

BYLAWS

THE FEDERATION of BEHAVIORAL, PSYCHOLOGICAL, and COGNITIVE SCIENCES

Article 1 Name and Location

- Section 1. The name of this organization shall be The Federation of Behavioral, Psychological, and Cognitive Sciences.
- Section 2. The headquarters of the Federation shall be in a location determined by the Council (Article V).

Article II Purposes

- Section 1. To support the behavioral, psychological, cognitive, and brain sciences.
- Section 2. To represent and advocate for these sciences before public and governmental bodies in the United States
- Section 3. Acting independently, or when appropriate in coordination with the Foundation for the Advancement of Behavioral and Brain Sciences (FABBS), to facilitate and encourage communications among member organizations and with other scientific groups, media, and the public.
- Section 4. Acting independently, or when appropriate in coordination with FABBS, to educate U. S. public and private agencies about the need for research in the behavioral, psychological, cognitive, and brain sciences.

Article III Membership

- Section 1. **Qualifications**
Membership is open to organizations that are dedicated to the behavioral, psychological, cognitive, and brain sciences and that demonstrate interest in developing knowledge for the betterment of society through the support of these sciences.
- Section 2. **Application**
All applicants for membership shall complete the application form provided by the Federation.

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- Section 3. Admission of members
Applicants shall be admitted upon approval by the Council or the Executive Committee (Article IX) acting on the Council's behalf.
- Section 4. Categories of membership:
- a. Regular — member organizations
 - b. Charter — regular member organizations that joined during the year of incorporation are designated as charter members
 - c. Trial — organizations that are qualified for regular membership and are admitted temporarily under conditions determined by the Executive Committee
 - d. Affiliate — academic units
 - e. Corporate — subscribe to Federation goals, but do not meet the requirements for regular membership.
 - f. Other categories — the Council shall have the right to establish other categories of membership and privileges, as it deems appropriate.
- Section 5. Privileges of membership
- a. Regular and Trial — may select one or more representatives to serve on the Council, depending on the size of the organization (Article VI). Such Council representatives have full rights and privileges including eligibility to vote and hold office.
 - b. Affiliate and Corporate — may select one representative to attend Council meetings. Such representatives have all rights and privileges except to vote and hold office.
- Section 6. Resignation
Any member organization may resign by notifying the Executive Director in writing. Such resignation shall not remove the obligation to pay outstanding dues or fees.
- Section 7. Expulsion
Member organizations may be expelled from membership for cause by three-fourths (3/4) vote of the Council. For any cause other than nonpayment of dues, expulsion shall occur only after the member organization has been given sixty (60) days notice of the complaint and has been given opportunity to present to the Council, either in person or in writing, a defense against expulsion.

Article IV
Dues

- Section 1. The Council shall establish dues, admission fees, and special assessments for all classes of membership.

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- Section 2. The Council shall fix dues at least one year in advance of the fiscal year for which the dues are levied. Changes in dues must be approved at the annual meeting of the Council by an affirmative vote of three-fourths of those voting. Notice of such votes must be given to regular and trial member organizations, through their Council representatives, at least 30 days in advance of the meeting.
- Section 3. For purposes of dues assessment, each member organization shall report annually on its membership, in a form requested by the Council.
- Section 4. Dues shall be payable by the first day of the Federation's fiscal year for which they are due. The Executive Committee may approve exceptions to this dues payment schedule.
- Section 5. Delinquency in payment shall be dealt with by policy of the Executive Committee.
- Section 6. No dues shall be refunded to any member organization if its membership terminates for any reason.

**Article V
Council**

- Section 1. The Council shall be the policymaking body of the Federation.
- Section 2. The Council comprises all duly appointed representatives of regular and trial member organizations plus all duly elected members of the Executive Committee.
- Section 3. No individual may serve simultaneously as both a Council representative and as an elected member of the Executive Committee. In the event that a Council representative is elected to the Executive Committee, the member organization shall appoint a new Council representative.
- Section 4. The Council shall have the following authorities:
- a. Oversight and control of the affairs of the Federation, its committees and publications,
 - b. Determination of policies or changes therein,
 - c. Pursuit of Federation objectives,
 - d. Adoption of rules and regulations for the conduct of business,
 - e. Delegation of authority to the Executive Committee or other bodies,
 - f. Establishment of such committees as are necessary and appropriate.
- Section 5. Quorum

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- a. At any meeting of the Council, a majority of the voting members shall constitute a quorum.
- b. In the event that its duly appointed representative is unable to attend a Council meeting, member organizations may appoint a designee to attend, participate, and vote on its behalf.
- c. Business transacted at a meeting at which a quorum is present shall be valid if passed by a majority of those voting or as otherwise required in these Bylaws.

