

American Psychological Association
Division 54

Society of PEDIATRIC
PSYCHOLOGY



BYLAWS

Revised April 19, 2010



ARTICLE I: NAME

The name of the organization shall be the Society of Pediatric Psychology (Division 54) of the American Psychological Association (APA), hereinafter referred to as the Society.

ARTICLE II: PURPOSE

- A. The Society is organized exclusively for charitable, educational, and scientific purposes and promotes the general objectives of the American Psychological Association.
- B. The purpose of the Society is to support and to encourage the evolution and development of pediatric psychology in its scientific, applied, and professional aspects. Within this definition, pediatric psychology is an interdisciplinary field addressing physical, cognitive, social, and emotional functioning and development as they relate to health and illness issues of children, adolescents, and families.
- C. Vision Statement: Pediatric psychology is an integrated field of science and practice in which the principles of psychology are applied within the context of pediatric health. The field aims to promote the health and development of children, adolescents, and their families through use of evidence-based methods. Founded in 1969, the field has broad interdisciplinary theoretical underpinnings and draws from clinical, developmental, social, cognitive, behavioral, counseling, community and school psychology. Areas of expertise within the field include, but are not limited to: psychosocial, developmental and contextual factors contributing to the etiology, course and outcome of pediatric medical conditions; assessment and treatment of behavioral and emotional concomitants of illness, injury, and developmental disorders; prevention of illness and injury; promotion of health and health-related behaviors; education, training and mentoring of psychologists and providers of medical care; improvement of health care delivery systems and advocacy for public policy that serves the needs of children, adolescents, and their families.

ARTICLE III: MEMBERSHIP

- A. There shall be eight categories of membership in the Society: Fellow, Member, Associate Member, International Affiliate, Student Affiliate, Psychologist Affiliate, Physician Affiliate, and Allied Health Affiliate.
- B. The minimum qualifications for the election to the category of Fellow shall be:
 - Attainment of the category of Fellow of the American Psychological Association.
 - Members nominated to become Fellows in the Society must provide evidence to the Committee on Fellowship of unusual and outstanding contributions to the field of

pediatric psychology. Fellows of the Society must be elected as Division Fellows according to the process set forth in APA's Bylaws and Association Rules.

- Demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.
- C. The minimum qualification for the election to the category of Member shall be a demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.
- D. The minimum qualifications for election to the category of Associate Member shall be:
- Attainment of the category of Associate Member of the American Psychological Association or have corresponding credentials from another field. Associates of APA, who have earned the right to vote in APA by virtue of five consecutive years as an Associate member of the Association, shall also have earned the right to vote in the Society.
 - Demonstrated interest in the field of pediatric psychology.
- E. The minimum qualifications for the election to the category of International Affiliate shall be:
- A psychologist who is a national in a country other than the United States or Canada and/or is an International Affiliate of APA.
 - Demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.
- F. The minimum qualifications for the election to the category of Student Affiliate shall be:
- A student enrolled in an undergraduate, graduate or postdoctoral program in a training sequence in a field predominately psychological in nature.
 - Demonstrated interest in the field of pediatric psychology.
- G. The minimum qualifications for the election to the category of Psychologist Affiliate shall be:
- A psychologist not included in the membership under one of the previous described categories.
 - Demonstrated interest in the field of pediatric psychology.
- H. The minimum qualifications for the election to the category of Physician Affiliate shall be:
- A physician not included in the membership under one of the previously described categories.
 - Demonstrated interest in the field of pediatric psychology.

- I. The minimum qualifications for the election to the category of Allied Health Affiliate shall be:
- An allied health professional not included in the membership under one of the previously described categories.
 - Demonstrated interest in the field of pediatric psychology.
- J. The Membership Committee will be responsible for determining the appropriateness of applications for any of the membership categories.

ARTICLE IV: MEMBERSHIP RIGHTS AND PRIVILEGES

- A. Members, Fellows, and voting Associate Members of the Society shall be entitled to the following:
- To attend and to participate in the meetings of the Society;
 - To receive the publications of the Society;
 - To hold office;
 - To vote in regular and special elections.
- B. Non-voting Associate Members of the Society shall:
- Be entitled to attend and participate in the meetings of the Society and to receive its publications.
 - Not be entitled to hold office nor vote in regular or special elections.
- C. Student Affiliates, International Affiliates, Psychologist Affiliates, Physician Affiliates, and Allied Health Affiliates of the Society shall:
- Be entitled to attend and participate in the meetings of the Society and to receive its publications;
 - Not be entitled to hold office nor vote in regular or special elections.

