

Trustees and Officers

Definition of a public member (Section 2.03c)

- (a) A representative of the public may be a person who is a student of an accredited psychoanalytic institution or program.
- (b) A representative of the public may not be: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to an institution or program that is either accredited or pre-accredited by the ACPEinc. or has applied for accreditation or pre-accreditation; (2) A member of any professional association or membership organization related to, affiliated with, or associated with the ACPEinc, except when the individual is a student as defined in (a) above; (3) A spouse, parent, child or sibling of an individual identified in any part of this definition.

Powers and Duties of Officers (Section 4.04)

A. *Chair of the Board.* The Chair shall convene all meetings of the Board of Trustees, prepare the Agenda, and preside at the meeting. He or she shall appoint all committees of the Board, and shall be a member *ex officio* and with vote of all committees of the Board except the Nominating Committee.

B. *President.* The President shall serve as the chief executive officer of the Corporation. The President shall preside at meetings of the Board of Trustees in the absence of the Chair, and, subject to the supervision of the Board of Trustees, perform all duties customary to that office and shall supervise and control all of the affairs of the Corporation in accordance with policies and directives approved by the Board of Trustees. The President shall appoint all committees of the Corporation; and he or she shall be a member *ex officio* of all committees of the corporation, but shall vote only to break a tie.

C. *Vice-President.* In the absence of the President or in the event of inability or refusal to act, the Vice-President shall perform the duties of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties and have such other powers as the Board of Trustees may from time to time prescribe by standing or special resolution, or as the President may from time to time provide, subject to the powers and the supervision of the Board of Trustees.

D. *Secretary.* The Secretary shall be responsible for the keeping of an accurate record of the proceedings of all meetings of the Board of Trustees, shall give or cause to be given all notices

in accordance with these Bylaws or as required by law, and, in general, shall perform all duties customary to the office of Secretary. The Secretary shall have custody of the corporate seal of the Corporation, if any; and shall have authority to affix the same to any instrument requiring it; and, when so affixed, it may be attested by his or her signature. The Board of Trustees may give general authority to any officer to affix the seal of the Corporation, if any, and to attest the affixing by his or her/her signature.

E. Treasurer. The Treasurer shall have the custody of, and be responsible for, all funds and securities of the Corporation. He or she shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of the Corporation, and shall deposit all monies and other valuable property of the Corporation in such banks or depositories as the Board of Trustees may designate. Whenever required by the Board of Trustees, the Treasurer shall render a statement of accounts. He/she shall at all reasonable times exhibit the books and accounts to any officer or Trustee of the Corporation, and shall perform all duties incident to the office of Treasurer, subject to the supervision of the Board of Trustees, and such other duties as shall from time to time be assigned by the Board of Trustee. The Treasurer shall, if required by the Board of Trustees, give such bond or security for the faithful performance of his or her duties as the Board of Trustees may require, for which he/she shall be reimbursed

F. Financial Secretary. The Financial Secretary shall be responsible for preparing financial statements, maintaining cash controls, and preparing the budget, and shall perform all duties incident to the office of Financial Secretary, subject to the supervision of the Board of Trustees, and such other duties as shall from time to time be assigned by the Board of Trustee. The Treasurer shall, if required by the Board of Trustees, give such bond or security for the faithful performance of his or her duties as the Board of Trustees may require, for which he/she shall be reimbursed.

Trustees (Article III)

Trustees may not be elected leaders in national psychoanalytic membership organizations.

Trustees shall be certified by their relevant professional board whenever that is possible.

Trustees, evaluation team members, and other ACPEinc representatives will recuse themselves from participation in an evaluation of an institute with which they are affiliated. No ACPEinc Trustee involved in any aspect of the accrediting decisions may have any connection with the institutions being accredited.

Approved by the ACPEinc Board of Trustees 22 March 2010