Section 6. Meetings

- a. A regular meeting of the Council shall be held at least once during each administrative year at such time and such place as the Council may prescribe.
- b. Notice of regular meetings shall be given to member organizations not less than thirty (30) days before the meeting is to be held.
- c. Special meetings of the Council may be called by the President or at the written request of three (3) regular or trial member organizations.
- d. Notice for special meeting must be made by mail, hand delivery, telephone or electronic mail at least two (2) weeks before the meeting.

Section 7. Validity of actions

Action taken by mail, telephone, or electronic ballot shall constitute a valid action of the Council, effective immediately upon passage. All such actions shall be reported at the next regular meeting of the Council.

Section 8. Compensation

Members of the Council, including elected officers, shall not be compensated for their services.

**Article VI
Voting**

Section 1. The number of votes that each regular or trial member organization may exercise on the Council shall be a function of the relative size of the organization, as stipulated in Federation policies approved by the Council or Executive Committee.

Section 2. For purposes of allocating numbers of votes, the Federation and each membership organization shall agree upon the size of its base membership for purposes of allocating number of votes according to criteria established by the Council. The criteria may rely on factors including but not limited to total membership; percentage of membership involved in the behavioral, psychological, cognitive, or related sciences; number of student members; and number of international members.

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- Section 3. Organizations shall be rank-ordered in terms of the size of their base membership.
- a. Those organizations that fall within the first six deciles (lowest 60% of all member organizations) in terms of the size of their base membership shall be accorded one vote.
 - b. Those organizations that fall within the seventh through ninth deciles (from the 70th through 90th percentiles) shall be accorded two votes.
 - c. Those organizations that fall in the uppermost decile (top 10% of all member organizations) in terms of the size of its base membership shall be accorded three votes.
- Section 4. Regular and trial member organizations shall designate a number of voting representatives to the Council equal to their number of votes.
- Section 5. Each member organization representative shall have one vote.
- Section 6. If a representative is unable to attend a Council meeting, the member organization may transfer voting privileges to an alternative attendee or designate a proxy from among other Council members by informing the Executive Director in advance in writing or by e-mail.

**Article VII
Officers and Terms**

- Section 1. The officers of the Federation shall be a President, President-elect, Past-President, Secretary, and Treasurer.
- Section 2. The President shall serve for two years and is not eligible for re-election until he/she has been off the Executive Committee for at least one year.
- Section 3. The President shall automatically succeed to the office of Past-President.
- Section 4. The President-elect shall serve for two years.
- Section 5. The President-elect shall automatically succeed to the office of President.
- Section 6. The Secretary shall serve for two years and is eligible for re-election to one successive two-year term.
- Section 7. The Treasurer shall serve for two years and is eligible for re-election to one successive two-year term.
- Section 8. The Past-President shall serve on the Executive Committee for two years immediately following his/her presidency.

**Article VIII
Duties of Officers**

- Section 1. The President shall preside at all meetings of the Council and the Executive Committee. The President shall make appointments of committee chairpersons and vacated offices with the approval of the Executive Committee.
- Section 2. The President-elect shall perform duties as assigned by the President and shall perform the duties of the President in the event of the President's inability to serve.
- Section 3. The Secretary shall be responsible for the Federation's records, proper and legal mailing of meeting notices to members, proper recording of proceedings and minutes of the Federation and Council, and the conduct and oversight of elections for Council officers and members-at-large of the Executive Committee.
- Section 4. The Treasurer shall be responsible for the Federation funds, oversee collection of all member dues and assessments, shall establish proper accounting procedures for the handling of Federation funds, shall initiate an annual operating budget, and shall be responsible for the keeping of funds in such banks or investment vehicles as may be approved by the Council. The Treasurer shall deliver an annual financial report at the annual meeting.
- Section 5. The Past-President shall have such duties as the President or the Council may designate. The Past-President shall act in the absence of the President and the President-elect.
- Section 6. The officers shall be responsible for evaluating and setting the salary of the Executive Director.
- Section 7. Duties of the officers may be delegated to appropriate staff.