ARTICLE V: RESIGNATION AND REINSTATEMENT

- A. Termination of membership in the Society may be accomplished in one of the following ways:
- Resignation in writing to the Membership Committee;
 - Failure to pay the dues and assessments for two (2) consecutive years;
 - Expulsion from the Society for cause by a vote of two-thirds of the Members and Fellows present and voting at an annual meeting.
 - Any person whose membership has been terminated in any manner may reapply for membership following 180 days from the date on which termination became effective.

ARTICLE VI: OFFICERS

- A. The Officers of the Society [hereinafter referred to as "Officer(s)"] shall be as follows: President, President-elect (who shall also be considered the Vice President), Past President, Secretary, Treasurer, Council Representative, Member-at-Large for Membership, Member-at-Large for Student/Trainee Development, Member-at-Large for National and Regional Conferences, and Member-at-Large for Diversity.
- No individual may run simultaneously for more than one elected Society office or Board of Director seat.
 - No individual may simultaneously hold two elected seats on the Board of Directors.
 - The offices of Secretary and Treasurer may be held by an individual for no more than two terms, which may be consecutive.
 - No individual may hold the office of Division President more than once.
- B. The President shall be a Member, Fellow or voting Associate Member who has just completed his/her term as President-elect. S/he shall succeed to office at the close of the year after serving as President-elect, and shall serve for one year. The President shall preside at all meetings, shall be the Chairperson of the Board of Directors, and shall perform all other usual duties of a presiding officer. The President may not vote, except to break a tie vote of the Board of Directors. If the President is absent from a Board of Directors meeting, the President-elect shall serve as the Chairperson of the Board of Directors, followed in succession by the Secretary, Treasurer, and Past President.
- C. The President-elect shall be a Member, Fellow or voting Associate Member of the Society elected for a term of one year. The President-elect shall be a member of the Board of Directors with the right to vote, and shall perform the duties traditionally assigned to a Vice President. In the event that the President shall not serve his/her full term for any reason, the President-elect shall succeed to the unexpired remainder thereof and continue to so serve through his/her own term. The President-elect shall also perform such other duties as may be prescribed by the President or the Board of Directors.
- D. The Secretary shall be a Member, Fellow or voting Associate Member of the Society elected for a term of three years. During his/her term, s/he shall be a member and Secretary of the Board of Directors with right to vote, shall safeguard all archival records of the Society, shall keep the minutes of the meetings of the Society and of the Board of Directors, shall keep the Bylaws current and available to the membership, shall keep the Officers' manual current, shall assist the President in preparing the agenda for business meetings of the Society and of the Board of Directors, shall maintain coordination with the Central Office of the American Psychological Association, shall issue calls and notices of meetings, shall inform the membership of actions taken by the Board of Directors, and shall in general fulfill the functions of a Secretary in responding to the needs of the Society's members.

- E. The Treasurer shall be a Member, Fellow or voting Associate Member of the Society, elected for a term of three years. During his/her term, s/he shall be a member of and Treasurer of the Board of Directors with the right to vote, shall oversee custody of all funds and property of the Society, shall direct disbursements as provided under terms of these Bylaws, shall oversee the keeping of adequate records, shall oversee the receipt of all money to the Society, shall aid the President and the Board of Directors in the preparation of the annual budget, shall make an annual financial report to the Society, shall insure that the Society is in compliance with all applicable tax laws, and in general shall perform the usual duties of a Treasurer.
- F. The Past President of the Society shall be the most recently retired President of the Society, shall serve as a member of the Board of Directors with the right to vote, and shall serve ex-officio with vote as Chair of the Committee on Nominations and Elections.
- G. The Officers shall assume their positions on January 1 of each calendar year and shall maintain them until their successors are seated. During the period between their election and the assumption of office, the officers-elect shall be given the title of officer-designate and shall be ex-officio members of the Board of Directors without vote. They will be asked to attend the Executive Board meeting at the American Psychological Association Convention in August before their term begins.
- H. In the case of death, incapacity, or resignation of any officer, except the President or the Past President, the vacant office shall be awarded to the defeated candidate for the position who was, at the time of the most recent past election, the runner-up for the office in question. If the runner-up declines to serve or is for any other reason unavailable, the Board of Directors shall, by majority vote, appoint a successor to complete the unexpired term.
- I. The means for filling a vacancy in the office of President is specified in Article VI, Section C of these Bylaws. In the case of death, incapacity, or resignation of the Past-President, such vacancy shall remain through the balance of the year in which it occurs and the President will assume the responsibilities of that office in addition to those of the Presidency.

