



## Catholic Psychotherapy Association Member Bulletin Policy

The Catholic Psychotherapy Association (CPA) exists to support mental health practitioners by promoting the development of psychological theory and mental health practice, which encompasses a full understanding of the human person and society in communion with the Magisterium of the Catholic Church.

In accordance with the Decree on the Apostolate of the Laity (*Apostolicam Actuositatem*, 19) we exist to support our members in their vocation to serve. Given our geographic distance, and in accordance with the Decree on the Means of Social Communication (*Inter Mirifica*), we recognize that the proper use of technology and media can be of great benefit to our members and to the Association's mission. As such, the CPA has developed a monthly member bulletin, hereafter referred to as Bulletin, to promote a community of sharing mutually beneficial information for its members.

It is important for our members to recognize that participation in the Bulletin requires that the individual be in good standing and have membership dues paid in full or these privileges will be consequently removed. Involvement in and reception of the Bulletin is a membership privilege subject to the goals and mission of the CPA.

The information shared in the Bulletin is public in that there is no guarantee of privacy. Electronic disbursement and access to the Bulletin, despite limited membership, does not allow for a way to restrict forwarding or other subsequent use of any submission. As such, all members are strongly encouraged to use prudence in their participation. It is also important for our members to be aware that our tax-exempt status results in some limitations of what can be posted in the Bulletin. As such, the CPA reserves full rights to remove or deny any postings. This policy and the statements of etiquette apply to each issue of the Bulletin.

### Publication Guidelines

**Purpose:** The purpose of the monthly Bulletin is to provide a forum for CPA members to provide mutually beneficial information to other members. Examples of such information include: job openings, continuing education conferences, publications, networking opportunities and other professional development activities. Member updates, such as opening a new practice or other life events, are also considered appropriate for the Bulletin. The Bulletin publication guidelines are detailed below:

- *Content submission deadline is the 15<sup>th</sup> of each month, and the associated Bulletin will be published the first Tuesday of the subsequent month.*

- To submit content for the Bulletin, email a brief article detailing the information you wish to communicate. Please keep articles to less than 150 words.
- The editor reserves the right to reject or edit submissions that do not meet the policy guidelines and standards detailed in this document.
- Edited content is not routinely returned to the author for review. Should you wish to preview the content prior to its publication, please indicate this in a note at the time of original submission.

## **Policy**

- Only those Bulletins created by the CPA are official Bulletins of the CPA. No other bulletins may be developed using the name of the CPA, its logo, or other identifier.
- All Bulletins must be approved by the Bulletin editor or administrator. These persons will have the authority to edit or exclude content from the Bulletin which violates this policy. Such a decision may be appealed to the CPA Communications Committee Chair.
- All submissions are to be charitable, civil and, professional in tone and nature. This is not to eliminate friendly informality, which is also appropriate for a Bulletin, but to ensure that the tone is charitable as appropriate for a Catholic organization.
- Submissions cannot go against the teaching of the Catholic Church;
- *The CPA does not officially endorse any opinions or resources shared in the Bulletin.* Postings must be deemed to be in concert with the by-laws and mission of the CPA. Postings are prohibited that deviate from the mission of the CPA. All shared ideas and information in the Bulletin are the personal and/or professional ideas and information of the individual and are in no way the opinion of, or endorsed by, the CPA.
- In accordance with our non-profit status, the Bulletin may not be used for political purposes, including the endorsement or criticism of political candidates and/or parties.
- While the CPA may use the Bulletin to make announcements related to the election of CPA officers, no particular member (or group of members) may use a Bulletin for campaign purposes.
- Postings may not be used for any illegal activity including defamation, copyright infringement, or any other legally prohibited purpose.
- Confidentiality: The messages cannot, in any way, compromise client confidentiality. All possible identifying information regarding clients must be removed. Members should follow APA ethical guidelines related to client confidentiality.
- Due to anti-trust concerns, the Bulletin may not be used to discuss professional fees.
- If you have a question about any content items of the Bulletin, please contact the editor.