer	<i>(TAB 12)</i>
	<ul style="list-style-type: none"> ➤ Process Overview ➤ 2-3 Minute Speeches by Candidates ➤ Voting and Tallying 	

12:00 noon LUNCH

New Assembly Delegates Orientation (sit at "Reserved" table)

1:00 pm	Virginia Tech Tragedy Update	<i>Bela Sood, M.D.</i>
1:15 pm	Maintenance of Certification	<i>Sandra Sexson, M.D. (TAB 13)</i>
1:25 pm	CAPTN Report	<i>Steve Cuffe, M.D.</i>
1:30 pm	Access Initiative	<i>Alan Axelson, M.D.</i>
1:40 pm	AMA Report	<i>David Fassler, M.D. Louis Kraus, M.D.</i>
1:45 pm	Depression: True Stories DVD Project	<i>Paula Rauch, M.D. Jeanne Blake President, Blake Works, Inc.</i>
1:55 pm	Open Forum: Follow-up of Previous or Addition of New Issues (30 mins.)	<i>(TAB 14)</i>

**INSERT CURRENT ROLL
CALL OF STATES FORM**

**INSERT CURRENT ROLL
CALL OF STATES FORM**

ASSEMBLY VOTING PROCEDURE

The AACAP Bylaws, Article VIII, section 3 (b), state: “Each regional organization which becomes a member of the Assembly shall elect Delegate(s) and one Alternate to serve as its representatives to the Assembly . . . Delegates and Alternates serve in said capacity for a term of three years . . . Persons elected to serve as Delegates or Alternates may be re-elected to serve additional terms in either position without any limitation on the number of terms (consecutive or otherwise) they may serve in either position . . . (c) Each delegate shall be entitled to cast one vote with respect to each question requiring a vote of the members of the Assembly.”

The number of delegates is based on the size of the regional organizations membership: one delegate for every 50 members. Only members current with their dues are included and two resident members count as one member.

To follow the voting procedures outlined in the bylaws:

- Delegates will be issued a voting paddle for use during any votes taken by the Assembly. Voting paddles will be given to the elected delegates of each regional organization or to the elected alternate delegates when primary delegates are unable to attend.

Alternate delegates attending with the primary delegates will be able to vote only if the primary delegate leaves the meeting (the primary delegate hands the voting paddle to the alternate).

Voting paddles must be turned in at the end of the meeting.

- If neither the delegate nor the alternate delegate is available to vote, the president of the regional organization may appoint another member of the regional organization who is an AACAP member to vote on behalf of the regional organization.

The president of the regional organization must have previously notified the Chair of the Assembly, Assembly Administrator, or AACAP Executive Director of this appointment in writing in order for the appointment to be effective.

ASSEMBLY INFORMATICS PLAN

The Assembly of Regional Organizations of AACAP serves as a conduit of information from the AACAP national office/leadership to the regional organizations and their members. This educates members about the activities of the AACAP, the benefits of membership, and alerts them to national and state/local political and legislative issues affecting child and adolescent psychiatry. The Assembly also serves to communicate concerns or issues from the local organizations to the AACAP leadership. In support of these important missions the Assembly has instituted the use of internet technologies. The following list details the internet technologies and other methods used to facilitate communication.

1. **Email:** the goal of the Assembly is for all officers and delegates to have email capability. This could be a personal account or an account paid by the regional organization. Delegates should encourage all members in their region to obtain email as well. They could then develop an email group for communicating with the regional organization members.

2. **Listserv:** The Assembly has developed a listserv through the AACAP National Office to facilitate continuous communication. The listserv is dedicated to communication between the Assembly Executive Committee, delegates, and presidents of regional organizations. (For instance, the listserv might be used to disseminate important information from the AACAP to the regional organizations, solicit input or feedback from regional organizations on an issue, or as a mechanism for a regional organization to get consultation from other regional organizations on how to handle a particular problem.) The listserv is managed by the Secretary/Treasurer of the Assembly with the support of the AACAP national office staff. There are a few rules for the Listserv:
 - A. The listserv can be used by delegates, alternate delegates or presidents of regional organizations. Only those with email addresses on the list can email to the listserv. If you are unsure your email is included, please contact Earl Magee, Assembly Administrator at (202) 966-7300 x. 115 or emagee@aacap.org.
 - B. When using the listserv, please identify your role (i.e. delegate, alternate, or president).
 - C. Only Assembly or regional organization business should be sent. This could include asking for advice about how to handle problems the regional organization is having, or to give input on issues facing the Assembly.To send a message on the listserv, simply type: assembly@aacap.org in the To: box of your email.

3. **Assembly Web page:** The Assembly has also developed a web page on the AACAP web site. It currently contains a directory of delegates and officers of regional organizations and links to any regional organization web sites. Future additions will include orientation materials and minutes of Assembly meetings. Regional organization web sites are encouraged. The AACAP will host a web site for all interested ROs and will provide templates and tech support to maintain.

4. Mailings to delegates are standardized. At least two months prior to each Assembly meeting,

a mailing will be sent to delegates. The mailing will include a cover letter detailing actions needed from the delegates/ROs regarding input from their members and requests for agenda items for Assembly meetings.

5. The Chair of the Assembly will write to delegates after each Assembly Executive Committee meeting and AACAP Council meeting to keep delegates informed about current issues and to invite responses from the regional organizations.
6. Regional organizations are asked to send the names of their current officers and delegate(s) to the Assembly Administrator annually on January 1 and June 1. It is preferred that these updates are sent immediately following an election or change of officers.
7. It is recommended that each regional organization maintain a liaison with other medical (or) mental health groups in their area such as their local/regional chapters of the AMA, APA, AAP, etc.
8. During the Annual Meeting cluster groups, the AACAP Component Chairs will be asked to list issues on which they desire input from the regional organizations. The Assembly may also identify issues to be taken to the various components.
9. Providing overall coordination and facilitation of communication for the Assembly, its officers and its RO delegates is the Assembly Administrator, a half-time national office position. (see job description, Tab 3)

AACAP DUAL BILLING GUIDELINES

Dear Regional Organization Representative:

With 50 councils currently enrolled, the AACAP centralized dues billing process is entering its seventh year. For councils participating in this service, Regional Council dues are combined with AACAP dues on a single notice, which is prepared and mailed to members by the AACAP. Then at the end of every quarter, the dues AACAP has collected are refunded back to the individual councils. For this service, AACAP charges \$3.00 per member.

Electronic Funds Transfer

AACAP has begun using Electronic Funds Transfer (EFT). This enables us to electronically wire to your bank account the dues collected for each quarter. This is a fast, safe, and secure method of reimbursement. If your council is not yet participating in EFT, please consider doing so. An EFT form is enclosed with this letter.

Billing Schedule

Dues notices are mailed in October for the next year's dues (For example, notices are mailed in October 2007 for 2008 dues). Reminder notices are mailed every two months. At the end of the 2006, members who have not paid their dues will have their membership terminated in accordance with the AACAP's bylaws. Your council will receive a list of delinquent members with every quarterly payment.

Payment Schedule

Council dues reimbursements and a detailed report will be sent to each regional council in the following months: January, April, July and October. If your council has not participated in dual billing before, AACAP will charge a one-time-only setup fee of \$3 per member. Applicable setup and processing fees are deducted from your quarterly payments.

What if my council is already participating?