ARTICLE VII: BOARD OF DIRECTORS

- A. There shall be a Board of Directors of the Society of Pediatric Psychology. Its membership shall consist of the following persons:
- The Officers of the Society as specified in Article VI of these Bylaws;
 - The Editor of the Society journal who is appointed to this position and shall be a member of the Board of Directors without a vote;
 - The Newsletter Editor who is appointed to this position and shall be a member of the Board of Directors without a vote;

- The Student Representative who shall be a member of the Board of Directors with a vote on behalf of student members;
 - The Past-Treasurer who shall be a member of the Board of Directors without a vote for one year after he or she has completed his or her term as Treasurer;
 - The Historian who is appointed shall chair the History Committee and shall be a member of the Board of Directors without vote.
- B. The Members-at-Large of the Board of Directors shall assume their positions on January 1 of the year following their election to office and shall maintain them until their successors are seated.
- C. Board of Directors Members-at-Large shall be Members, Fellows or voting Associate Members of the Society, each elected for a three-year term. One Board of Directors Member-at-Large seat shall be up for election each year. Each Board of Directors Members-at-Large shall be a member of the Board of Directors, with the right to vote, and shall be available to the President to serve as Chairperson of Standing Committees, Task Force Committees, and on special projects. In the case of death, incapacity, or resignation of any Board of Directors Member-at-Large, the office shall be awarded to the defeated candidate for the position who was, at the time of the most recent past election, the runner-up for the office in question. If the runner-up declines to serve or is, for any other reason unavailable, the President shall appoint a successor to complete the unexpired term. Duties of the Members-at-Large will be as indicated in the Society's Officers' Manual.
- D. The Representative(s) to the APA Council of Representatives shall be Members or Fellows of the Society, each elected, under normal circumstances, for a three-year term. The number of Representatives, if any, will be mandated by the APA apportionment ballot. Each Representative to the APA Council of Representatives shall be a member of the Board of Directors, with the right to vote. Representatives to APA Council shall perform those duties required of Council Representatives as specified by the Bylaws of the American Psychological Association. The Representative(s) shall be responsible for advising the Board of Directors about significant matters of business scheduled to come before APA Council. They shall also be responsible for informing the Board of Directors of significant actions taken by APA Council.
- Representatives to APA Council shall assume office at the close of the adjourned meeting of Council held in the year following their election. During that period between their election and the assumption of their office, they shall be given the title of Representative-Designate and shall be members of the Board of Directors without vote.
 - In the case of death, incapacity, or resignation of any Representative to the APA Council of Representatives, the office shall be awarded to the defeated candidate for the position who was, at the time of the most recent past election, the runner-up for the office in question. If the runner-up declines to serve or is, for any other reason, unavailable, the Board of Directors shall, by majority vote, elect a successor to serve

for the remainder of the calendar year and, if necessary, shall also undertake to conduct a special election from among eligible members to secure an incumbent who shall complete the unexpired term.

- If the Society loses one or more of its seats on APA Council as the result of that association's annual reapportionment, and if the loss cannot be offset by the ending of a term or terms of outgoing Representatives to the APA Council, then the Board of Directors shall terminate the incumbency of the required number of Representatives elected most recently in inverse order of their having been declared elected.
- E. The Editor of the Society journal shall be a Member or Fellow of the Society and shall be a member of the Board of Directors without a vote. The Editor shall be appointed to a six-year term by a majority vote of the Board of Directors during the summer prior to assuming the position of Editor-Elect on January 1. The Editor will be responsible for the total operation of the journal and can only be removed with cause by a two-thirds vote of the Board of Directors. In the case of the death, incapacity, removal, or resignation of the Editor, the Board of Directors shall appoint a successor by a majority vote.
- F. The Past-Treasurer shall be a Member or Fellow of the Society and be the immediate past Treasurer. S/he shall serve a one-year term following the conclusion of his/her elected term without vote. The duties are to include: to facilitate transition of bookkeeping and financial records; to provide technical assistance to the present Treasurer; to substitute for the Treasurer in his/her absence; and to attend all Board of Directors and Business meetings of the Society.
- G. The Editor of the Society Newsletter shall be a Member or Fellow of the Society and shall be a member of the Board of Directors without a vote. The Editor shall be appointed to a three-year term by a majority vote of the Board of Directors during the summer prior to assuming the position on January 1. The Editor will be responsible for the total operation of the Newsletter and Society website and can only be removed with cause by two-thirds vote of the Board of Directors. In case of the death, incapacity, removal, or resignation of the Editor, the Board of Directors shall appoint a successor by a majority vote.
- H. The Student Representative shall be a Student Affiliate member of the Society, shall be enrolled in an APA-approved graduate program in professional psychology, and shall be a member of the Board of Directors with a vote. The Student Representative shall be appointed to a two-year term by the President, President-Elect, and current Student Representative during the summer of even-numbered years, and will assume his/her position at the APA annual meeting of that even-numbered year. The Student Representative will be responsible for attending the Board of Directors meetings and attending the Society business meeting at the APA Annual Conference. Other duties of the Student Representative include informing the Board of Directors and the membership of the Society regarding relevant student training issues, assisting with Student Affiliate membership recruitment, maintaining a Student Advisory Board,