**Article IX
Executive Committee**

- Section 1. The Executive Committee shall consist of the five officers plus four additional members-at-large
- Section 2. The Executive Director of the Federation and the President of the Foundation for the Advancement of the Behavioral and Brain Sciences

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(FABBS) shall serve on the Executive Committee *ex officio* and without vote.

- Section 3. The term of office for the at-large members shall be three (3) years.
- Section 4. To be eligible for election to the Executive Committee, a candidate must be a member in good standing of a regular or trial member organization.
- Section 5. Officers and members-at-large shall be elected by plurality vote of the Council and shall take office on January 1.
- Section 6. For all matters requiring decisions between Council meetings, the Executive Committee is empowered to act on behalf of the Council.
- Section 7. Actions of the Executive Committee shall be reported to the Council by mail, electronic mail, or at the next Council meeting.
- Section 8. A majority of the Executive Committee shall constitute a quorum.
- Section 9. A majority of the Executive Committee (five votes) is required to decide any issue, unless otherwise specified by these Bylaws.
- Section 10. The President may call meetings of the Executive Committee as the business of the Federation may require, or a meeting may be called on written request of three (3) voting members of the Executive Committee.
- Section 11. The Council, at its discretion, may remove any elected member of the Executive Committee for cause by a two-thirds vote. Removal shall occur only after the member complained against has been given sixty (60) days to respond to the Council.

**Article X
Committees**

- Section 1. The Executive Committee may establish committees as may be necessary.
- Section 2. The activities of such committees shall be reported at Council meetings.

**Article XI
Nominations Committee**

- Section 1. The Nominations Committee shall consist of three (3) members who are appointed by the President with the approval of the Executive Committee.
- Section 2. Members of the Nomination Committee shall serve for one year.

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- Section 3. The chair of the Nominations Committee shall be a member of the Executive Committee.
- Section 4. The Nominations Committee shall provide a slate of at least two candidates for each vacancy for Officers and members-at-large. The slate is to be completed at least 60 days prior to the opening of voting.
- Section 5. The Executive Committee or Council may add nominees to the slate.

**Article XII
Finance**

- Section 1. The fiscal year of the Federation shall be January 1- December 31.
- Section 2. The Council shall adopt an annual operating budget in advance of the next fiscal year.

**Article XIII
Executive Director**

- Section 1. The Council delegates to the Executive Committee the authority to employ and evaluate an Executive Director according to the rules defined by the Executive Committee .
- Section 2. The Executive Director is responsible for the administrative and management activities of the Federation.
- Section 3. The Executive Director is responsible to the Council through the Executive Committee.
- Section 4. The Executive Director shall have authority to sign checks except those that are made out to him/herself.
- Section 5. The Executive Director shall have authority to sign personnel, service, or other contracts as the agent of the Federation, in accordance with the policies and procedures established by the Executive Committee.
- Section 6. The Executive Director is responsible for hiring, evaluating, managing, setting salaries, awarding raises, and terminating Federation personnel according to the rules defined by the Executive Committee.

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Section 7. The Executive Director shall report annually in writing on the operation of the Federation to the Council, or at any other time upon written request from the Executive Committee.

**Article XIV
Amendments**

Section 1. The Council may amend or repeal these Bylaws upon the affirmative vote of two-thirds (2/3) of the votes represented at Council.

Section 2. Amendments to the Bylaws may be proposed by the Executive Committee or upon petition of three (3) member organizations.

Section 3. All such amendments shall be presented to the Council at least thirty days in advance of the vote.

**Article XV
Rules of Order**

Section 1. Roberts Rules of Order shall serve as the parliamentary authority to govern the proceedings for any and all matters of the Federation, unless provided otherwise in the Federation's documents or the law.

**Article XVI
Dissolution**

Section 1. The Federation shall use its funds to accomplish the objectives and purposes specified in these Bylaws.

Section 2. No part of the Federation funds shall inure to the members.

Section 3. Upon dissolution of the Federation, any funds remaining shall be distributed to one or more charitable, educational, scientific or philanthropic organizations that support the behavioral, psychological, cognitive, or related sciences, to be selected by the Council.

Federation Bylaws Version 2
Adopted by the membership on August 1, 2006