If your council is:

- already enrolled in the dual billing program;
- using electronic funds transfer;
- and, there are no changes in your council dues structure or contacts, then, you don't need to do anything. AACAP will continue billing at the same rate as last year.

However, if any of the above is not correct for your council, please complete the enclosed form (s).

My council is not participating-how do we get started?

Please complete the enclosed Dual Billing Agreement form, and, if possible, the Electronic Funds Transfer form. **AACAP will need this information no later than September 15 in order to mail dues notices in October.**

Mail this information to the address on the form.

If you have any questions, please contact the Membership Department at 800-333-7636, ext.134, or via e-mail at jcole@aacap.org.

AACAP/Regional Council Dual Agreement 2006

Name of Council (exactly as it should appear on payment check)

Member types and dues amounts: (e.g., General members \$50, Residents \$20, Life \$0)

<u><i>Member Type</i></u>	<u><i>Dues Amount</i></u>	<u><i>Member Type</i></u>	<u><i>Dues Amount</i></u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Person to receive payment for your council:

Name: _____
Address: _____
City, State, ZIP _____
Phone: _____ *Fax* _____
e-mail: _____

Contact Person for your council: (Receives rosters, membership changes, etc.)

Name: _____
Address: _____
City, State, ZIP _____
Phone: _____ *Fax* _____
e-mail: _____

I have read the attached guidelines and agree to participate in the Dual Billing Program for 2006.

Authorized Signature

Title

This form should be sent to:

**AACAP
Attn: Jamie Cole
Membership Coordinator
3615 Wisconsin Avenue, NW
Washington, DC 20016**

*Questions? Call 1-800-333-7636, ext. 134
Fax: (202) 464-0131
E-Mail: jcole@aacap.org*

Please contact the Membership department for a current agreement form.

INSERT THE LATEST
CATCHER IN THE RYE
AWARD FLIER.

**INSERT THE LATEST
COMMUNICATION
AWARD FLIER.**

**INSERT THE FIRST PAGE OF
THE LATEST ADVOCACY AND
COLLABORATION GRANT
APPLICATION.**

Assembly of Regional Organizations of Child and Adolescent Psychiatry

Medical Student Psychiatry Special Interest Groups Grants

The AACAP is offering grants to Regional Organizations to encourage and facilitate their involvement with the Medical Student Psychiatry Special Interest Groups at local medical schools. Regional Organizations receiving a grant are expected to use the funds to plan, in collaboration with a Psychiatry Special Interest Group at a local medical school, an activity that would expose the medical student to some aspect of Child and Adolescent Psychiatry. Activities might include a dinner with a child psychiatrist as speaker or discussant, or a discussion of a film or book related to an aspect of child development or child psychiatry. Alternatively, the Regional Organization may choose to turn the funds over to the Medical Student Psychiatry Special Interest Group with the understanding that they will plan a group meeting with a topic related to Child and Adolescent Psychiatry. Grants will be for \$600 for a three-year period. *(Awarding of grants is contingent upon available funding.)*

The procedure for applying and receiving a grant is as follows:

1. Submit the attached application. There is no deadline; grants are awarded throughout the year.
2. The activity must be held within 3 months of receiving funds.
3. After the activity, the attached follow-up form must be completed and sent within one month to ensure continued participation in the program. The names and email addresses of the medical students who attended the activity should be included.

For more information please contact Michael Houston, M.D., Secretary-Treasurer of the Assembly, at (202) 966.2400 or mhoustonmd@gmail.com.

NOTE: *If a grant is award, you should consider providing to attendees information about AACAP. In the past, the following items have been useful in recruitment efforts: membership kit, 12-question survey, DevelopMentor, and AACAP website address. If you would like any AACAP recruitment information, please contact the AACAP Membership department at Membership@aacap.org or (800) 333-7636 ext 131.*

“SPECIAL FRIENDS OF CHILDREN”

“Special Friends” Awards

Help Regional Organizations Honor Media Excellence

Are there local or national media people you feel AACAP should recognize for coverage or programming that is child sensitive, concerned with child issues, and/or positive for children?

If so, please consider rewarding media—TV, radio, newspapers, magazines, and Internet—that achieve one or all of these elements with AACAP’s “Special Friends of Children Award,” sponsored by the Television and the Media Committee.

Guidelines for award nominations:

- Nominations will be accepted year-round.
- Any AACAP member can make nominations for the award. All nominations must go through the Regional Organization, as the Regional Organization (or a representative) will be responsible for presenting the award to the recipient(s).
- Regional Organizations will forward a brief letter of nomination to Michael Brody, M.D., Chair of the Television and Media Committee, by email to mikebro@erols.com or fax to (202) 966-2891 (Attn: Dr. Michael Brody, Special Friends of Children Award).
- Regional Organizations will receive a certificate(s) from the AACAP National Office to present to the award recipient(s).

For more information about AACAP’s Special Friends of Children Awards, please contact Erin Baker, Director of Communications, at the AACAP National Office, (800) 333-7636, ext. 119.

PROCEDURES FOR DEVELOPING REGIONAL ORGANIZATIONS

(adopted by Assembly 10/24/01)

I. Guiding Principles:

The AACAP Assembly of Regional Organizations is committed to the following principles regarding the development of Regional Organizations:

- a) Support for the local efforts to organize child and adolescent psychiatrists
- b) Preservation of some flexibility (“one size doesn’t fit all”) regarding structure/form of ROs
- c) Recognition of value in child and adolescent psychiatrists being organized at statewide level.

II. Structure/Form for ROs

- a) **All existing RO’s** (as of 10/24/01):

All existing ROs and their current forms/structures are “grandfathered.”

- b) **All new RO’s** (after 10/24/01):

1. All new RO’s must be organized as statewide groups to facilitate the coordination of legislation and advocacy issues.
2. Exceptions to a statewide RO would be decided by the Assembly on a case-by-case basis.
3. Any proposed new RO which is not statewide would need to establish clear and compelling reasons for an exception. They would also need to demonstrate a method by which the new organization could coordinate with other ROs within the state for purposes of advocacy, legislative agendas, etc.
4. New ROs should generally not cross state boundaries. That is, ROs should cover one whole state.
5. If the state is large and/or there is significant support in several defined areas, a new statewide RO could develop “chapters” or “district branches” under the single RO.

III. RO Development and Application Procedures:

- a) ***If applying to create a new statewide RO:***

1. If the AACAP members wishing to make application for a new statewide RO are currently included within an existing RO, the group must contact the leadership in the existing RO to notify of their desire to create a new statewide RO. The existing RO must send a written statement explaining their support or opposition of this application. If the AACAP members wishing to make application for a new statewide RO are not included within an existing RO, go to step 2.
2. File a letter of intent with the Secretary of the Assembly. An application form will then be forwarded to the contact person with sample Bylaws. The interested AACAP members must complete the *Regional Organization Application form* (Attachment A) and submit to the Assembly Administrator at the AACAP national office in Washington, DC.
3. The Assembly Administrator at AACAP will use the *RO Application Tracking Form* (Attachment C) to monitor the timely progress of each application packet.