assisting with student-oriented program development for the APA Annual Conference, maintaining the Student Representative Handbook, communicating with other Student Affiliate members of the Society, and performing any other duties as suggested by the Board of Directors. In case of the death, incapacity, removal, or resignation of the Student Representative, the current President shall appoint a successor.

I. The duties of the Board of Directors shall include:

- Exercising full power and authority over the affairs of the Society, and the transaction of the necessary business of the Society provided, however, that the actions of the Board of Directors shall not conflict with these Bylaws or with the recorded votes of the membership and shall be subject to the review of the members at the annual meeting;
- Reporting of its activities to the members and recommending matters for the consideration of the membership;
- Appointing the Editor of the Journal and filling any vacancies in that position as so empowered under the terms of Articles VII, Section E of these Bylaws;
- Appointing the Editor of the Newsletter and Website Manager and filling any vacancies in that position as so empowered under the terms of Articles VII, Section G of these Bylaws;
- Filling any vacancies of the Society, as so empowered under the terms of Articles VI and VII of these Bylaws;
- Advising the President regarding the appointment of Chairpersons and members of committees of the Society in accordance with these Bylaws;
- Advising the President regarding the appointment of the Student Representative of the Society in accordance with these Bylaws;
- Advising the Officers of the Society regarding the performance of their duties;
- Advising the Representative(s) to APA Council as to matters concerning the relationship between the Society and the American Psychological Association and on issues either currently before or which may be desirable to place before APA Council;
- Ratifying new Members to election on recommendation of the Membership Committee and new Fellows on recommendation of the Committee on Fellowships;
- Preparing and adopting the Society's annual budget;
- Recommending or approving the disbursement of funds of the Society in accordance with Article XI of these Bylaws;

- Setting policies for the conduct of its own affairs or for the affairs of the Society, provided, however, that such policies are not in conflict with any of the terms of these Bylaws;
 - Arranging for periodic auditing of the Society's financial records.
- J. The Board of Directors shall meet at least twice each year. Additional meetings or teleconferences may be called by the President with the concurrence of the members of the Board of Directors.
- K. Board of Directors meetings shall be open to all members of the Society except at such times as a majority of the Board of Directors may declare an executive session. Any member of the Society may place a matter on the agenda for a meeting. The President shall preside over the meetings of the Board of Directors, and the Secretary shall act as Recording Secretary. A majority of the voting members of the Board of Directors shall constitute a quorum, following due notice of the meeting. Each voting member present shall have one vote, and no member may vote by proxy. All decisions by the Board of Directors shall require assent by a majority of those voting, except as otherwise noted in these Bylaws. The Board of Directors shall be authorized to adopt and publish rules and codes for the transaction of the business of the Society in accordance with these Bylaws.
- L. There shall be an Executive Committee of the Board of Directors which shall be composed of the President, President-elect, Past President, Secretary and Treasurer. The Executive Committee shall meet on the call of the President or of any other three Officers and conduct such affairs of the Society between meetings of the Board of Directors as may be needed to implement policy decisions adopted by the Board of Directors. During the interval between meetings, and should the Executive Committee declare there to be an emergency requiring immediate action, a meeting of the Board may be held by telephone conference or another appropriate method which will allow a full discussion of the issues.
- M. Any Officer and/or member of the Board of Directors may be removed from office before the expiration of his/her term with cause by a public two-thirds vote of a quorum of the Board of Directors if it appears that the best interests of the Society are not being served by the person in question.
- N. The elected members of the Board of Directors are expected to complete their term of office before accepting nomination for another position in the Society. They may run for another office in the Society in the last year of their elected position.
- O. No individual may simultaneously hold two positions on the Board of Directors.

