

**CLINICAL AND ACADEMIC ASSOCIATE ORGANIZATION (CAAO)  
SEATTLE PSYCHOANALYTIC SOCIETY AND INSTITUTE**

**POLICIES AND PROCEDURES**

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## **ARTICLE 1: NAMES**

The name of this organization shall be the Clinical and Academic Associate Organization, Seattle Psychoanalytic Society and Institute, Seattle, Washington (hereafter called "the Organization" or "the CAAO").

The collective members of the Organization (as outlined below in Article 4) shall be hereafter called "the Membership."

General Meetings of the Membership (as outlined below in Article 7) shall be hereafter called "Meetings of the Membership."

## **ARTICLE 2: POLICIES AND PROCEDURES**

This document constitutes the Policies and Procedures of the Organization. The Organization is governed by the Policies and Procedures contained herein. Amendments to these policies and procedures can be made at any official Meeting of the Membership in which a quorum has been reached by a vote of two-thirds (2/3) of present members.

## **ARTICLE 3: PURPOSE**

The purpose for which the Organization operates is as follows:

- A. To represent the common interests, goals and concerns of the members to the administrative and educational leadership of the Seattle Psychoanalytic Society and Institute, the American Psychoanalytic Association, national candidates' organizations (Candidate Council) and other relevant parties.
- B. To provide a regular forum to consider and conduct Associate business and to promote and support the educational experiences of members.
- C. To foster communication, collegiality and social activities among the members.
- D. To support the professional and academic activities of the members.
- E. To serve as a conduit of information to the members from outside the bodies and individuals.

## **ARTICLE 4: MEMBERSHIP**

Membership shall be open to all Clinical and Academic Associates who are current in their dues obligation to the Organization for the fiscal year which will coincide with the start date of that academic year. If a member meets these criteria, he/she may remain a member until the time of graduation from the Institute.

- A. Individuals are eligible for membership upon acceptance to the Seattle Psychoanalytic Society and Institute (SPSI).
- B. Dues are payable on an annual basis.
- C. Dues are set by the Steering Committee and due to the Treasurer by November 1.
- D. Associates who are on leave from SPSI may remain members.

## **ARTICLE 5: OFFICERS**

### **SECTION 5.1: STEERING COMMITTEE**

The officers of the Steering Committee of the Organization shall be the President, President-Elect, Secretary, Treasurer, and Alternate.

### **SECTION 5.2: JURISDICTION**

5.2.A. The business and affairs of the Organization shall be conducted by the Steering Committee, which may exercise all powers over the Organization, and do all such lawful acts as permitted by these policies and procedures.

5.2.B. It is the responsibility of the Steering Committee to facilitate the legislative process by encouraging the Organization's members to submit in writing, agenda items for new business consideration at its regular Committee meetings. If any submitted item is, upon proper discussion of the Steering Committee, determined to be relevant to the interests of members of the Organization as a whole, then such items shall be submitted to the Committee for further review and consideration or submitted for general membership discussion, or both. Other functions of the Steering Committee may be found in Section 8.2.A.

## SECTION 5.3: ELECTIONS

5.3.A. A call for nominations from the Membership shall be made by written notice and also announced at a Meeting of the Membership before April 15 of each election year. Nominations shall be for the offices of President-Elect, Secretary, Treasurer, and Alternate. Nominations may be made verbally during a Meeting of the Membership or may be given by written notice to the President. Only those members in good standing in the Organization may qualify for the position of officer. The President will announce the close of nominations at a subsequent Meeting of the Membership; this may be the same meeting in which elections are held.

5.3.B. Elections will be held at a following Meeting of the Membership, no later than May 15. The Elections must be announced in advance by e-mail to the Membership. Members who will not be able to attend the meeting may provide their proxy votes to the current President by e-mail.

5.3.C. Voting shall be in the form of a hand count if the nominee is running unopposed. If two or more nominees are running, then a secret paper ballot will be used. Nominees receiving a plurality of the votes cast shall be elected.

5.3.D. Voting members are all active members.

5.3.E. The slate shall include the positions of the President-Elect, Secretary, Treasurer, and Alternate.

5.3.F. No later than May 31 of each year a general notice will be forwarded to all members stating the outcome of the election of officers.

5.3.G. In the event that an office is shared by two individuals, one will be designated on a ballot as primary officer. The primary officer will have final voting authority on matters in which the co-officers dispute or disagree.

