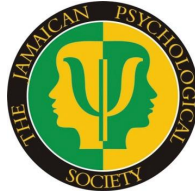
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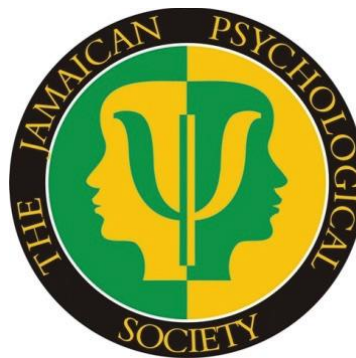
The Bylaws for the Jamaican Psychological Society (JamPsych)

DOCUMENT HISTORY

AUTHOR(S):	EXECUTIVE COMMITTEE: Dr. Kai Morgan, Dr. Joan Latty, Dr. Makesha Evans, Dr. Samantha Longman-Mills, Dr. Michele Strudwick-Alexander, Mrs. Rosemarie Voordouw, Mr. Matthew McKenzie, Dr. Lester Shields	DATE:	August 21, 2015
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REVISION NUMBER	DATE	AMENDMENT (<i>inc. page</i>)	NAME	APPROVED BY
1.0	24/02/2016	Amended membership categories; 4.11.1.2 pg 11	Davaski Walters	Exec Team
2.0	15/04/2016	Amended function of President and Immediate Past President; 4.11.1.2 & 4.11.2, pg 11	Kai A. D. Morgan	Exec Team
3.0	01/01/2017	2.8.1 pg 6	Davaski Walters	Exec Team
4.0	02/01/2017	Added function of Counsellor Executive; 4.11.10, pg 14	Kai A. D. Morgan	
5.0	08/05/2018	<ul style="list-style-type: none"> • Added the time required after a criminal offence before membership can be conferred. 2.5, pg 5. • Requirement for affiliate status changed from bachelors to any 'course of study'. 2.8.1 pg 6. • Added the requirement for a status letter for student members. 2.10.1, pg 6 	Samantha Longman-Mills	Exec Team


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BYLAWS

The Jamaican Psychological Society

Preamble

The bylaws contained within this document serve as the constitution for the Jamaican Psychological Society (JamPsych), and supersede all Jamaican Psychological Society regulations, policies, or guidelines that may conflict with it. In these bylaws the word “Society” means the Jamaican Psychological Society. These bylaws can be amended only by a majority vote of the membership. However, in extraordinary situations as advocated by the President, amendments can be made by a vote of the Executive Committee and if successful, become effective at the close of the Executive meeting. However, changes to the bylaws based solely on the vote of the Executive Committee, shall be presented to the membership, so it can be repealed, amended and/or adopted by the membership. The repeal or amendment of any Society’s rule, or the addition of a new rule, becomes effective at the close of the day at which it was adopted or repealed.

Article 1: Vision, Mission, Core Values & Objectives


1.1 Vision:

The Jamaican Psychological Society aspires to be the professional body for psychologists and counsellors in Jamaica; while exemplifying high professional standards, providing quality continuing education, ensuring public awareness and advancing psychology and counselling as a profession.

1.2 Mission:

To promote the development of professional psychologists and counsellors; and uphold ethical standards, conduct, and respect for diversity in the practice of psychology and counselling.


- 1.3** The core values of the Society are: integrity, accountability, transparency, professionalism, inclusivity/inclusiveness, cultural relevance, social responsibility and respect for diversity.

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- 1.4** The strategic objectives of the Society are:
- 1.4.1** To protect the public by advocating for the highest professional standards amongst psychological and counselling practitioners in Jamaica.
 - 1.4.2** To enhance the professional practice of psychology and counselling in order to serve the nation and its psychological needs.