4. The completed application form will be reviewed by the Assembly Executive Committee. If the Assembly Executive Committee finds the application acceptable, the Assembly Secretary will present the material to the full Assembly at the next meeting. **At that meeting, a representative of the new regional organization must be present to discuss issues and answer questions related to the application.**
 5. Following discussion at the Assembly meeting, a vote will be taken by Assembly Delegates to approve membership of the new regional organization. A simple majority of those attending is required for approval.
- b) ***If applying to create a new RO, which is NOT statewide:***
1. The group proposing to create a new RO must contact all existing ROs within the state to give notification of their desire to create a new RO. Note: A minimum of 15 AACAP members is required to begin the application process for any RO which is not statewide unless a compelling case can be made to accept a lesser number of members.
 2. Those proposing creation of a new RO should have discussions with each existing RO within the state which cover the following items:
 - a. Advantages to creation of a new and separate RO within the state.
 - b. Problems and/or concerns with the current structure of ROs within the state.
 - c. Consideration of becoming a “chapter” within the existing RO rather than creating a new and separate RO.
 - d. Specific plan for how the proposed new RO would coordinate activities with existing ROs for purposes of statewide advocacy, legislative activities, etc.
 3. All parties should attempt to reach a consensus prior to sending their recommendation to the Assembly Executive Committee.
 4. File a letter of intent with the Secretary of the Assembly. An application form will then be forwarded to the contact person with sample Bylaws. The AACAP members proposing the new RO must complete the *Non-Statewide RO Exception Request form* (Attachment B) in addition to the *Regional Organization Application form* (Attachment A). Each application must be accompanied by letter(s) from all existing RO’s within the state. The completed application packet must then be submitted to the Assembly Administrator at the AACAP national office in Washington, DC. Applications which do not include these letters will not be considered.
 6. The Assembly Administrator at AACAP will use the *RO Application Tracking Form* (Attachment C) to monitor the timely progress of each application packet.
 7. The completed application packet (application form, exception request form and letters from existing RO’s) will be reviewed by the Assembly Executive Committee. If the Assembly Executive Committee finds the application acceptable, the Assembly Secretary will present the material to the full Assembly at the next meeting. **At that meeting, a representative of the new regional organization must be present to discuss issues and answer questions related to the application.** As part of their deliberations, both the Assembly Executive Committee and the Assembly would consider recommendations from the ROs already existing within the state.
 8. Following discussion at the Assembly meeting, a vote will be taken by Assembly Delegates to approve membership of the new regional organization. A simple majority of those attending is required for approval.

IV. Requirements and Issues to Consider When Developing a New Regional Organization

a) Basic Requirements:

1. Active group of child and adolescent psychiatrists who are active members of AACAP.
2. Bylaws that are approved by the Assembly Executive Committee. (see page XX for sample bylaws)
3. Completed application form to be sent to the Assembly Secretary.
4. Letters from other RO's within state (if applicable).

b) Operational issues for new RO's:

1. Bylaws developed and plans to review on a timely basis (e.g. every 5 years).
2. Develop slate of officers and delegate to Assembly. Delegates' terms of office last 3 years (begin on January 1st) and may be renewed repeatedly. **Delegates must be elected by AACAP membership only.**
3. Designate one member (usually the Assembly Delegate) as contact person with phone number, address, fax, and email or (preferably) have a general, permanent phone fax, or email.
4. Create name and letterhead/stationary.
5. Arrange for dues collection through the AACAP if desired. (see page XX for information on dues)
6. Develop a format and sequence for meetings, e.g. monthly, bi-monthly, with lectures or dinner.
7. Contact the Assembly Administrator regarding further administrative issues or questions in developing your organization.
8. Consider consultation with an attorney and accountant regarding incorporation and tax status.

Attachment A

**Application for Membership
AACAP Assembly of Regional Organizations**

Date: _____ Bylaws: Yes _____ No _____
(If yes, please enclose copy with application. Application is not complete unless bylaws are enclosed)

Name of proposed regional organization: _____
(Letters of support from existing or abutting ROs attached)

Regional geographic area to be served: _____

Rationale for new regional organization: _____

Contact Person: _____

Name

Address

Phone: _____ Fax: _____ Email: _____

List names of members to be enrolled: (attach additional pages if needed) _____

List names of officers with addresses, phone, fax, email (attach additional page if needed).

President

Address:

(O)

(F)

Email:

Delegate to Assembly

Address:

(O)

(F)

Email:

Secretary/Treasurer

Address:

(O)

(F)

Email:

Membership Chairperson

Address:

(O)

(F)

Email:

Attachment B

Non-Statewide RO - Exception Request Application

Name of Proposed RO: _____

Has the leadership for all existing ROs in your state been contacted? (letters attached)

Explain the advantages to creating a new and separate RO within the state.

Note all problems and/or concerns with the current structure of ROs within the state.

Explain why becoming a “chapter” within the existing RO rather than creating a new and separate RO is not beneficial.

Detail the specific plan for how the proposed new RO would coordinate activities with existing ROs for purposes of statewide advocacy, legislative activities, etc.

Attachment C

Regional Organization Application Form
AACAP Assembly of Regional Organizations
TRACKING FORM

For AACAP Assembly Administrator Use Only

Proposed Regional Organization Name:

Date application received by Assembly Secretary:

Date reviewed by Assembly Executive Committee:

Date presented at Assembly:

Vote at Assembly

Approved: Yes

No

If no, explain

Explain if vote postponed:

Comments:

Follow-up:

FORMING “CHAPTERS” OF A STATEWIDE REGIONAL ORGANIZATION

Approved by the Assembly Executive Committee on October 22, 2002

Definition:

- A “chapter” consists of those members who reside in a defined geographic subdivision of a statewide regional organization.

Purpose:

- One or more “chapters” may be organized within a statewide regional organization for purposes of enhancing advocacy and legislative efforts of members at the local level.
- “Chapters” exist primarily to support and enhance the goals and purposes of the statewide regional organization.

Relationship to Statewide Regional Organization:

- Any “chapter” functions only as a subdivision of the statewide regional organization.
- A “chapter” is not an autonomous entity.
- “Chapter” activities must always be coordinated with the statewide regional organization.
- “Chapters” must be careful to avoid dilution of effort, duplication and activities which are inconsistent or competitive with the statewide organization.

Relationship to AACAP Assembly:

- “Chapters” would relate to the Assembly through their statewide regional organization. The statewide regional organization would elect all delegates to the Assembly.

Eligibility for AACAP funds/grants:

- Subject to the approval of the statewide regional organization, “chapters” can apply for funds and grants from AACAP. Applications for funding from “chapters” will always have a lower priority than those from statewide regional organizations.

Formation of a “chapter”:

1. Members in a specific geographic area can petition the statewide regional organization to form a “chapter”.
2. The application and approval process for a “chapter” would be defined by the statewide regional organization.
3. Applications to form a “chapter” must contain a specific plan for how the proposed “chapter” would coordinate activities with the statewide regional organization for purposes of advocacy, legislative and other activities.
4. Subject to the approval of the statewide regional organization, each proposed “chapter” may be organized to include bylaws, officers and dues.
5. Statewide regional organizations are responsible for timely notification to the Academy Central Office and the Assembly Executive Committee about the formation of any “chapters” within their organization.

SAMPLE

Nebraska Regional Council of the American Academy of Child and Adolescent Psychiatry

BYLAWS

Ratified – April 1, 1988

Revised – March 2, 2006

Chris Kratochvil, M.D.
President

Date

Article I

Name

This non-profit association shall be called the *Nebraska Regional Council of the American Academy of Child and Adolescent Psychiatry*, hereafter referred to as the Council. The Council is a regional organization of the American Academy of Child and Adolescent Psychiatry (hereafter referred to as AACAP).

