

# CSPI Policies & Procedures

## Membership

All applicants shall be at least 21 years old. All applications for membership must be made on the CSPI membership application. Each application must be fully completed and accompanied by the first year's annual dues as determined by the Board. The Board will review the background investigation and vote to accept, deny or request additional information. Applicants will be notified of acceptance or the denial of his/her membership application by the President. If approved, an announcement will be made at the next general monthly meeting and will be posted to the membership. Past members whose membership has lapsed more than one year will be required to reapply for membership.

## Denial of Applications for Membership

### **1. FELONY CONVICTION.**

A conviction of any felony in any state may be grounds for rejection of application for membership at any level. Mitigating facts or circumstances may be submitted by the applicant as part of the application and may be considered by the Board of Directors.

### **2. MISDEMEANOR CONVICTION**

A conviction of any misdemeanor offense in any state may be grounds for rejection for an application for membership at any level. A conviction of any unclassified misdemeanor may also be grounds for rejection of an application for membership at any level if such conviction demonstrates a pattern of conduct deemed detrimental to the best interests of CSPI. Mitigating facts or circumstances may be submitted by the applicant as part of the application and may be considered by the Board of Directors.

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### **3. OTHER CIRCUMSTANCES**

It is the intent of the Policies and Procedures of the CSPI with respect to membership applicants that any factor or circumstances not specifically set forth herein that could be detrimental to the best interests of the CSPI may be considered as weighing against acceptance.

### **4. NOTIFICATION OF DENIAL**

The president or designee will send by certified US Mail a letter notifying an applicant that his or her application for membership has been denied. The letter will be sent within five business days of the denial date, shall cite the section of Policies and Procedures of which the decision was made. There is no refund available for denial.

### **5. APPEAL PROCESS**

Any person whose application for membership has been denied and who requests a hearing may, at the board's discretion, be permitted to provide additional information or explanation. At that time the board may permit reapplication.

## Discipline

Complaints will be submitted to the President. The Board shall review complaints and submit a written report of its findings to the board, within 30 days of the commencement of the investigation. Discipline resulting from a decision of the Board may include a private or public reprimand or suspension or expulsion from CSPI. A written complaint must be filed with the President of the Board within 30 days of the first awareness that a possible violation has occurred. The complaint must provide a specific and detailed description of the alleged violation, together with supporting information and the identification

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of all participants and/or witnesses. The reporting party must have direct knowledge of the alleged violation. Third party complaints are not permitted.

In the event that grounds for discipline of a member exists, the following procedures shall be followed:

- a) the member shall be given a fifteen (15) days' notice of the proposed disciplinary action and the reasons therefore. The notice will be sent by first class or registered mail to the member's last known address in CSPI's records;
- b) the member shall be given the opportunity to present oral and written rebuttal at least five (5) days before the effective date of the proposed action;
- c) a hearing shall be held by the Board to determine whether or not the member should be disciplined and the manner of discipline. The decision of the Board shall be final.

The Board of Directors shall have the power to cancel the membership of any member for a violation of the Society's Code of Ethics or for conduct prejudicial to the best interests of the Society provided that any member so charged has had the opportunity to defend himself before the Board of Directors.

### Non-Discrimination

No person shall be excluded from membership in CSPI, and no member shall be deliberately discriminated against, in the course of CSPI activities, on the basis of gender, race, class, economic status, ethnic background, sexual orientation, physical ability or cultural or religious background.

### Membership Records

CSPI will maintain a complete and accurate record of all member files. Such member records will be maintained so long as an individual is a member of the CSPI and for a period of three years thereafter.

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Membership files shall be the property of the CSPI and in the custody of a member of the Board at all times.

### Officers and Directors

Current Board members shall not use their position on the Board in any advertising for personal business except for resumes and/or curriculum vitae.

Members of CSPI shall serve on the Board without pay and out-of-pocket expenses that are a necessary expense shall be paid with appropriate paperwork detailing the expense.

### Elections

Elections will be held every six years beginning in November 2022 and shall be by secret ballot. If the slate of officers and directors is uncontested, the President may solicit a motion that the slate be accepted by acclamation. If more than one candidate is running for any office, vote shall be taken for that office by secret ballot of the eligible voting members. A voting period of five-days will begin at midnight following the membership meeting at which the items to be voted upon were presented. Voting, if required, will be by electronic ballot.

### Nominating Committee

The President shall appoint a nominating committee of 2 members at the September meeting of an election year. One member shall be from the Board of Directors and one member shall be a Professional member. Nominations will be taken from the membership and solicited by the Nominating Committee. The Nominating Committee shall present the slate of nominees to the President at the November meeting. Associate and Affiliate members are not be eligible for Board positions.

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## Financial Review

The President shall report to the membership a yearly accounting of the books of the CSPI at the November meeting. The Secretary/Treasurer shall submit the books of CSPI for the past year, which will include but not be limited to checks, invoices and other pertinent documents for the review.

## Expenditures and Disbursements

The President or Secretary/Treasurer shall make payment to any valid receipt or invoice and accompanying documents, if necessary, to validate the receipt or invoice. Any reimbursement must be approved by the Board members. Reimbursements for any CSPI member in excess of \$10 must be approved by the Board.

## Executive Session

An Executive or "Closed" session may only be called at a regular or special meeting of the Board. The President, or presiding Board member must announce, and the minutes reflect, one of the following topics of discussion for a valid Executive session:

1. Membership Issues
2. Conferences concerning ethics violations
3. Confidential matters pursuant to State and/or Federal law
4. Any other issue not mentioned above.

Minutes should reflect the topic of discussion, the time Executive session opened, and the time it adjourned. Minutes should be kept during Executive session in the same format as the minutes of the regular meeting. Minutes will be kept for 90 days and then destroyed. No formal action (vote) may be taken while in Executive session.

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## Board Meetings

All voting members of CSPI may attend, but not participate in, Board meetings. The Board of Directors will notify the membership of such meetings five days prior to the commencement of the meeting.

## Service of Process

Service of Process upon CSPI shall be made only upon the President.

Upon notification, the President shall:

1. Notify any and all members of CSPI, who are named in the service of process, as soon as is practical.
2. Notify the Board of Directors of the service of process, as soon as is practical.
3. Take any action the President deems necessary.

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These Policies and Procedures are in effect as of the date they were adopted by the Board of Directors.