Article 2: Membership

- 2.1** The Society shall consist of four classes of members: Full members, Affiliate members, International Affiliate members and Student members.
- 2.2** Membership rights and privileges include the right to vote, to hold office and to benefit from discounts or other privileges extended to the Society's members. These rights and privileges are subject to the respective categories of membership.
- 2.3** Membership will be conferred to candidates at an Executive Committee meeting, after thorough evaluation of the candidate's application as per the Society's Scope of Practice requirements and upon the recommendation of the Director of Membership. Upon approval of membership status, the full payment of membership fees becomes due. Membership then becomes effective upon the payment of membership fees.
- 2.4** Membership fees become due for each member on the 1st of July of each year and cover fees associated with their membership until June 30th of the following year. Fees paid at any point following July 1st stand only for the period indicated above, with the exception being fees paid within 4 weeks prior to the end of the membership year; as this payment will also serve for the subsequent year.
- 2.5** All members are expected to adhere to high ethical standards. Therefore, once found guilty of a criminal offence, membership only becomes available five years after the conviction/imprisonment (whichever is more recent) for a non-violent crime, unrelated to the practice of psychology or counselling; with there being no ethical or legal breaches occurring within the past five years.
- 2.6** Full Members are entitled to the rights and privileges associated with membership without restriction.
- 2.7** The minimum requirement for Full membership status shall include:
- (a) An accredited Doctoral or Masters Level, Psychology or Counselling degree that is recognized by the Society's Education Committee.

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AND

- (b) Persons who are Jamaican nationals or who are ordinarily residents of Jamaica or in the process of establishing such residence.

2.8 Affiliate members are entitled to all rights and privileges of the Society, with the exception of voting rights and becoming a member of the Executive Committee.

2.8.1 Requirements for Affiliate status shall include:

- (a) Individuals who have completed a course of study in Psychology or Counselling, that is recognized by the Society's Education Committee.

Or

- (b) A Doctoral or Masters degree holder in fields other than psychology or counselling who have made distinguished contributions to the field of psychology and counselling as per a majority vote of the Executive Committee.

2.9 International Affiliate members are entitled to all rights and privileges of the Society with the exception of voting rights and becoming a member of the Executive Committee.

2.9.1 The minimum requirements for International Affiliate status shall include:

- (a) A Bachelors, Doctoral or Masters Level, Psychology or Counselling degree that is recognized by the Society's Education Committee.

And

- (b) Residing in a country outside of Jamaica


2.9.1 There are 2 sub-categories of International Affiliate membership:

- (a.) International Affiliate (M) for individuals who meet the requirement of a full member but do not reside in Jamaica.


Or

- (b.) International Affiliate (B) for individuals who meet the requirement of an affiliate member but do not reside in Jamaica.

2.10 Student members are entitled to all rights and privileges of the Society and are entitled to sit on all of the Society's committees. Student members are able to become a member of the Executive Committee, as a Student Representative. Student members do not have voting rights, except in relation to the selection of the Student Representative.

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- 2.10.1** The minimum requirement for student member status shall include a status letter from a recognized institution, verifying the pursuit of a course of study that is primarily psychological in content, as evaluated by the Society’s Education Committee.
- 2.11** *A member’s membership ceases:*
- 2.11.1** After nonpayment of subscription dues for two consecutive years. Provided that there be no other compelling reason, nothing shall prevent such former member from reapplying for readmission to membership;
 - 2.11.2** If a person has been admitted to membership and the data and particulars submitted to the Society by the candidate has been subsequently found to be false or is declared to be untrue;
 - 2.11.3** If a member is deceased or declared insane or mentally incapacitated by a court having jurisdiction in insanity.
 - 2.11.4** If upon the findings of the Ethics Committee, whose findings have been duly ratified by the Executive Committee, a member has been found to be in serious breach or disjunction of the Society’s Code of Ethics and professional conduct or if the member’s general behaviour or reputation makes it, in the interest of the majority of membership that the member’s membership be discontinued;
 - 2.11.5** If at the relevant date of enforcement of any Act or legislation a member fails to meet the criteria of such legislation of persons permitted and or to be licensed under the Act to engage in the practice or to participate in the field of psychology or counselling in Jamaica or subsequent to such relevant date they were so permitted or could have been so permitted but have been later debarred or their names removed from the list of persons permitted under such Act or Statute from practicing or engaging in the field of psychology or counselling in Jamaica.
- 2.12** A person who has been dropped from membership pursuant to the rules and procedures of the Ethics Committee may reapply for membership after five years have elapsed from the date of termination of his/her membership unless another time frame was specified when they were dropped from the membership.
- 2.12.1** Only the Executive Committee may accept the resignations of members. The Executive Committee can use its discretion to refuse the acceptance of a tendered resignation, particularly in situations wherein the member may be under the scrutiny of the Ethics Committee.