## SECTION 5.4: TERM OF OFFICE

5.4.A. The term of office shall be one year and shall begin on June 1 of each year. Should the President be unable to complete a term of office, the President-Elect shall become President for the remainder of that term.

5.4.B. The President-Elect will assume the Presidency in the year following his or her term as President-Elect.

5.4.C. In the event any officer other than President should be unable to complete a term in office, the position shall be filled by the Steering Committee.

## SECTION 5. REMOVAL FROM OFFICE

An officer of the Organization may be removed from office by a vote of two-thirds (2/3) of the membership in good standing, at any regular meeting, or any special meeting called for that purpose.

## ARTICLE 6: POWERS AND DUTIES OF OFFICERS

### SECTION 6.1: PRESIDENT

The President :

- Will be the chief executive officer of the Organization, and as such shall coordinate the activities of the Organization, including serving as the Chair of the Steering Committee.
- Will be the sole authorized representative to speak or write on behalf of the Organization's policies, procedures, or positions, to any member or officers of and external or affiliated agency or association.
- Will determine the dates for Meetings of the Membership and prepare the agenda and preside at Steering Committee and Membership meetings.
- Will provide the dates for Meetings of the Membership to the Chair of the Curriculum Committee and the SPSI Administrator by a mutually agreed upon date to inform him/her about our schedule and have it included in the Core Curriculum Academic Schedule that is published at the beginning of the academic year. The President may change the meeting dates throughout academic year as necessary, and does so in communication with the Chair of the Curriculum Committee.
- Will appoint all Organization Committee Chairpersons excepting those stipulated within these policies and procedures,
- Will serve as member ex-officio on any standing or ad hoc Organization Committees.
- Will serve on the SPSI Faculty Coordinating Committee,
- Will attend Faculty Meetings, and will keep the Membership apprised of important policy issues which arise in the workings of the Faculty or of SPSI as appropriate.

## SECTION 6.2: THE PRESIDENT-ELECT

The President-Elect:

- Will be a member of the Steering Committee.
- Will, in the event of the temporary or permanent absence of the President, assume all the duties and have the authority of the President.
- Will serve on the SPSI Faculty Nominating Committee.
- Will attend Faculty Meetings as requested by the President, or by vote of the Membership.

## SECTION 6.3: THE SECRETARY

The Secretary:

- Will be a member of the Steering Committee.
- Will keep and distribute minutes of the Meetings of the Membership, maintain the records of all meetings of the Organization and records of all official correspondence.
- Will maintain a list of members and their current e-mail addresses
- Will send a copy of the Policies and Procedures of the Organization to any new member.
- Will send e-mail notices and reminders of upcoming Meetings of the Membership to the Membership, faculty, and SPSI Administrator in the week prior to the meeting.
- Will file the meeting minutes with the SPSI Administrator.
- Will attend Faculty Meetings as requested by the President, or by vote of the Membership.

## SECTION 6.4 THE TREASURER

The Treasurer:

- Will be a member of the Steering Committee.
- Will supervise the collection and expenditure of all income. The Treasurer's signature will be necessary for the withdrawal and expenditure of funds.
- Will be responsible for submitting a proposed annual budget, based on previous year's statement of finances, for approval by the Steering Committee by October 15. Once thus approved, this will be provided to the Membership.
- Will be responsible for submitting an annual statement of the Organization's finances to the Steering Committee by April 15 of each year. Once approved

by the Steering Committee, the Treasurer will submit this statement to the Membership.

- Will attend Faculty Meetings as requested by the President, or by vote of the Membership.

#### SECTION 6.5 THE ALTERNATE

The Alternate:

- Will be a member of the Steering Committee.
- Will step in for the Secretary when that officer cannot attend Meetings of the Membership.
- Will supervise the selection and awarding of the Faculty Teaching Award, for recognizing an outstanding Faculty member annually. Nominations are submitted in writing by a deadline to be determined by the Steering Committee. The nominations will be discussed at a Meeting of the Membership, and the decision will be determined by a majority vote by secret paper ballot.
- Will attend Faculty Meetings as requested by the President, or by vote of the Membership.

### **ARTICLE 7: MEETINGS**

#### SECTION 7.1: REGULAR MEETINGS

7.1.A. The Steering Committee shall meet at least three (3) times, and more as needed, each year.

