

**Division 16**  
**Early Career Professional (ECP) Workgroup**  
**Bylaws**

*Amended and approved by D16 ECP, 03/13/2020*

**Article I: Name and Objectives**

- I. The name of this organization shall be the American Psychological Association (APA) Division of School Psychology (D16) Early Career Professional (ECP) Workgroup.
  
- II. As the Workgroup responsible for promotion of early career school psychologists, defined as academics, practitioners, researchers, clinicians etc. within ten years of the receipt of their school psychology doctoral degree, the objectives of the Workgroup shall be as follows:
  - A. To promote continuing professional education and training specifically targeting the concerns and issues that relate to ECPs in the specialty.
    - We will encourage and support publications, communications, and conferences regarding the activities, interests, and concerns within the specialty on a regional, national, and international basis. This may be accomplished through a variety of activities, including but not limited to:
      - convention programming and inter-divisional programming of interest to ECPs;
      - representing ECPs' point of view to the APA Division 16 Executive Committee and increasing leadership opportunities within the Division and within APA;
      - increasing access to resources for ECPs.
    - We will further the development of school psychology as a professional specialty within psychology by:
      - fostering contributions to professional knowledge and practice
      - encouraging and facilitating the dissemination of information concerning school psychology as a professional psychological specialty to all relevant audiences;
      - acting as liaison with local and national school psychological associations and encouraging constructive relations with other professional groups
  
  - B. To increase the visibility and voice of ECPs through long-term goals and short-term initiatives, specifically:
    - We will support the ethical and social responsibilities of the specialty, and encourage opportunities for ethnic minority participation in the specialty.
    - We will provide opportunities for professional fellowship, and collaborate/cooperate with individuals, groups, and organizations in the shared realization of the Workgroup objectives.
  
- III. The ultimate goal of all Workgroup activity and influence shall be aligned to the overarching D16 mission to enhance the status of children, youth, and adults as learners and productive citizens in schools and other settings.

## **Article II: Membership**

- I. Membership in the Workgroup is restricted to individuals who are elected to an officer position.
- II. Election to membership in the Workgroup is based upon (a) identification as a school psychologist (e.g., active involvement in the practice of school psychology, preparation of school psychologists, conducting research in the area of school psychology, or psychological consultation with school personnel); *and* (b) identification as an ECP (i.e., graduated within 10 years from a School Psychology doctoral program).
- III. Affiliate status may be extended to individuals who are pursuing graduate preparation in school psychology (i.e., Student Affiliates in School Psychology (SASP) member).

## **Article III: Officers**

- I. The Workgroup consists of the Chair, Chair-Elect, Past-Chair, Secretary, Research and Publications Officer, Digital Content Officer, Workgroup Liaison, and Members-at-Large.
- II. Every effort will be made to stagger the terms of the various positions. Those transitioning off current roles may seek another position on the Workgroup if they should choose.
- III. The duties of the various officers of the Workgroup shall be as follows:
  - A. Chair: The Chair shall preside over all activities and meetings of the Workgroup. In this office resides ultimate responsibility and decision-making authority.
    - Specific duties include, but are not limited to, planning and leading monthly ECP meetings, serving as liaison to D16, developing monthly agendas, proposing and leading 1-2 initiatives, and overseeing and supporting Workgroup goals, activities, and subcommittees.
    - This is a 1-year term.
    - Selection is based on past involvement and qualifications. The individual should have served in Workgroup in another capacity previously. Elections will occur in August of the year prior to starting the commitment.
  - B. Chair Elect: The Chair-Elect shall function as the Chair in the latter's absence or incapacity. The Chair-Elect shall serve in other capacities as appointed by the Chair.
    - Specific duties include proposing initiatives, supporting the Chair in committee work, interfacing (e.g., attending and updating) with the Committee on Early Career Psychologists (CECP), Division ECP leadership (ECP Leadership Network; ECPLN), and other State, Provisional, and Territorial affairs (SPTA).
    - This is 1-year term; this officer will have served in other positions previously
    - The Chair-Elect shall become Chair at the end of the term of office.
  - C. Past Chair: The Past-Chair shall oversee Nominations and Elections to the Workgroup and assume assignments appropriate to the office as designated by the Chair.
    - Specific duties include advising the Chair and Chair-Elect, continuing initiatives proposed during their term, and supporting the Chair and Chair-Elect in committee work.
    - This is a 1-year term.