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2.12.2 Reapplications for membership, by previous members should be evaluated as thoroughly as if they were new members to ensure that they are ethically and technically qualified.

2.13 The Executive Committee shall have the power to designate additional or remove existing, requirements for membership status.

2.14 A person may be refused membership into the Society upon application if said person is found by the Ethics Committee of JamPsych to be in breach of the Society's Ethical Code of Conduct. The burden of proof lies with the person seeking membership to disprove the evidence presented.

Article 3: Meetings

3.1 The General Meetings are held for the conduct of the general business of the Society, including the determination of the Society's policies, carrying out such tasks and responsibilities as the full membership is empowered to carry out under this Constitution and Bylaws and also the election of the Executive Committee.

3.2 The General Meetings will be held at least annually at a location and date proposed by the Executive Committee.


3.3 General Meetings are open to all members, however only Full members are eligible to vote, and be elected to the Executive Committee, with the exception of the Student Representative.

3.4 The President shall chair the General Meetings, however, in the event the President is unable to do so, the Vice President, or an executive member designated by the President, shall chair the meeting.

3.5 Observers and speakers may be invited to the General Meeting at the discretion of the Executive Committee.

3.6 The Secretary will develop a provisional agenda, to be approved by the Executive Committee by a majority vote prior to General Meetings.


3.7 A quorum for general meetings and voting is defined as no less than 15 Full members.

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- 3.8 Decisions will be made by a simple majority of those present and eligible to vote, conducted by open or secret ballot.
- 3.9 Decisions by voting which require immediate action may be conducted by mail, or electronically.
- 3.10 The membership should be advised of an upcoming General Meeting at least three weeks prior to the date of the General Meeting.
- 3.11 Special Meetings may be held throughout the year in the event that urgent decisions must be made by the membership. The notice that should be given to the membership prior to Special Meetings should be no less than 3 days with the decision making quorum for these meetings being a minimum of 10 Full members.

Article 4: Executive Committee

- 4.1 There shall be an Executive Committee, which shall be the legislative body of the Society and shall have full power and authority over the affairs and funds of the Society, including the power to review, upon its own initiative, the actions of the Executive Committee or any JamPsych Committee.
- 4.2 The President shall serve as Chair for the Executive Committee and Annual General Meetings. However, the Vice-President will chair these meetings in the event the President is unable to do so for all or part of a meeting. If the Vice-President is unable to chair the meeting an Executive member, designated by the President, shall chair the meeting.
- 4.3 The Executive Committee shall meet on a monthly basis after their election at an Annual General Meeting. Special meetings may be called by vote of the members of the Executive Committee. These special meetings shall be called provided that a majority of executive members agree to such a request.
- 4.4 Minutes shall be taken at each Executive Committee meeting and made available to the membership upon request.
- 4.5 The presence of at least 5 executive members shall constitute a quorum, for an Executive Committee meeting.
- 4.6 Unless otherwise specified in these Bylaws, Executive Committee decisions shall be made by a majority of those voting. In the case of a tie, the President has the deciding vote. Decisions shall be taken by open or secret ballot.

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- 4.7** A primary representative and a substitute representative shall be selected from the Executive Committee, by the President, to represent the business of JamPsych on the board of the Council of Professions Allied to Medicine (CPAM).
- 4.8** The Executive Committee is responsible for the selection of members to sit on external boards or committees, as the Society’s representatives. This selection process is typically conducted by a majority vote and each representative must be a Full member of the Society.
- 4.9** The Executive Committee is responsible for revising the Scope of Practice for Psychologists and Counsellors and providing guidance and liaising appropriately with the CPAM in matters of licensure and regulation of psychological and counselling practice in Jamaica.