7.1.B. General Meetings of the Membership are to be held through the Academic Year, with a minimum of six (6) meetings per year. The meetings will occur between the Case Conference and the Second Class and the Case Conference will be shortened by fifteen (15) minutes so that it ends at 1:15 p.m. instead of 1:30 p.m. and the Second Class will also be shortened by fifteen (15) minutes so that it begins at 2:00 p.m. instead of 1:45 p.m.

7.1.C. Committees shall meet as often as needed to fulfill their functions.

#### SECTION 7.2: RULES OF ORDER

All Organization meetings shall be conducted in accordance with Robert's Rules of Order, except that Robert's Rules may be suspended by a majority of the members present, provided that no such suspension shall extend beyond the meeting in which it is voted.



### SECTION 7.3: ESTABLISHMENT OF MEETING AGENDA

The President sets the agenda for meetings of the Steering Committee. The President also sets the agenda for Meetings of the Membership, with the advice of the Steering Committee. Additional agenda items may be suggested to the President in writing by Organization members.

### SECTION 7.4: NOTICE OF MEETINGS

The Secretary will send written notice of Meetings of the Membership, stating the meeting time, place, and the agenda of business for which any vote is to be taken. This notice shall be distributed to the Membership no less than one week before such meeting. No vote on any business may be taken unless the notice for the meeting has specified that such voting will take place. This requirement may be waived if the members in attendance constitute a quorum, and by a two-thirds (2/3) vote waive this requirement.

### SECTION 7.5: DEFINITION OF QUORUM

7.5.A. For transacting any business coming before the general membership, a quorum of 25% of eligible voting members (those in good standing) must be present. Academic Associates will absent themselves from voting on issues pertaining solely to Clinical Associates.

7.5.B. All voting at meetings shall be by: (a) show of hands, or (b) voice vote unless the presiding officer, at his or her own initiative calls for a secret ballot, or upon the request of two members calling for a secret ballot.

7.5.C. All actions of the Membership shall require a simple majority of the eligible members present, except where otherwise noted.

7.5.D. If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting to such time and place that they may meet. Upon fourteen (14) days written notice to the Membership, those in attendance at the second meeting, although less than a quorum as fixed in this Section, shall nonetheless constitute a quorum for the purpose of conducting Organization business.

7.5.E. A quorum of the Steering Committee is defined as the presence of the President, plus two (2) members of the Steering Committee.

## **ARTICLE 8: COMMITTEES**

### **SECTION 8.1: STATUS AND FUNCTION**

8.1.A. There shall be such standing and ad hoc Committees and subcommittees of the Membership as may be necessary to enable the implementation of the goals and functions of the Organization.

8.1.B. The chairperson of each Committee is appointed by the President for a period of one year.

8.1.C. The membership of the Committees, with the exception of the Steering Committee, is on a voluntary basis.

8.1.D. Committee memberships and chair position can be renewed for a term of one year.

### **SECTION 8.2: STEERING COMMITTEE**

8.2.A. The Steering Committee consists of the President, President-Elect, Secretary, Treasurer, and Alternate.

8.2.B. Functions of the Steering Committee are:

- (1) Determine the agenda for general membership meetings.
- (2) Revise articles of association as needed and present to the general membership for approval.
- (3) Establish new standing or ad hoc Committees as needed and recommend dissolution of existing Committees when no longer needed.
- (4) Determine annual duties to be approved by the general membership.
- (5) Approval of the Treasurer's budget for the Organization.
- (6) Resolve any disputes concerning membership status.
- (7) Vote on issues affecting the Associates at Faculty Meetings
- (8) Encourage membership in SPSI Faculty Committees.

8.2.C. Steering Committee members each have one vote at Faculty Meetings, as has been determined by the SPSI Faculty. Steering committee members may vote

at any meeting they choose to attend. However, if any Member of the Organization feels that there is a vote in an upcoming Faculty Meeting that bears on the welfare of the Clinical or Academic Associates, they may submit a "Request for Faculty Meeting Vote" to the President. At the next Meeting of the Membership, the President will announce the issue, and the Membership can request, by majority vote, that the five members of the Steering Committee attend the relevant Faculty Meeting and participate in the vote in question. If there is not sufficient time for the President to bring the issue to the Membership, then she may use her own discretion to request that the members of the Steering Committee attend and vote at the relevant meeting.

### SECTION 8.3: SYMPOSIUM COMMITTEE

8.3.A. The Symposium Committee consists of the Symposium Committee Chair, and any number of assistant committee members as determined and approved by the Symposium Committee Chair.