Article II

Statement of Purpose

The Council shall be involved in the advancement of all aspects of the mental health of children and adolescents. The Council may fulfill this purpose by:

1. Providing a scientific forum for discussion and exchange of ideas among physicians with a major interest in children and adolescents with developmental and psychiatric problems;
2. Acting as authoritative representatives and advocates in the field of child and adolescent psychiatry on issues of mental health and illness in Nebraska;
3. Fostering collaboration and communication with other professional, lay and citizen's groups concerned with children and adolescents in the state;
4. Establishing effective liaisons with constituted professional organizations such as the local, state, regional and national medical, pediatric, and psychiatric societies;
5. Promoting the growth and continuing development of child and adolescent psychiatry as a discipline through training, research and highest standards of practice.

Article III

Membership

1. **Classes of Membership:** There shall be six classes of membership in the Council: General, Affiliate, Trainee, Honorary, Corresponding, and Life Fellow.
 - a. **General members:** Election to General membership may be extended, upon application, to any licensed physician who meets the following qualifications:
 - 1) Shall have been certified in child and adolescent psychiatry by the American Board of Psychiatry and Neurology, or have completed two years of training in a child and adolescent psychiatry training program accredited by the Accreditation Council on Graduate Medical Education, and have completed general psychiatry training.
 - 2) Shall demonstrate, through documentation, that his/her major professional interest and activity is child and adolescent psychiatry. Activities may be in one or more of the following areas: Clinical practice, teaching, research, administration, scholarly publication, organizational or social policy work at community, state, or national levels.
 - b. **Affiliate members:** Election to Affiliate membership may be extended, upon application, to physicians not eligible to be General members, but who contribute to the field of child and adolescent psychiatry (e.g. general psychiatrists, pediatricians, or physicians in another medical specialty).
 - 1) Affiliate members must have a current license to practice medicine in Nebraska.
 - 2) Affiliate members shall be eligible to hold office, vote, and serve on any committee, but may not serve as delegates to the Assembly of Regional Organizations of AACAP or as President of the Council.
 - c. **Trainee members:** Election to Trainee membership may be extended, upon application, to medical students or residents with an interest in child and adolescent psychiatry.
 - 1) Resident Trainee members may hold the office of secretary/treasurer, vote and serve on any committee but may not serve as delegates to the Assembly of Regional Organizations of AACAP or as President of the Council.
 - 2) Medical Student Trainee members shall be exempt from payment of dues and shall not be able to vote, hold office, or serve as

delegates to the Assembly of Regional Organizations of AACAP but may serve on any committee.

d. **Honorary members:** Election to Honorary membership may be extended to any individual who has made outstanding contributions in the field of child and adolescent psychiatry.

1) Honorary members shall be exempt from payment of dues and shall not be able to vote, hold office or serve as delegates to the Assembly of Regional Organizations of AACAP but may serve on any committee.

e. **Corresponding members:** Election to Corresponding membership may be extended, upon application, to any physician living outside of Nebraska who would otherwise qualify for election to membership in any of the previously described membership classes.

1) Corresponding members shall be exempt from payment of dues and shall not be able to vote, hold office or serve as delegates to the Assembly of Regional Organizations of AACAP

2) Corresponding members shall have the right to participate in the scientific meetings and communications of the Council as well as serve on any committee.

d. **Life Fellowship Status:** Any general, affiliate, or corresponding member in good standing for at least 10 years who has reached the age of 65 years and whose age plus length of membership equals 95 shall be elevated by the Council to Life Fellowship Status.

1) Members with life fellowship status shall retain all privileges of their membership class.

2) Members with life fellowship status shall be exempt from payment of dues

2. **Dues:** Only General, Affiliate, and Resident Trainee members shall be required to pay annual dues as determined by the Council.

3. **Election to Membership:**

a. Election to membership shall be initiated by application, which shall include information and documentation relating to training and other qualifications.

b. Election to membership or change in membership category shall be by a two-thirds vote of the voting membership present during a regular meeting.

c. In accordance with the Bylaws of AACAP, membership in the Nebraska Regional Council is contingent on being a member of AACAP.

- d. The membership chair shall notify the candidate of the action taken on his/her application.
- 4. Suspension of Membership:** Membership may be suspended by a two-thirds (2/3) vote of the whole Executive Committee for the following reasons:
- i. dues in arrears for more than two (2) consecutive years;
 - ii. loss of membership in AACAP;
 - iii. actions of an individual demonstrating a gross disregard for the objectives of the Council;
 - iv. other justifiable reasons as agreed upon by two-thirds of the whole Executive Committee.
- 5. Loss of Medical License:** Any Council member who loses their medical license, as a result of suspension or revocation, shall cease to be a member in good standing in both the Council and AACAP.

Article IV

Officers

1. **Officers:** The officers of the Council shall be a President, a Secretary-Treasurer, a Delegate and an Alternate Delegate, and a Membership Chair.
2. **Election of officers:**
 - a. Election of officers shall be by secret ballot. A majority of the votes cast shall elect each office at the Annual Meeting.
 - b. One or more candidates for each of the officers shall be nominated by the voting membership. The Nominees will be announced at the meeting prior to the Annual Meeting at which time nominations from the floor may be made.
3. **Terms of office:** The officers shall serve for a term of two years. Each term will commence at the termination of the annual meeting during which they are elected
4. **Duties of the Officers:**
 - a. **President:** The President (who must be a General Member) shall be the Chairperson of the Executive Committee and shall preside at general membership meetings. The President shall also carry out other duties normally associated with that office.
 - b. **Secretary-Treasurer:** The Secretary-Treasurer shall: 1) take and maintain minutes of all Executive Committee, general membership or special meetings; 2)

shall maintain necessary and proper records relating to financial matters of the Council; and 3) shall oversee the collection of dues from the membership.

- c. **Delegate:** The Delegate (who must be a General Member) shall represent the Council and its members at the meetings of the AACAP Assembly of Regional Organizations.
 - d. **Alternate Delegate:** The Alternate Delegate (who must be a General Member) shall, in the absence or disability of the Delegate, assume the responsibilities of the Delegate.
 - e. **Membership Chair:** The Membership Chair shall determine eligibility of a candidate for membership and shall notify the candidate of the Council's action on his/her application. The Membership Chair shall also monitor and update membership status and notify members and the executive committee of any action that needs to occur.
5. **Compensation:** The Officers of the Council shall serve without compensation. Expenses incurred by officers may be reimbursed by the Executive Committee.
 6. **Filling Unfilled Terms:** The Executive Committee shall by majority vote fill any vacancies of Officers when unfilled terms exist for any reason.
 7. **Removal from Office:** Any officer may be removed from office by a petition signed by a majority of the voting membership.

Article V

Committees

1. **Executive Committee:** The officers of the Council shall be the Executive Committee that manages and organizes the day-to-day affairs of the Council.
2. **Other Committees:** The President shall appoint such ad hoc committees, as she/he deems necessary.

Article VI

Meetings

1. There shall be an Annual Meeting in the fall of each year, prior to the Annual Meeting of the AACAP, on a date set by the Executive Committee.
2. Regular meetings shall be held no less than four times per year.