ARTICLE VIII: COMMITTEES

- A. The Committees of the Society shall consist of such Standing Committees as are provided by these Bylaws and of such Task Force Committees as shall be established by the President with the concurrence of the Board of Directors. Unless reconstituted for a subsequent year or years, the existence of the Task Force Committees shall terminate at the close of the year in which it has been established. All Committee meetings shall be open to all members of the Society except at such times as confidential matters concerning individual members or applicants are under discussion. In the conduct of Committee business, the Chair of the committee shall cast a vote only in the case of ties.
- B. Except as otherwise provided in the Bylaws, the members of the Society's committees shall be appointed by the President. The Chair and all members of committees shall serve until their successors are appointed and qualified. In the case of a vacancy on a committee, such a vacancy shall be filled by the President.
- C. The President shall appoint a Chair for each standing Committee.
- D. It shall be the responsibility of the Chair of each committee to submit biannual report on its operations and recommendations to the Board of Directors by the time of the Board of Directors meetings.
- E. The Standing Committees of the Society shall be:
- The Committee on Fellowship, which shall consist of six (6) Fellows of APA, all of whom shall serve for staggered terms of three (3) years. It shall be the duty of this Committee to evaluate and recommend applicants for Fellowship to the Board of Directors and, where necessary, to the APA Membership Committee.
 - The Membership Committee, which shall consist of the Committee Chairperson and three (3) other members. The members shall be nominated by the Chairperson and appointed by the Board of Directors. The members shall serve for terms of three years. It shall be the duty of the Membership Committee to engage in activities designed to identify candidates for membership in the Society and encourage such candidates to join, to carry out a credentials evaluation of those applying for membership so that new members may be placed in an appropriate membership category, and to ratify the induction of such persons.
 - The Program Committee which shall consist of a Chair and an Associate Chair (to become the Chair the following year), and such others as are necessary to conduct the business of the Committee for the year. The Program Committee will work closely with the President-elect in order that the program will reflect a thematic content selected by the President-elect for his/her Presidential term. It shall be the duty of the Committee to solicit, evaluate, and select scientific and professional contributions to be presented as part of the Society's annual meeting program, in coordination with the Board of Convention Affairs of the American Psychological Association.
 - The Committee on Nominations and Elections as described in Article IX, Section A of these Bylaws.

- The Publications Committee shall consist of the Committee Chairperson and three (3) other members. The members shall be nominated by the Chairperson and appointed by the Board of Directors. The members shall serve for terms of three years. It shall be the duty of the Publications Committee to recommend publications policies and ventures to the Board of Directors and to supervise the publication of such newsletters, articles, books, media series or other publication efforts as the Board may choose to sponsor.
- The Awards Committee is chaired by the Past President, whose committee responsibilities begin in the fall of his or her office as current President. The committee includes three (3) other members of the Society nominated by the Chairperson and appointed by the Board of Directors. The Awards Committee can recommend the creation of new awards by the Society, specifying their criteria and procedures for conferring such awards, and possibly listing nominees. These recommendations will be voted upon by the Board of Directors, with approval requiring a two-thirds (2/3) majority of those voting.
- The Finance Committee, which shall consist of three (3) members of the Board of Directors, serving staggered terms of three years and the Treasurer without vote. The Finance Committee shall oversee the fiscal practices and planning of the Society, monitor its financial records, and cause a final audit of the annual financing affairs of the Society to be prepared.
- The Committee on Science and Practice shall consist of a Chair and five (5) other members necessary to the work of the Committee. Members shall serve for staggered terms of three years. It shall be the duty of the Committee to identify and to promote awareness of the scientific basis of pediatric psychology treatments, interventions, and assessments, with the goal of enhancing clinical science, training, practice, and public health in the field of pediatric psychology.
- The Committee on APA Governance and Policy shall consist of those Society Board of Directors members appointed as monitors and liaisons to various APA governance bodies. The Chair of the Committee shall be the current Society Past President. It shall be the duty of the Committee to solicit and support the candidacy of Society nominees for various positions, review the credentials and position statements of candidates for APA office, present recommendations to the Executive Committee of the Society Board of Directors for endorsement and, in timely fashion, to promulgate information relevant to the Board's concerns to the appropriate bodies. In addition, on the call of the Chair, the Committee shall prepare a report for presentation to the Board at each of its meetings the issues of concern then circulating through APA governance. This shall be done in such timely fashion as to permit proactive input by the Board to influence policy as necessary.
- The International Committee, which shall consist of the Committee Chairperson and three (3) other members. The members shall be nominated by the Chairperson and appointed by the Board of Directors. The members shall serve for terms of three years. It shall be the duty of the International Committee to identify and recommend to the Board of Directors activities and initiatives designed improve collaboration and interaction with international colleagues.