4.10 *Members of the Executive Committee*


Only Full members of the Society can become a member of the Executive Committee, with the exception of the Student representative.

4.10.1 The Executive Committee shall consist of the President, the Immediate Past President, the Vice President, the Secretary, the Treasurer, the Director of Advocacy, Membership Director, Public Relations Director, the Counselling Executive, Student Representative, all Committee Leaders and 4 Regional Representatives. The Regional Representatives will represent the Southern, Southeast, Northeast and Western health regions of Jamaica. Membership to the executive committee will ordinarily occur through an election at an Annual General Meeting.

4.10.1.1 Regular meetings of the Executive Committee shall be held monthly at a time and place specified by the President.

4.10.1.2 The Executive Committee shall also establish a mechanism to provide continuing and prompt attention to such problems as may arise. A quorum at any meeting shall consist of at least 5 of the members of the Executive Committee.

4.10.1.3 In the case of incapacitation or resignation of an Executive Committee member more than two months away from the next Annual General Meeting, the Executive Committee may vote to fill the vacancy for the unexpired term.

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4.10.1.4 A no-confidence motion can be brought at any Executive Committee meeting, in relation to any executive member who is believed to have failed to carry out their obligations, acted unethically or failed to perform in accordance with the objectives of the Society. If the President allows this motion to be voted on, and at least a two-thirds vote of no-confidence is found, then the executive member is required to immediately submit a letter of resignation, and the Executive Committee may fill the vacancy for the unexpired term as per 4.10.1.3.

4.11 *Duties of the Executive Committee*

4.11.1 The President shall be a Full member of the Society. The President shall serve as presiding officer of the Society and the Executive Committee. The President shall perform such duties as are prescribed in the Bylaws, as are incident to the office, or as may properly be required of the President by vote of the Executive Committee.


4.11.1.1 The President, with the assistance of the Secretary, manages the effective functioning of the Society's Secretariat.

4.11.1.2 The President will sit on the President & Elder's Council of the Caribbean Alliance of National Psychological Associations (CANPA), as well as the Council of Professions Allied to Medicine (CPAM) as the Psychology & Counselling Representative.

4.11.1.3 The President will be in charge of the Licensure Committee

4.11.2 The Immediate Past President (IPP) shall be a Full member of the Society and shall serve as a representative for continuity and transition from one Executive Committee to the next. The IPP shall perform such duties in support of any other Executive Member and shall sit on the University Council of Jamaica's (UCJ) Psychology Standards Committee and the Professional Practice and Standards Committee of the Caribbean Alliance of National Psychological Associations (CANPA).

4.11.3 The Vice President shall be a Full Member of the Society. During the term of office, the Vice President shall serve as presiding officer of the Society and the Executive Committee in the absence of the President. The Vice President should head at least one committee, typically the Ethics Committee.

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4.11.3.1 In the event that the President is unable to serve his/her full elected term, for any reason, the Vice President shall succeed the President for the unexpired time, and shall assume the duties of the President as well as the Vice President.

4.11.3.2 In the event that both the President and the Vice President are unable to serve and the next Annual General Meeting is more than two months away, the Executive Committee shall elect one of its members to serve as President of the Society until the next Annual General Meeting.

4.11.3.3 The Vice President shall Head the Ethics Committee of JamPsych


4.11.3.4 The Vice President shall be in charge of the Regional Representatives and their purview

4.11.4 The Secretary shall be a Full member of the Society, typically elected at an Annual General Meeting. During the term of office, the Secretary shall serve as Secretary of the Executive Committee and shall perform such duties as may be prescribed in these Bylaws.

4.11.5 It shall be the duty of the Secretary to keep the records of all meetings of the Executive Committee and Annual General Meeting; to file and hold subject to call, all and to direct the publication of such records, reports, and proceedings as are authorized by these Bylaws and by vote of Executive Committee; and to perform all other secretarial duties for the Committee.