3. The business of the Council shall be conducted in accordance with *Robert's Rules of Order* (current edition) except where otherwise specifically provided for in the Bylaws.
4. Five voting members of the Council shall constitute a quorum at regular meetings.

Article VII

Dues

1. The membership will be assessed such dues as necessary for conducting the affairs of the Council.
2. Recommendations for annual dues shall be submitted by the Executive Committee for approval by a majority vote of members at a regular meeting.
3. Authority to disburse funds rests with the Executive Committee.
4. In the event of disbanding, any funds remaining in the Treasury shall be donated to AACAP or otherwise as directed by a simple majority vote of the membership at a meeting.

Article VIII

Amendments

1. These Bylaws may be amended by a majority vote of the voting membership by ballot, either in person or by mail (electronic or post).
2. Amendments may be proposed in writing by any member.
3. Any proposed amendment(s) shall be discussed at the next regular meeting of the Council, and subsequently circulated to the membership for review by mail or electronic mail at least one month before the next regular meeting.
4. After further discussion at the next regular meeting of the Council, a majority vote of those present shall be necessary to submit any proposed amendment by mail or electronic mail to the total membership.
5. Ballots shall be returned to the Secretary/Treasurer, who shall report the results to the membership.

Article IX

Ratification

1. These bylaws may be ratified by a majority vote of the voting membership.
2. The Executive Committee shall review the present bylaws at reasonable intervals to incorporate recommended amendments.

INCORPORATION FREQUENTLY ASKED QUESTIONS

1. **Should all Regional Organizations incorporate as not-for-profit entities?**

Yes. Incorporation is generally advisable. The principal advantage to incorporation is that the personal assets of directors and officers are generally not at risk if the corporation is sued or fails to pay its debts. (This is referred to as "limited liability.")

2. **How should a Regional Organization determine whether or not they need to incorporate?**

In general, the question is not "whether" to incorporate, but rather "where" to incorporate. (See question 7 below.) However, if a Regional Organization has already been formed as a trust or joint venture, special issues, which go beyond the scope of this reply, would need to be considered.

3. **If a Regional Organization does incorporate, should it also apply for 501(c)(3) tax-exempt status? What are the advantages and disadvantages?**

A Regional Organization that incorporates should apply for 501(c)(3) tax-exempt status from the Internal Revenue Service.

The principal advantages to tax-exemption under 501(c)(3) are (1) exemption from federal and state income taxation, (2) exemption in most cases from state sales taxes, and (3) deductibility of gifts as charitable contributions.

The main disadvantage to tax-exemption as a 501(c)(3) organization is that such an organization is subject to the 501(c)(3) limitations, such as the prohibition on engaging political activities and the limitation on the amount of permissible lobbying. In addition, tax-exempt organizations' exemption application (IRS Form 1023) and annual information returns (IRS Form 990) are open to public inspection.

At the risk of stating the obvious, the principal disadvantages to not applying for tax-exemption are, not surprisingly, being subject to federal and state income and sales taxes and not being able to solicit charitable contributions.

4. **It is our current information that if a Regional Organization's annual income is under \$5,000, it does not necessarily need to apply for 501(c)(3) tax-exempt status. Is this correct?**

This is not entirely correct. If a Regional Organization's annual gross receipts, on average, are not more than \$5,000 and if the organization is not a "private foundation", it does not need to apply for 501(c)(3) tax-exempt status. However, as monitoring an organization's private foundation status is difficult -- it involves the application of two technically complicated financial support tests on an annual basis -- it is generally simpler for an organization to apply for tax-exempt status.

A discussion of the financial support tests goes beyond the scope of this reply. Suffice it to say, however, that an organization that is supported in large part by donations or membership dues is probably not a private foundation. Thus, my guess is that most Regional Organizations are probably not private foundations.

For this purpose and for the purpose of question 6 below, gross receipts means basically all income, including dues, contributions, interest and dividends.

5. Does each Regional Organization need to file an annual tax return, whether or not it is incorporated?

Yes. Except as noted in the response to question 6 below, each Regional Organization must file an IRS Form 990 (Annual Return of Organization Exempt from Income Tax), whether or not it is incorporated. It is irrelevant whether the organization is incorporated.

6. It is our understanding that Regional Organizations that are incorporated as 501(c)(3) not-for-profit entities must file annual returns (IRS Form 990) if:

- income exceeds \$37,500 in year 1
- income exceeds \$30,000 in year 2
- income exceeds \$25,000 in any year thereafter.

Is this correct?

This is not entirely correct. A Regional Organization that is tax-exempt as a 501(c)(3) organization and that is not a private foundation (see question 4 above) must file an IRS Form 990 if its annual gross receipts are, on average, \$25,000 or less. For purposes of calculating the "average," the organization's current year and three (3) preceding years' gross receipts are taken into consideration.

A special rule applies to a Regional Organization that is newly incorporated as a tax-exempt 501(c)(3) organization and that is not a private foundation. In the case of a newly incorporated Regional Organization, its average gross receipts will be deemed to be \$25,000 or less if:

- its gross receipts in its first year of existence are \$37,500 or less;
- its average gross receipts in its first two years of existence are \$30,000 or less; and
- its average gross receipts thereafter are \$25,000 or less.

7. Should Regional Organizations incorporate in their own state or in Delaware, similar to the Academy?

A review of the local state corporate law is usually necessary to answer this question fully. However, it can be said with some comfort that Delaware is oftentimes the "better" jurisdiction for incorporation because of its well-established corporate law. In any event, incorporation in Delaware is only occasionally inappropriate for an organization.

8. What's the difference between "Articles of Incorporation" and "Bylaws"? Do Regional Organizations need both?

In a nutshell, articles of incorporation contain the Regional Organization's purposes, governance structure and certain tax provisions required by the Internal Revenue Service

for qualification as a 501(c)(3). The articles are required by state law to be filed with the appropriate state secretary of state's office. Bylaws, on the other hand, contain internal operating (i.e. corporate good housekeeping) procedures and are not filed with the state. Incorporated organizations need both.

9. What is a reasonable estimate of the costs a Regional Organization will incur to incorporate (e.g. legal fees, etc.)?

The costs for incorporation, including legal fees and state filing fees, would probably be in the \$1,500 to \$2,000 range for each new corporation.

10. What is a reasonable estimate of the costs a Regional Organization will incur to apply for 501(c)(3) tax-exempt status?

The costs for preparing and filing a 501(c)(3) exemption application, including legal fees and the IRS filing fee, are generally in the \$5,000 to \$8,000 range per application. However, if more than one Regional Organization were to apply for tax-exempt status, successive applications after the first one would be less expensive per application, provided that the organizations had similar purposes and activities (which I assume to be the case, without knowing for certain).

11. Do the officers of a Regional Organization bear any individual liability for actions taken on behalf of the Regional Organization? Should Regional Organizations carry Directors and Officers liability insurance ("D & O insurance")? Are there any instances when a Regional Organization might not require such coverage? Do professional liability policies provide any coverage for actions taken as an officer of a Regional Organization? Do personal "umbrella" policies provide any coverage for such liability?

Directors and officers of a Regional Organization may be, depending on the applicable state law, subject to individual liability for actions taken on behalf of the Regional Organization.