- The Pediatric Collaboration Committee, which shall consist of the Committee Chairperson and five (5) other members. The members shall be nominated by the Chairperson and appointed by the Board of Directors. The members shall serve for terms of three years. It shall be the duty of the Pediatric Collaboration Committee to engage in activities designed to identify pediatrician and other allied health care professional groups or individuals who might be able to collaborate with the Society on mutually beneficial endeavors consistent with these Bylaws.
 - The Continuing Education Committee (CE), which shall consist of the Committee Chairperson and three (3) other members, including the current Member-at-Large for National and Regional Conferences. The members shall be nominated by the Chairperson and appointed by the Board of Directors. The members shall serve for terms of three years. The committee will maintain records as required by the American Psychological Association, and guide the regional and other pediatric conferences related to continuing education credits.
 - The Naming Policy Committee, which shall consist of the Committee Chairperson and four (4) other members. The Committee will be chaired by the Past-President and will include the APA Council Representative, the SPP Historian, and the Member-at-Large for Diversity. The Past-President also shall appoint a member who is not on the SPP Executive Committee for the purpose of adding an outside perspective. It shall be the duty of this Committee to review proposals for awards being named in honor of a specific individual. This Committee shall review proposals when submitted and make recommendations to the SPP Executive Committee regarding the nominated individual's contributions to pediatric psychology in service, research, or practice.
- F. In addition to its responsibilities for carrying out those operations specified in Article VIII, Section E of these Bylaws, each Standing Committee shall have the privilege of recommending procedures, new policy or policy changes, and/or amendments to these Bylaws to the Board of Directors.
- G. The Board of Directors is empowered to authorize the formation of Task Forces to accomplish the goals of the Society.
- Each Task Force shall have a specific charge for a specified period of time and shall be subject to annual review by the Board of Directors.
 - The number of members, and terms of office of Task Force members shall be determined by the Board of Directors.
 - The members and Chair of each Task Force shall be nominated by the President for approval by the Board of Directors.
- H. All persons serving as voting members on Committees or Task Forces of the Society must be Members, Fellows, or voting Associate Members of the Society.

ARTICLE IX: NOMINATIONS AND ELECTIONS

- A. The Committee on Nominations and Elections shall consist of the Past President as Chair and four other members, two of whom shall be members of the Board of Directors. The members of the Committee on Nominations and Elections shall be appointed by the President with the concurrence of the Board of Directors. In the case of the death, resignation, or incapacity of the Past President, the President shall assume the duties of the Chair. The Committee shall be responsible for implementing the policies required for the nomination and election of Officers, Members-at-Large, and Representatives to APA Council. All aspects of nomination and elections for positions on the Board of Directors shall be conducted in conformity with the provisions of the Bylaws of APA, and shall be completed by the dates specified by APA and/or by the provisions of these Bylaws.
- B. The Committee on Nominations and Elections shall post a call for nominations on the Division listserv and in the Division newsletter. Deadlines for nominations will be coordinated with the Elections Office of the American Psychological Association. All Fellows, Members, and voting Associate Members may nominate individuals for office.
- C. The nominations shall be tallied by the Committee on Nominations and Elections. The name of any member who is willing to stand for election shall be placed on the ballot if nominated by at least ten members of the Division. There shall be at least two candidates for each position to be filled in a given year. In the event there is an insufficient number of nominees who have received any nominations, the Committee on Nominations and Elections shall use their discretion in nominating candidates for any remaining spaces.
- D. The Officers of the Board of Directors shall be elected by the Fellows, Members, and voting Associate Members on a mail ballot, an email ballot, or a secure web-based ballot. The election is conducted by the APA Office on Elections.
- E. Special elections required to fill any vacancies on the Board of Directors as specified in Articles VI and VII of these Bylaws, those brought about by death, incapacity, or resignation of a member of the Board of Directors and not capable of being filled by the appointment of the next-most-popular defeated candidate, shall be conducted by the Committee on Nominations and Elections in consonance with Article IX, Sections A through F of these Bylaws.