4.11.5.1 The Secretary along with the President shall facilitate the effective functioning of the Society's Secretariat.

4.11.5.2 The Secretary is responsible for maintaining accurate documentation and the meeting of any legal requirements such as annual filing deadlines. The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

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4.11.6 The Treasurer of the Society shall be a Full member of the Society. During the term of office, the Treasurer shall serve as the financial officer of the Society and shall perform such duties as may be prescribed in these Bylaws. The Treasurer along with the President and Vice President, shall have authority to sign cheques on behalf of the Society for disbursement of funds for duly authorized purposes of the Society as decided by the Executive Committee.

4.11.6.1 Areas of fiscal control under the supervision of the Treasurer include: (a) banking and investment of funds; (b) auditing, accounting, and the preparation of reports covering receipts and expenditures; (c) business management of publications, services, and properties of JamPsych and (d) preparation of an annual budget including such schedules of personnel, salaries, rentals, contracts, and other major expenditures as may be desired by the Executive Committee.


4.11.6.2 The Treasurer is required to present the financial status of the Society at each Annual General Meeting.

4.11.7 The Membership Director shall be a Full Member of the Society. During the term of office, the Membership Director shall serve as the arbiter of all matters relating to membership and shall perform such duties as may be prescribed in these Bylaws.

4.11.7.1 The Director of Membership is responsible for the processing of all applications for membership to the society. He/She has the authority to make recommendations for appointment to membership after vetting an application, but the Executive Committee must approve this recommendation by unanimous vote.

4.11.7.2 The Membership Director is responsible for communicating the decision/s of the Executive Committee to all applicants. He/she is also responsible for handling general queries and concerns expressed by the membership on an on-going basis and relay relevant concerns to the Executive Committee for resolution or response.

4.11.8 The Advocacy Director shall be a Full member of the Society. During the term of office, the Advocacy Director shall serve as the arbiter of all

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matters relating to advocating for the Society, for its Members and for the Public with outside bodies or agencies and shall perform such duties as may be prescribed in these Bylaws.

4.11.9 The Public Relations (PR) Director shall be a Full member of the Society. During the term of office, the Public Relations Director shall serve as the arbiter of all matters relating to public relations for the Society.

4.11.9.1 The PR Director is responsible for designing and executing an annual programme to inform and educate the general public in keeping with the Society’s strategic plan and objectives

4.11.9.2 The PR Director is responsible for the public image of the Society and is the liaison between the Society and all mass media houses and shall perform such duties as may be prescribed in these Bylaws.


4.11.10 The Counsellor Executive shall be a Full member of the Society. During the term of office, the Counsellor Executive shall serve as the representative for the category of professional counsellors in the membership body.

4.11.10.1 The Counsellor Executive is responsible for representing the voice of professional counsellors as it relates to all matters of this organization, its functions and strategic objectives

4.12 *Terms of Office for Executive Committee members*

4.12.1 The terms of office for members of the Executive Committee will be two years. This period can only be extended by a vote of the membership at an Annual General Meeting.

4.12.2 If a member of the Executive Committee is unable to serve out their term or is required to resign as a result of a no confidence vote, (s)he shall be replaced as per article 4.10.1.3 of the Society’s Bylaws.


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4.13 *Functions and Responsibilities of the Executive Committee Members are as follows:*

- 4.13.1** To initiate and stimulate the Society’s activities.
- 4.13.2** To monitor and evaluate the Society’s and the Committees’ activities.
- 4.13.3** To propose major policy guidelines for ratification by the Society’s members at the General Meeting.
- 4.13.4** To execute the decisions taken at the Annual General Meeting.
- 4.13.5** To identify and plan for the effective utilization of resources.
- 4.13.6** To identify mechanisms for generating funds for the Society and its activities.
- 4.13.7** To appoint ad hoc task forces or working groups to undertake specific tasks.
- 4.13.8** To bring to the attention of members operational guidelines developed by the Secretariat and approved by the Executive Committee.
- 4.13.9** To act on behalf of, and in the best interest of, the general membership as well as the psychology and counselling professions in Jamaica.
- 4.13.10** Make decisions regarding the Society’s business that requires immediate action.