D & O insurance is almost always advisable, even if the organization is incorporated. D & O policies generally provide protection that is not offered under personal umbrella policies or other professional policies. Needless to say, each Regional Organization should review its specific needs and the terms of its specific insurance coverage (if already procured) with its professional insurance counselor.

ARTICLES OF INCORPORATION

ARTICLE I

Name

The Name of the Corporation is _____

ARTICLE II

Registered Office and Registered Agent

The registered office and agent of the Corporation in the State of _____ is _____

ARTICLE III

Corporate Purpose and Powers

The purpose of the corporation is to carry on non-profit educational activities related to the profession of child and adolescent psychiatry and to engage in any lawful act or activity for which non-profit corporations may be organized under the Law of _____. The State of _____.

ARTICLE IV

Conditions of Membership

The Corporation is not organized for profit and therefore does not have authority to issue capital stock. The conditions of membership in the Corporation shall be stated in the Bylaws.

ARTICLE V

Incorporators

The names and addresses of each of the incorporators are:

The powers of the incorporators are to terminate upon the filing of the Certificate of Incorporation.

ARTICLE VI

Initial Board of Directors

The number of directors constituting the initial Board of Directors is _____ () and the names and addresses of the persons who are to serve as the initial directors until the first annual meeting of the members of the corporation or until their successors are elected and qualify are:

We, the undersigned, being each of the incorporators herein names, for the purpose of forming a corporation pursuant to the Laws of the State of _____, do make this certificate, hereby declaring and certifying that the facts herein stated are true, and accordingly have hereunto set our hands and seals this _____ day of _____, 20__.

TASK FORCE ON ASSEMBLY STRUCTURE (April 1999 – September 2000)

The Task Force on Assembly Structure (Drs. Sandra Sexson, Richard Angell, Steven Cuffe, Martin Drell, David Fassler, Joseph Jankowski, Paramjit Joshi, James MacIntyre, Rachel Ritvo, Andrew Russell) was formed to carry out a major strategic planning effort examining both the structure and function of the AACAP Assembly of Regional Organizations and its regional organizations (ROs). It was charged to address issues of Assembly structure and membership, operations of the Assembly and its ROs, and issues of communication—within the Assembly and its members, with the governance of AACAP, and with other entities such as the APA, other professional organizations and regional legislatures. Its goal was to provide recommendations to facilitate membership representation, improve communication, and increase organizational effectiveness.

Action Items Already Approved and Instituted:

1. Assembly staff person position job description accepted and position filled
2. Dedicated extension/person for RO access
3. Job descriptions for Assembly Leadership and RO delegates accepted
4. Communication plan instituted – listserv and e-mail
5. RO to report officers/delegates to Assembly Administrator and Secretary in January of each year
6. Standardized mailings implemented to Assembly Delegates with specific action items identified and enclosures explained
7. Development and clarification of procedure for RO to bring issues to Assembly both for information and debate
8. Assembly Chair presently serving as ex-officio member of the AACAP Executive Committee
9. Assembly Executive Committee meeting monthly by phone between Assembly meetings
10. Initial proposal developed for procedures to bring new organizations into the Assembly
11. More formalized approach to liaisons with the AACAP components
12. Implement more formalized voting plan for Assembly voting procedures (see Tab 4, for voting procedures).

Next Step Action Items for the Assembly to Pursue:

- Reevaluate and adopt a recommendation for bringing in new organizations (Task Force on Regionalization vs. Statewide Organization is reviewing this).
- Support for Strategic Communication – listserv, email, website, and provision to provide accurate computer based directories for the Assembly and for regional organizations annotated to denote local member participation at a national level (committees, work groups, task forces, etc.)
- Implement orientation – both manual and orientation program at Assembly meetings
- Develop strategies for ROs efforts to increase recruitment efforts into child and adolescent psychiatry at medical student and postgraduate levels.
- Develop strategies for addressing voting issues related to representation
- Consider pros and cons for further standardization and organization of existing ROs

- Recommend no cost to delegates for attending Assembly meetings (lunch, registration and cost of assembly meetings). Note: The Executive Committee decided to defray one-half the costs of meeting up to \$50.

Assembly Survey Results

The Task Force on Assembly Structure (TF) used focus groups and survey instruments addressed to both Assembly delegates and their regional organizations and to members of the AACAP Executive Council and Executive Committee to gain input into the overall work of the TF. Early in 1999, the TF conducted a survey looking at four basic categories: Assembly structure, operational functions, strategic communications, and interface with other organizations. Forty-one of 56 regional organizations and six Council members responded to surveys and all members in attendance participated in Assembly and/or Council focus groups. The results of these endeavors are summarized in Tables 1-4. Enhanced communication at all levels from the AACAP national office to Assembly to regional organizations emerged as a high priority reflected ultimately in many of the recommendations of the Task Force.

General Information

<i>Regional Organization Functioning</i>
Officers and Elections Wide variability in timing of elections: Length of term: 71% serve for 2 years – Range 1-3 years
Regional Organization Meeting Attendance: Average = 19 Range = 5-50
Trainee involvement: RO with leadership positions for trainees – 25% RO who sponsor special events for trainees – 33% Trainee attendance at RO events – Average = 8 Range = 0-20
Formalized Activities of Regional Organizations (Top 3) <ul style="list-style-type: none"> ● Seminars/didactic events (100% with range from members only, members + other mental health professionals, members + other medical disciplines, and members + general public) ● Participation in public forum sponsored by others (~ 20 %) ● Speakers' Bureau (~ 15 %)

Top Five Most Important Functions of Regional Organizations Ranked by Delegates and the AACAP Leadership

1. To improve the mental health of children and their families
2. To bring issues of local importance to the AACAP's attention
3. To serve as advocates in federal, state, and local legislative and policy making arenas
4. To provide continuing medical education for child and adolescent psychiatrists and

- set a “community standard” through peer consultation
5. To create a professional identity among child and adolescent psychiatrists through peer group interactions and support

Assembly Functions

1. To support the AACAP initiatives
2. To bring grass roots issues from the regional organizations to the AACAP
3. To serve as training ground for the AACAP leadership
4. To nominate and elect officers to serve in Assembly and on the AACAP Council
5. To recommend Assembly awards and grants
6. To relate effectively to the regional organizations, to the AACAP Council and Executive Committee and to the National office in order to influence agenda and policy

Regional Organization Functions

1. To improve the mental health of children and their families
2. To bring issues of local importance to the AACAP through the Assembly
3. To advocate for/against legislation at the federal, state and local levels
4. To provide CME, set a “community standard,” and provide peer consultation
5. To create a professional identity through peer group support
6. To liaison with other medical (or) mental health groups in their area such as their local/regional chapters of the AMA, APA, AAP, etc.

HINTS FOR NEW/STRUGGLING REGIONAL ORGANIZATIONS

Communications

- Set up email list of members. National office can help with this. (Call Assembly Administrator #115)
- Decide what information should be sent out (Minutes, AACAP information, mandatory communications) and then plan strategy for sending it out.
- Communicate early and often. One email is not enough. Sending more than one email solves the problem of emails being too early (I forgot) or too late (I already had something planned).
- Decide who sends out the emails to prevent the “I-thought-you-were-going-to-send-it” syndrome.
- Consider conference calls for out of town members when meetings are being held.
- Consider using telemedicine set up at medical school or mental health system for meetings.
- Consider moving meetings around to different geographic sites (sub-regional meetings).
- Consider a website, an email newsletter, or a paper newsletter. National office can provide you with examples from other regional organizations.

