

## **Welcome Message**

The Washington State Psychological Association (WSPA) welcomes you to the WSPA listserv. This forum can be a tremendous resource, giving you access to the collective experience of WSPA members. Whether you post messages or read messages posted by others, we hope you find this listserv useful. For the listserv to provide the greatest benefit to the largest number of people, we ask that a few guidelines be followed.

## **Purpose**

The purpose of the Listserv is to promote discussion among WSPA on a variety of topics pertinent to professional practice. In keeping with APA Ethical Principles, the discussions should aspire to be beneficial, respect colleagues' rights, dignity, diversity, and do no harm. The Listserv may be utilized for the following six types of discussion:

1. General advice from other members about psychological topics and issues.
2. Questions about the business of practice building and maintenance (with the exception of service fees).
3. Discussion regarding research, publications, and issues pertinent to psychological research and practice.
4. Inquiries for information about where to refer clients or requests for referrals, and accepting referrals from others.
5. WSPA events including continuing education workshops, networking events, meetings, etc.
6. Discussion regarding legislative efforts.

All postings shall pertain to psychologists and psychological issues, and shall be limited to the six general topics listed above.

## **Etiquette:**

1. When posting or replying to a message or sending email to the listserv (WSPAlist@memberleap.com), your email address should be listed in your signature. This allows people to respond **ONLY** to you, reducing the amount of irrelevant email that does not apply to all listserv members.
2. Replying to any email from the listserv will go to **ALL** members of the listserv. Please be considerate and respectful of the hundreds of people who receive these messages – for example responding with “thanks,” “me too,” “I don’t have availability for that referral,” or “I have availability for this referral” is basically spamming hundreds of people with irrelevant messages.

3. If you intend to reply **ONLY** to the author of the message, **DO NOT** reply to the original email. Instead, forward the message **ONLY** to the author using their specific email address (NOT WSPAlist@memberleap.com)
4. Copying/pasting the email address from a message and sending email to that address does **NOT** create a new topic/thread. If you want to create a new topic/thread and send a message to **ALL** members, create a new email with your subject line and send it to WSPAlist@memberleap.com
5. Repeat offenders will be removed from the listserv.

**Guidelines for Integrity and Inclusiveness regarding Use of the Listserv:**

1. Work to assume the best of intentions. We are all psychologists (or students) on this listserv and therefore colleagues. Tone can be difficult on emails; please work both to communicate kindly and to read communications of others with an underlying assumption of good intent.
2. Differences of opinion are encouraged as long as the discussion is aired in a courteous and respectful manner. Please refer to the APA Ethics Code, specifically Standard 3: <http://www.apa.org/ethics/code/index.aspx>.
  - a. WSPA has a standing to be concerned about how colleagues interact on the Listserv. We are concerned about the ethical compliance of our colleagues' professional conduct.
  - b. Interactions on the Listserv should benefit one another and do no harm.
  - c. Interactions on the Listserv should respect the dignity and worth of colleagues on the Listserv.
  - d. Interactions should not harass, demean, impugn, or harm others.
  - e. Members should be mindful of their tone, type/font, and choice of words before posting.
  - f. Do not make personal attacks on or threats to fellow members.
  - g. Any postings, including jokes or comments intended as humor or satire, which denigrate, show hostility or aversion towards or are otherwise offensive to an individual's sex, race, color, religion or creed, pregnancy, gender identity or expression, sexual orientation, marital or family status, age, political view or stance, ancestry or national origin, disability or handicap, are all strictly prohibited.
  - h. Disruptive discussions and behavior on the Listserv are not allowed. This includes, but is not limited to, conversations not related to psychology and discourteous, harmful, or otherwise unprofessional conflict exchange between listserv members.

If a member wants to address a concern about behavior on the Listserv that contradicts the guidelines for integrity and inclusiveness, they must contact the WSPA Associate Executive Director at [office@wspapsych.org](mailto:office@wspapsych.org). Actions following receipt of the concern will be at the discretion of the WSPA Executive Committee, including but not limited to warnings or advanced suspension.