4.14 *Validity of Proceedings*

- 4.14.1** The proceedings of the Executive Committee, or of the Committee of any executive Branch, or any other body acting under the Regulations or the By-laws, shall not be invalidated by any accidental omission to give any notice thereby required or by any vacancy among their Members or by any defect in the election or qualification of any of their members.
- 4.14.2** Any action that is required to be done by the Society, as outlined by the Bylaws, may be done by any officer of the Society who is appointed by the Executive Committee for that purpose.

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Article 5: The Secretariat

5.15 The Administrative office shall be located at a place decided upon by the Executive Committee for their 2-year period.

5.16 The President in conjunction with the Secretary provides oversight for the Secretariat.

Article 6: Sub-Committees

The Society comprises of seven sub committees. The sub-committees are currently Membership, Licensure, Education, Advocacy, Public Relations, Fundraising and Ethics. Each committee shall be directed by a member of the Executive Committee and reports directly to the Executive Committee. The specific role of each committee is stated below and is outlined by the Executive Committee. The Directors of Education and Fundraising are typically selected from the Executive Committee positions at the first meeting following the AGM and serve for a period of two years. The Membership, Advocacy, Ethics and Public Relations Executive Directors are required to form their committees from the membership community. The Ethics Committee is chaired by the VP. Volunteers who may seek to join any of the seven (7) sub-committees must have paid in full for current year of registration with the Society.


6.1 *Membership Committee*

6.1.1 The Membership Committee shall be chaired by the Director of Membership. This committee shall consist of the director, the student membership representative and a minimum of two volunteers, who may be from any class of membership as outlined in Article 2.

6.1.2 The Membership Committee shall oversee the Society's membership retention and recruitment activities. This committee is also responsible for vetting the documentation of all membership candidates prior to presentation at an Executive Meeting.

6.1.3 In carrying out its mission, the Membership Committee will present membership candidates at Executive Meetings.

6.1.4 Executive members will vote indicating acceptance of the presented candidates. Only unanimously accepted candidates will be awarded membership.

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6.1.5 The Membership Committee must investigate all concerns of the Executive Committee, with regards to the suitability of any candidate. The Membership committee must confirm the suitability of the candidate before representation at an Executive Meeting.

6.1.6 The Membership committee may remove members from the membership list, as per the instructions of the Executive Committee. For a member to be removed, from the membership list there must be evidence of illegal and or unethical activities.

6.1.7 Membership obtained on the basis of false or fraudulent evidence may be voided at any subsequent time by the Executive Committee. Action to void would be brought by the Membership Committee.

6.2 Licensure Committee

6.2.1 The Licensure Committee shall be chaired by the President. This committee shall consist of the President, the Education Chair and a minimum of two volunteers, who may be from any class of membership as outlined in Article 2.


6.2.2 The Licensure Committee shall be responsible for reviewing all new applicants for licensure at CPAM, and the development and implementation of all matters related to Licensure / Registration with the Council for Professions Allied to Medicine (e.g. licensure examination, rules / policies / guidelines related to licensure)

6.3 Education Committee

6.3.1 There shall be an Education Committee consisting of one Executive Committee member who will Chair the Committee and at least two volunteer members from the Society.

6.3.2 The Education Committee will strive to provide annual scholarships/awards to psychology and counselling students to assist with research or tuition.

6.3.3 The Education Committee shall be the body responsible for evaluating and endorsing short courses, workshop, seminars, conferences, self-study programmes and assign professional/continuing education credits as deemed appropriate.

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6.3.4 The Education Committee is also the arm of the Society responsible for the creation and delivery of professional/continuing education training and are responsible for providing sufficient training to maintain the amounts required for licensure

6.3.5 The Education Committee also oversees educational communications or journals that are affiliated with, sponsored, or created by the Society.

6.3.6 The Education Committee works in conjunction with the Membership Committee, to assess the degree equivalency for the educational credentials submitted by applicants to the Society as well as applicants for Registration / Licensure with CPAM.

6.3 *Advocacy Committee*


6.3.1 There shall be an Advocacy Committee that is chaired by the Director of Advocacy. This Committee shall consist of the Director of Advocacy and a minimum of two volunteers, who may be from any class of membership as outlined in Article 2.