Infrastructure

- The goal is to have an infrastructure that will allow regional organization to function if the President is weak, ill, or distracted.
- Have bylaws. Models can be received from national office. (see page XX for sample)
- Modify bylaws to your situation. Remember that bylaws are not policies and procedures. They hit on the big points and should allow for flexibility. (Example: There shall be committees set up to carry out the mission of the regional organization vs. spelling out every single committee that will be used.)
- Make sure there are clear dates/times for transitions to occur. When are elections? (Note: The Assembly is trying to standardize elections across regional organizations so that terms begin and end with the calendar year)
- Do you have a clause for removing someone from office? There have been regional organizations that have had problems for lack of such a clause.

- Create a calendar of events based on your expectation of the number of meetings per year, elections, billing cycles. People get busy and forget.
- Define who is on your Executive Committee (officers and delegates) and what they do. Then schedule regular Executive Committee meetings, preferably before regular regional organization meetings so that topics and issues can be coordinated.
- Have a set of goals and objectives for the year. Before doing this, check with goals and objectives of the Assembly and the AACAP. Remember to convey to your regional organization important news from the twice-yearly Assembly meetings and interim communications.
- Decide whether you are going to defray or pay the costs of your council's delegates. Paying will ensure better attendance, but can be costly. If you don't defray costs, you may be, especially for the APA linked meeting, limiting your representation to those already going or certain categories of your membership like those in Academics whose departments pay their way to APA.
- Consider spending a small amount of money for secretarial support. Many regional organizations use the secretaries of their members especially those in Academics. This can skew who gets elected (let's elect so and so, as he/she has a secretary).
- Keep minutes, however slight, of all meetings with a TO-DO list that acts as a guide for the next meeting. Have a place to keep these minutes with a back-up. One regional organization lost their entire history in a house flood. Send minutes to all members.
- Create a bank account with more than one signature and a clear process for changing signatures. Keep record of account number with back-ups. Often months pass before the switch-over in bank signatures gets completed, which delays payments.
- Be sure to have fiscal checks and balances concerning money. Have money dealt with by more than the treasurer even if he/she is duly elected by the council. Think through issues of fiduciary responsibility.
- Consider what dues are and what they can be spent for. Should they get used for food and meetings? To pay for memberships for all CAP residents? General residents interested in CAP? To invite speakers? To defray part of or the total cost of sending delegates to Assembly meetings? To hire someone to do secretarial work? Have a system for keeping track of dues cycles and moneys sent in. One regional organization didn't send a bill out for two years. They solved their problem by having the AACAP bill for them.
- Have the AACAP bill for your council. It's worth the cost. (see page XX for information)

- Decide whether you wish subcommittees (Note: Subcommittees can be a way of involving/empowering people in addition to being an effective way to get work done).

The Actual Meetings: Topics and Logistics

- Evaluate what other child-related groups exist in your area that may dilute the pool of potential members or interest in your regional organization. These groups are often APA-related, MHA-related, the Adolescent Society, your local boards. Consider joint meetings, collaboration or merger (if child and adolescent psychiatry based).
- Consider having meetings at one of the officer's houses. This often increases membership if only out of curiosity?
- Consider having meetings at fancy restaurants. Food is an important ingredient of many meetings.
- Consider getting CME units for your presentations.
- Consider "outside" speakers.
- Do apply for AACAP awards that fund outside speakers.
- Many regional organizations have "Big Pharma" sponsor parts of their meetings.
- Make alliances with local Child Divisions if they exist in your Region. Invite the residents. Have them provide speakers, especially new faculty members. There can be linkages that include communications re: Grand Rounds.
- Consider reports from local advocacy groups or APA-funded lobbyist or representatives from State or Regional Office of Mental Health.
- Consider an agenda for the meeting to give the illusion of structure. This should include things like:
 - Call to order
 - Review past minutes
 - Announcements
 - Old Business
 - Communications
 - Things you'd like to know from other members
 - Things you'd like to tell other members
 - Things the Academy and its Assembly would like you to know
 - Formal Presentation
 - New Business
 - Adjourn

Note: As the meetings can be quarterly, the minutes, if they include To-Do items, can assure continuity.

- Remember to invite residents and trainees. Consider a mentor/liaison for each of them.
- Consider a part of each meeting dedicated to what members are doing professionally.
- Consider meeting with another council in your region.

History of the Assembly of Regional Organizations of the American Academy of Child and Adolescent Psychiatry

Robert C. Prall, M.D., Life Fellow AACAP, APA, APsana, IPsanA, History Committee AACAP, Former Secretary AACAP (1965-1969) (from the AACAP News, MAY-JUNE 1993 issue)

The minutes of the first sixteen years of the Academy (1953-1969) reveal a fascinating history of the development of the Regional Organizations of Child Psychiatry and their relationship to the Academy.

The Academy was developed by leaders in Child Psychiatry disenchanted with the multidisciplinary meetings of the American Orthopsychiatric Association who felt the need of a forum for child psychiatrists on a higher level. At a planning meeting held on February 24, 1952 in Atlantic City, a Committee on Organization was established. Criteria for membership, a list of proposed charter members, and the aims and purposes of the Academy were set forth.

At the first meeting of the Academy on February 22, 1953 with 54 members present, **George Gardner** was elected President, **Fred Allen**, Vice-President, Frank Curren, Secretary, and **Mable Ross**, Treasurer. Dues were set at \$10.00 per year for the first several years of the Academy.

The first mention of regional meetings in the minutes was at the Council meeting on January 25, 1959. The Academy was struggling to define itself, its membership criteria, and its *modus operandi*. Regional meetings were designed where "the membership of the Academy could indicate its opinions as to the form which the Academy should follow in relation to meetings and committee structure," and thus help to define its identity (p. 73, Academy Minutes Book).

By the Council meeting on March 15, 1959, six regional groups had met and reported a variety of ideas. They included Philadelphia, Boston, Chicago, Ohio-Kentucky, The West Coast, and New York.

On December 6, 1959, Council proposed that regional group meetings be held "in which younger people in the field of child psychiatry can participate" (p. 93). Dr. Weinreb was appointed national chairman for regional groups. At the Council meeting on March 6, 1960, he reported that sixteen regions had been delineated.

On May 8, 1960, eleven regions were represented at the business meeting. The aims of the regional groups were "to provide for regional communication ... leadership in stimulation of younger colleagues to meet standards, hold scientific meetings, establish study commissions" (p. 109). "Home rule" was to be allowed.

On October 7, 1960, the Regional Chairman reported difficulties organizing regions particularly in Michigan, Ohio and Texas. Los Angeles had made a beginning, while New York and Chicago had met and focused on the Academy Research Committee's work. Denver was unenthusiastic, while the Southeast and the Baltimore-Washington groups had held preliminary meetings.

On October 8, 1960, at the first independent Academy two-day meeting in Hershey, Pa.,

attended by 66 members, the regional representatives met. At the Council meeting on December 11, 1960, it was suggested that regional groups assist in nominating new members by acquainting the Academy with their caliber. A definitive relationship between the Academy and the regional groups was encouraged.