ARTICLE X: MEETINGS

- A. The Society shall hold an annual scientific and professional meeting at the time and place of the annual convention of the American Psychological Association for the presentation of scientific papers and the discussion of professional matters in the field of interest of the Society. The Society shall coordinate its program with, and shall participate in, the program of the American Psychological Association.

- B. There shall be at least one membership meeting of the Society that shall be held in conjunction with and in the locality of the annual convention of the American Psychological Association. The purpose of such meetings shall be to provide an opportunity for a personal exchange of information and perspectives about matters of mutual concern between the general membership and the members of the Board of Directors. Any member of the Society shall have the right to place a matter on the agenda of a meeting for the Society by directing the matter to the Secretary or the President at least 48 hours before the scheduled meeting time.
- C. Other scientific, professional and/or business meetings of the Society may be called by the President with the concurrence of the Board of Directors.
- D. All scientific, professional and/or business meetings of the Society must be announced in advance to the membership as to the date, time and place of the meeting.

ARTICLE XI: FINANCES

- A. Membership dues for each Member, Associate Member who is also an Associate Member of APA, or Fellow are set annually by the Board of Directors and are paid to the Society by the American Psychological Association out of the members' annual fees paid to the Association.
- B. Dues for Associate Members who are not Associate Members of APA, International Affiliates, Student Affiliates, Psychologist Affiliates, Physician Affiliates, and Allied Health Affiliates shall be set annually by the Board of Directors, such dues not to exceed the annual assessment for Members, Fellows, and Associate Members who are also Associate Members of APA. These dues are assessed annually by the Society and paid directly to the Treasurer of the Society.
- C. The assessment of any additional or special membership fees beyond those specified in Article XI, Sections A and B of these Bylaws shall be decided by a two-thirds (2/3) vote of the Board of Directors and must be ratified by the membership. Any additional or special assessment, once ratified by the membership, shall remain in force each subsequent year unless changed by the Board of Directors and membership in Accordance with these Bylaws. A request for such a change may be initiated by any member of the Board of Directors. In addition, a petition signed by three percent (3%) Members, Fellows, and/or voting Associate Members of the Society shall mandate the holding of a referendum on the assessment.
- D. The Board of Directors, on recommendation of the Finance Committee and Treasurer, shall prepare an annual budget of anticipated income and expenditures which shall be presented for the review of the members at the annual meeting.

- E. Disbursement of funds of the Society shall be made as follows:
- The Board of Directors shall authorize disbursements within the amounts of the approved budget for purposes which are not inconsistent with the Bylaws of the Society or of the American Psychological Association, nor with the recorded actions of the membership.
 - The Treasurer, with the concurrence of the President, is authorized to reallocate unexpended funds from one category of the approved budget to another, provided only that the total expenses for the year are not exceeded.
 - Once a budget has been approved in accordance with Article XI, Section E, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objectives of the Society may be authorized by a two-thirds (2/3) vote of the Board of Directors provided only that such expenditures will not require an increase in the approved assessment during the fiscal year in which it shall be made.
- F. The Treasurer is authorized to sign checks on behalf of the Society or to direct the disbursement of funds duly approved under the provisions of Article XI, Sections E and F of these Bylaws. In the event of the incapacity of the Treasurer, or a vacancy in that office, the President-elect is authorized to serve in his/her stead.
- G. All contracts and other financial documents, other than checks, necessary to undertake programs approved by the Board of Directors in accordance with these Bylaws shall be executed by the President and the Treasurer.

ARTICLE XII: AMENDMENTS

- A. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of three percent (3%) of the Members and Fellows presented to the Board of Directors. After an amendment has been reviewed by the Board of Directors, each voting member shall be notified of the amendment by either a mail ballot, an email ballot, or a secure web-based ballot within sixty (60) days. The ballot will contain statements which specify the arguments for and against the proposed changes. Ballots shall be counted sixty (60) days after mailing, and the voting period shall then be considered closed. An affirmative vote of a majority of the Members, Fellows, and voting Associate Members returning their ballots shall be required to ratify the amendment which shall then go into effect.