6.3.2 The Advocacy Committee is responsible for generating support for the Society and to advocate on behalf of the Society's members as well as the Public for general health and wellness.

6.3.3 The Advocacy Committee shall be responsible for developing and implementing the Society's policies, standards and guidelines, relating to the professions of Psychology and Counselling.

6.4 *Public Relations Committee*

6.4.1 The Public Relations Committee shall consist of the Public Relations Director and at least two volunteer members from the Society, as outlined in Article 2.

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6.4.2 The Public Relations Committee is responsible for ensuring that the public image of the Society is in accordance with the Vision, Mission, Core Values, and Strategic Objectives of the Society.

6.4.3 The Public Relations Committee strives to achieve local, regional, and international recognition for the Society.

6.4.4 The Public Relations Committee fosters knowledge of psychology and counselling in order to promote public welfare.

6.4.5 The Public Relations Committee is responsible for crafting media comments, press releases, briefs, and press conferences on behalf of the Society for topical issues and shall be the Society’s liaison with all mass media houses. The Committee shall maintain relationships with other professional organizations and groups appropriate to the Society’s mission and shall perform such duties as may be prescribed in these Bylaws.

6.5 *Fundraising Committee*

6.5.1 The Fundraising Committee shall consist of one Executive Committee member and at least two volunteer members from the Society.


6.5.2 The Fundraising Committee is responsible for raising funds outside of membership dues to meet the financial obligations and demands of the Society’s annual budget and strategic plans.

6.5.3 The Fundraising Committee works in conjunction with the Education Committee in order to facilitate the workshops, seminars, webinars and so on as a revenue stream.

6.6 *Ethics Committee*


6.6.1 The Ethics Committee shall formulate and enforce rules and procedures governing the conduct of the ethics and disciplinary process in accordance with the JamPsych Code of Ethics. However, such rules and procedures and any changes therein, must be approved by the Executive Committee.

6.6.2 The Ethics Committee, acting at its own discretion or under the direction of the Executive Committee, and headed by the Vice President, shall review such rules and procedures periodically and may amend them from time to time, subject to the approval of the Executive Committee,

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provided, however, that no such amendment shall adversely affect the substantive rights of a Member or Affiliate whose conduct is being investigated or against whom formal charges have been filed at the time of amendment.

- 6.6.3** The Ethics Committee considers all written complaints made against a member, by an identified, directly affected individual. Directly affected individuals also include other members who become aware of the alleged ethical breach. However, not all complaints are investigated. If a complaint is deemed to be frivolous, irrelevant, vexatious, or an abuse of the process, the complainant will be advised of the Committees intention to take no action. The complainant will then be invited to make further relevant submissions for the Committee to consider; which the Committee may decide to investigate or take no further action.
- 6.6.4** The Ethics Committee will advise the member when they are the subject of an investigation and the member and will be provided with a copy of the complaint. The member will be given the opportunity to respond and to provide documentation to the contrary, that may include where applicable, the complainants clinical file. Usually the member’s response to the complainant is shared with the complainant, unless the member believes this may be harmful for the complainant. In that case, the release of the members response will be decided by the Ethics committee. The complainant is usually given the opportunity to respond to the member’s submission.
- 6.6.5** The Ethics Committee upon considering or investigating a complaint as well as the member’s response and other relevant documents, decides on when to close an investigation and when the member is required to present before the committee for a hearing.
- 6.6.6** The Ethics committee upon considering or investigating a complaint may recommend to the Executive Committee one or more of the following actions:
- Take no action
 - Provide Advice
 - Provide Oral Caution
 - Provide Oral Caution upon the member’s agreement to make specific improvements
 - Provide Written Caution

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- Provide Written Caution upon the member’s agreement to make specific improvements
- Termination of membership

6.6.7 The complainant will be advised of the action to be taken after an investigation. The complainant must also be advised that information in the complaints process is usually protected from public access except when termination of membership is recommended as the information relied upon will be made available to the public. However, the client’s name would not be included, only the names of the members involved.

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