8.3.B. The functions of the Symposium Committee are:

- 1) Coordinate dates of the symposia with the Curriculum Committee Chair.
- 2) Plan and execute 3 annual symposia, one each trimester.
- 3) Take steps to ensure that the symposia topics are based on current Clinical Associate interests and educational need.
- 4) Gather formal evaluations for each symposium from all attendees. These evaluations should be submitted to the Training Analyst and Curriculum Committees.

8.3.C. The Symposium Committee must ensure that at least one topic each academic year is devoted to issues pertaining to diversity.

8.3.D. The Symposium Committee is not a mandatory committee. Should no Clinical Associate accept appointment as Symposium Committee Chair, there will be no Symposium Committee (and thus no symposia) the following academic year.

8.3.E. The Clinical Associate body may vote in any year to not proceed with the symposia the following year. Such a vote will result in an additional session of Case Conference each trimester.

### ARTICLE 9: OPINIONS OF THE ORGANIZATION

From time to time, the Organization may issue opinions or take positions on various matters pertaining to the educational course of Associates. The President, or a person or sub-committee designated by the President, will author these Opinions. These Opinions, if reached by at least two-thirds (2/3) of the votes cast on the Opinion will be known as the "Majority Opinion."

An Opinion reached by at least two-thirds (2/3) of the remaining voting members will be known as the "Dissenting Opinion" and will carry the full endorsement of the Organization as representing a minority view of the Organization.

## **ARTICLE 10: ASSOCIATE REPRESENTATIVES TO FACULTY COMMITTEES**

Clinical and Academic Associates are encouraged to participate in Faculty Committees. Each Faculty Committee allows a certain number of Associates to be members, and to participate in the workings of the committee with full or limited privileges, as determined by the Committees themselves.

### **10.1 TERM OF FACULTY COMMITTEE MEMBERSHIP**

Clinical Associate (CA) members on Faculty Committees serve for a two-year term. Each two-year term begins and ends in September every other year, coinciding with the start of curricular years 1 and 3. At the end of each two-year term, all CA committee positions open up and are available for new members. In order to encourage committee service by all interested CAs, including the incoming class, any CA may volunteer to join any Faculty Committee that includes CA members. CAs who have served previously on a Faculty Committee are eligible to volunteer again for the same committee.

If the number of CAs volunteering for a particular Faculty Committee exceeds the number of spaces on the committee for CAs, there shall be informal efforts to resolve the matter (e.g., discussion, coin toss, etc.). If efforts to resolve the matter informally are unsuccessful, it will be decided by vote of the CAAO membership. The vote will be conducted by paper ballot, email or other electronic means.

**AMENDMENT I: Guidelines For Support and Communication Between Faculty and Associates at Times of Trial and Tribulation at SPSI**

*Approved: 10/26/2012*

CAAO PRESIDENT (or Designee): The CAAO President will be the point person responsible for helping to oversee the coordination of communication and assistance to the Associates in the event of a situation posing a potentially grave impact on the Associate body. Examples of such situations include but are not limited to the following: Faculty-ratified ethical finding; divisive conflict/schism among faculty at the Institute; a faculty member in crisis involving illness; a suicide; a grievance being brought against an instructor, supervisor, training analyst, officer or committee at the Institute; a legal crisis.

In such situations, the CAAO President is strongly encouraged to:

I: Arrange, in conjunction with the Institute Director and the CAC Chair, to facilitate discussions and/or debriefings, during CAAO meetings, Case Conferences, or other specially scheduled meeting times. Consideration should be given to including the respective class CAM's in this process.

II: Collaborate with the Curriculum Committee Chair to explore a range of options for assistance, which may include the possibility of establishing process groups and/or educational seminars.

III: Communicate with the Institute Director and Faculty Chair to ensure that the Associate group is both notified in advance, and encouraged to attend, faculty meetings where such situations are discussed.

IV: Collaborate with the Institute Director and the Curriculum Committee Chair to consider the impact on the Associate group of involved faculty member(s) continuing to teach.

V: Inform the Associate group as a whole that if any members are in a training analysis or consultation with a faculty member named in an event posing a potentially grave impact on the Associate body, that confidential consultation both within and/or outside the SPSI community can be sought. The CAAO President will remind Associate members that the CAC Chair will help to arrange this. Under these exceptional circumstances consideration may be given to SPSI defraying the cost of a one-time external consultation. Such a decision would be decided by the SPSI Board of Directors.