At Council on March 25, 1961, Dr. Weinreb reported difficulties in regional activities which "included the problems of including more or less untrained people in the scientific meetings and the possible need for an organization other than the Academy which could represent all the people working in child psychiatry" (p. 133). This theme would reverberate with considerable ferocity and a great deal of affect and turmoil throughout the early years of the Academy.

By the May 7, 1961 Council Meeting, Dr. Weinreb reported difficulties in organizing regional groups in sparsely populated areas and problems in large centers where the groups' other participants far outnumbered the Academy members. Encouragement of local autonomous groups was urged with "no organic connection between local groups and the Academy" (p. 140).

By the Council meeting September 30, 1961, I was appointed Chairman of the Regional Planning Committee, and at the May 6, 1962 Council meeting, I reported a survey of the Regional Councils (p. 182-183). Five regions had organized with one in the process. The Regional Group movement was still in its infancy.

In October 1965 at the Council meeting, "There was discussion of the need to support the burgeoning regional councils and to begin to clarify standards for the constituency of these groups" (p. 237). The question of relationship of regional councils to the Academy was referred to the Reference Committee, a quasi-executive committee.

By October 1966, the thorny issues of the regional groups occasioned much discussion by Council. The Reference Committee recommended "a) encouraging all child psychiatrists to attend an annual meeting within the area, sponsored by the Academy, b) offering organizational services to regional councils or to regional groups wishing to form regional councils; c) ... serving as catalyst within the region to encourage child psychiatrists to aspire to meet Academy Fellowship standards" (p. 267).

Many of those outside the Academy felt discriminated against by the exclusiveness of the Academy and there was talk of beginning another, broader national organization. The reverberations of this discontent were heeded by the Academy, and at Council meeting on September 29, 1967, a resolution was introduced which "pointed to the need for a broader based organization of child psychiatrists to represent and speak for the profession as a whole" (p. 295).

After a heated discussion at the Business Meeting, a membership vote on opening the Academy membership to all adequately trained child psychiatrists by application was planned. The mail vote heavily favored expanding the Academy and allowing application. Within the next year the number of members jumped dramatically to over 600.

Under Dr. **Sid Berman's** leadership, the Academy grew rapidly. He envisioned an Assembly similar to the Assembly of District Branches of the APA to provide a powerful vehicle to express the concerns of members at the local level to the officers and membership at large, and he appointed Dick

Cohen to help organize this plan. It took two years of effort to effect a beginning.

In 1970, each region elected delegates to a meeting in Denver of thirteen regional groups. It was unanimously decided that an affiliation should be arranged. There were many questions to be resolved: What was a regional council? Would small organizations have as much power as larger ones? How would they be represented in the governance of the Academy? There was great diversity in the groups as well as much contention.

After further planning, at a meeting in Dallas on April 30, 1972, a Provisional Assembly of Regional Organizations of Child Psychiatrists was formed. **Tom Haislip** was elected Chairman, **Gerald Brody**, vice-chairman, and **Larry Stone**, recorder.

At the Provisional Assembly meeting April 30, 1972, the purposes of the Assembly were agreed upon: (1) to provide an intermediate body to promote communication and affiliation between the regional organizations, (2) to promote the affiliation of the Provisional Assembly with the American Academy of Child Psychiatry through representation to the Council of the Academy, (3) to work toward integration of the Provisional Assembly into the Academy. Each region was to have one voting delegate and one alternate to serve for the duration of the Provisional Assembly. The chairman, vice-chairman and recorder were appointed as a steering committee and as liaisons to the Council of the Academy Council.

Sid Berman (Academy President 1969 - 1971), followed by **Al Solnit** (1971 - 1973), skillfully engineered the relationship between the Academy and the Assembly.

On June 4, 1972, at a meeting in Washington, D.C. of the Assembly and the Academy Executive Committee, it was recommended that there be one representative to the Council for each four regional organizations. As the number of regional councils increase, the four-to-one ratio would continue until there were five Council members elected from the regions and four at-large members. A minimum of 20 Academy members could form a regional council with some flexibility for certain areas of the country.

At the October 11, 1972 meeting, funding for the Assembly was agreed upon at \$1,200 per year via direct taxation of the regions. Dr. Staples, Academy Bylaws Committee chairman, worked with the Assembly Sub-committee on Bylaw Changes. Regional groups' Fellow delegates would serve on the Assembly for three years. With nearly 20 regional groups, five Council members from the Assembly were proposed.

By the May 29, 1973 Council meeting in New York, draft bylaws were approved in principle and referred to legal counsel. By the October 1973 Academy meeting, the bylaws changes had been overwhelmingly approved by the Academy membership with only nine dissenting votes, and the Assembly came into being.

On October 17, 1973, at the Assembly meeting in Washington, D.C., Tom Haislip was elected chairman, **Dick Cohen**, vice-chairman, and **Larry Silver**, secretary-treasurer, and Council delegates were elected. The chairman automatically became a delegate to Council for a two-year term. A membership fee of \$100 per regional group was established. Since that time, regular annual Assembly

meetings have been held at all Academy Annual Meetings.

Close liaison between the regional and national committees was promoted as Dr. Noshpitz, Academy President (1973-1975), appointed regional committee members to national committees, and Assembly Council members were assigned to committees. To facilitate communicating grass root thinking to the Academy, Assembly meetings occurred before the Council meetings. By the October 1975 meeting, the Assembly had grown to 22, which covered 85% of the Academy. Requests to join the Assembly came from Canada and Mexico.

The relationship of the Assembly to the Academy has recently been further consolidated as, in order to join the Academy, one must also join a regional organization. **John Dunne**, Assembly chairman from 1989 to 1991, reported that during his term of office, two major developments occurred. One was dual membership. Again, there were autonomy issues. At first the Assembly delegates felt the Academy was trying to rush things, and some resented being forced to join the Academy. Some groups, including Washington State, eagerly accepted the concept and the plan was adopted. Bylaws changes were passed in September 1989, providing a grace period from January 1, 1990 to January 1, 1991 after which new members must join both the Academy and a regional organization.

Secondly, during this period the Assembly changed from a deliberative body making recommendations, to a "power block" whose votes meant something. They became task-oriented, presenting ideas to the Academy for action, and the Council looked to the Assembly for approval of new ideas. The Assembly had grown from about 47 to approximately 52 regional groups during Dr. Dunne's term. Assembly growth has paralleled Academy growth as more regional groups have developed. At present there are 55 regional groups represented.

The dramatic changes shaking the foundations of the Academy in the 1960's led to developing a remarkably effective nationwide organization which can and *does* truly represent child psychiatry and child welfare. The creation of the Assembly proved to be a very successful idea which has greatly facilitated exchange of ideas between the regions and the Academy.

I was familiar with the early stages of these changes since I recorded all Council and Academy meetings between May 1965 and June 1969. Subsequent material comes from recollections of Sid Berman, Al Solnit, Tom Haislip, Richard L. Cohen and John Dunne whom I wish to thank for their helpful contributions to this review. I hope that this overview of the origins of the Assembly of Regional Organizations of Child Psychiatry will prove of interest to those who were not directly involved in the often heart-wrenching struggle which took place in the early days of the Academy.

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List of Components, Chairs, E-mails and Staff Liaisons

(As of 10/28/07)

* Cluster Liaison assignments are always subject to change.

Committee Name	Chair/Co-chair	Staff Liaison	Cluster Liaison*
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