### **Procedures of Accessing the WSPA Listserv**

WSPA has created a short video on how you can receive a daily digest from the listserv as well as opting into listservs that have been established. You can find it at this link: <https://youtu.be/XzHI2L1dtbc>

If you are interested in joining the general listserv for postings that pertain to psychologists and psychological issues, and be limited to the six general topics listed above, here are instructions to do so:

- Log into your WSPA account
- Once logged in, select "Communication" (the megaphone icon third from the left under the "Member Menu")
- Then select Message Boards, and check "Opt-in" for **WSPA List Serv**
  - You can also see the other listservs and determine your participation level
- Once you're on the listserv, you can use it by sending an email to [wspalist@memberleap.com](mailto:wspalist@memberleap.com). Or login to your WSPA account and submit directly from the listserv.
- ***Please note that the listserv defaults to "reply-all"-- if you would like to only respond to the author, you must delete "[WSPAlist@memberleap.com](mailto:WSPAlist@memberleap.com)" from the "To" field and enter the email address of your intended recipient.***

### **Policies for Accessing and Use of the WSPA Listserv**

To be valuable to all members, good professional judgment is necessary for a successful Listserv. To that end, WSPA has created policies for the use of the Listserv. WSPA reserves the right to deny access to a member who violates one or more of these policies. Participants are expected to read this document and adhere to the policies contained herein to foster constructive communication. Questions regarding these policies may be directed to the WSPA Associate Executive Director, Sierra VanderHoogt - [office@wspapsych.org](mailto:office@wspapsych.org).

### **Restrictions:**

Failure to follow the restrictions outlined below will lead to a warning sent by staff.

1. The listserv is for limited commercial use only. Members may post up to two messages about an event, office space, product, or service they are offering. Overuse or “spamming” of the listserv is not allowed.
2. Unauthorized distribution of copyrighted material is prohibited.
3. Release of confidential information is prohibited. This includes excessive identifying information of clients.
4. Emails may not be shared with people outside of the WSPA membership, unless a member forwards an email after **receiving permission from all authors**. Members need to know they can express themselves freely.
5. **Discussion regarding setting or establishing fees for service** (e.g., “How much do you charge per hour?”) **is expressly prohibited by federal law**.
6. Use of the listserv to promote candidacy for affiliate or state-level leadership roles is prohibited. Likewise, endorsements of candidates for local, state, or federal offices or positions are prohibited. (This is regulated by the IRS.)
7. The Listserv may not be used for any illegal purposes, including but not limited to violation of antitrust or unfair competition laws, violation of intellectual property laws, defamation and libel, or violation of criminal laws.

### **Suspension Procedure**

Failure to adhere to the policies may result in removal from the listserv. Please note that the time frame for accumulating warnings is two years from the date of the first warning.

1. A first warning will be sent through email.
2. A second warning will be sent through email and will indicate that a third action will result in suspension from the listserv for three months.
3. After a third action, the member will be suspended from the WSPA listserv for three months, and notified of such via email and letter.
4. After a person has been suspended from the WSPA listserv for three months, they will be eligible to re-subscribe. A written request must be made to the WSPA Executive Director to be reinstated to the listserv. If reinstated, prior offenses will be disregarded and the suspension procedure will start again.
5. In egregious cases, the WSPA Executive Committee can, without warning, immediately suspend a member for actions that are deemed to place WSPA at risk, and will determine if the member will remain suspended for a period of time, or be denied reinstatement. If the member remains suspended, they will be

notified of the suspension time. The member may reach out to the WSPA Executive Director at the end of the suspension for re-subscription review and approval. If the member is not reinstated, they will be provided with a formal response explaining the decision. If the member wants to appeal, they must submit a written appeal request to the WSPA Executive Committee.

## **Disclaimers**

WSPA does not endorse or assume responsibility for the content of messages by individual members posted to the WSPA listserv. The thoughts, opinions, and positions expressed on the listserv are solely those of the individual authors and are not endorsed by WSPA, its Boards of Trustees, or staff. WSPA assumes no liability for any libelous, misleading, inaccurate, or otherwise improper information; all responsibility and liability for the content of a message rest with its author.

1. Remember that once you hit "Send," your message is memorialized and cannot be retracted. Please be mindful of what you are sending, as it is permanent.
2. Access to the Listserv is a benefit that bears the responsibility of abiding by its policies. WSPA retains the right to deny access to a member who violates the policies contained herein at any time.
3. Members hold harmless and indemnify WSPA, its Boards of Directors, staff, and all its other agents and representatives, from and against any claims, complaints, or causes of action for any damages, losses, or expenses which arise out of, or are related to, either directly or indirectly: (1) any libelous, misleading, inaccurate or other improper comments a member posts; (2) those that are posted about members by anyone else; and (3) any other use of the WSPA Listserv by members.
4. Members bear responsibility for keeping email addresses current by keeping their online member profiles current (via Members Only page) or with the WSPA staff. The WSPA staff is not responsible for tracking this information.