- The Past-Chair assumes the position upon the end of the Chair term.
- D. Secretary: The Secretary shall keep the records of all meetings of the Workgroup, schedule virtual and in-person meetings, and issue notices of meetings and the election of officers.
- Specific duties include scheduling ECP meetings, including sending out agenda and reminder call for monthly meetings, taking notes at ECP meeting, notifying and welcoming newly elected members (e.g., onboarding members with links to Dropbox and Google, and listservs they should join as ECP Leaders), and coordinating meetings (in person at conferences and/or via the phone) with other workgroups to initiate and maintain collaborative endeavors.
  - This is a 2-year term.
  - The Officer is selected based on application and appointment.
- E. Digital Content Officer: The Digital Content Officer shall be responsible for monitoring, maintaining, and updating all electronic content. This individual will also respond to member/target audience (i.e., ECPs) complaints.
- Specific duties include maintaining and updating the website, updating the online calendar, streamlining electronic documents (e.g., Google drive, Dropbox, Onedrive), compiling and updating an online directory of D16 ECPs interested in the workgroup, developing and implementing an online application system for Workgroup positions and committees, updating and maintaining the Operations Handbook/Bylaws, managing access to electronic content. Additionally, the Officer will maintain the Early Career Blog and biweekly Listserv digest, with content determined by the Research and Publications Chair, and facilitate webinars, podcasts, and other digital interfaces, in collaboration with the Research and Publications Officer.
  - This a 2-year term.
  - The Officer is selected based on application and appointment.
- F. Research and Publications Officer: The Research and Publications Officer is primarily concerned with increasing scientific understanding of early career aspects of school psychology and is responsible for the dissemination of information about early career topics to its members, the school psychology community, the psychology community in general, and the public.
- Specific duties include serving as liaison to D16 VP of Publications and Communications, serving as the Managing Editor of *The School Psychologist (TSP)*, writing and recruiting submissions for ECP newsletters and publication outlets (e.g., TSP, ECP blog) and conference proposals, engaging in research collaboration with other ECP groups (e.g., SSSP Early Career Forum), and spearheading annual needs assessment, surveys, and briefs (in collaboration with other members) and related responsibilities (e.g., IRB submission, distribution) to determine the current (a) status of ECP members, (b) research/professional development interests of ECP members, or (c) outcomes of ECP members.
  - This is a 2-year term.
  - The Officer is selected based on application and appointment.
- G. Workgroup Liaison: The Liaison shall represent the Workgroup to APA and School Psychology Boards, Committees, and Listservs. Additionally, the Liaison is responsible for planning the convention schedule at the annual APA conference, coordinating public

meetings through the Division hospitality suite and public relations with constituent school psychology organizations (e.g., NASP, ISPA, ABPP, TSP, CDSPP, SSSP, etc.). This Officer has responsibility for monitoring and liaison activities with the D16 Board of Convention Affairs.

- Specific duties include initiating and maintaining collaboration and discussion with other professional workgroups, including NASP, ISPA, TSP, SASP, and SSSP, and subscribing to online listservs of APA, NASP, and other groups relevant to ECP members in order to keep members abreast of major conversations in the field and help disseminate information to the ECP broader membership.
- Additional duties include planning and supporting D16 ECP activities at APA, TSP, SPRCC, and NASP, serving as Liaison to D16 VP for Convention Affairs & Public Relations in developing ECP focused programming, serving as an ECP rep to the APA Convention Committee, and developing inter divisional programming of interest to ECPs.
- This is a 2-year term.
- The Officer is selected based on application and appointment.

H. Members at Large: The Workforce shall elect two (2) members-at-large who have a general concern for all aspects of school psychology as a professional discipline from the lens of an ECP. These members will attend all Workgroup meetings and collaborate on various projects to support the functioning of the workgroup.

- This is a 2-year term.
- The members are selected based on application and appointment.

I. No individual shall hold the same office for more than two consecutive terms.

#### **Article IV: Nominations and Elections**

I. Available positions will be advertised first to the Workgroup and then be disseminated to the general EC membership by the Digital Content Officer (to the website) and the Past-Chair (to appropriate listservs) the first week of October.

II. Potential officers shall be solicited across work settings (e.g., practitioners, academics), must be members of D16, and must be early career.

A. It is recommended that at least one member of the Workgroup be an active practitioner.

III. Election and Nomination procedures are as follows:

A. Nominations for officers to the Workgroup shall be done via online submission.

B. Nominations will close the first week of November.

C. Officers will be elected with the majority approval (e.g., voting, discussion) of the Workgroup.

D. All officers may vote, with the exception of the Advisory Council.

E. Current members self-nominating for positions will recuse themselves from voting or

consensus decision-making.

- F. In the case of a tie, Article VI.II procedures shall be followed.
- G. Elected officers will be notified by the Secretary by the first week of December.
- H. Officers shall assume office on January 1 of calendar year.
- I. In the case of incapacity or resignation of any of these officers, except in the case of the Chair, the Workgroup shall, by majority vote, elect a successor to serve the remainder of the term.

#### **Article V: Advisory Council**

The Advisory Council consists of representatives from outside committees and workgroups. Representatives are determined by the organizing committee and provide updates and support to the Workgroup, as needed. Currently, the council consists of the following:

- I. EC Representative: The EC Liaison is the liaison between the Committee on Early Career Psychologists (CECP), D16 Executive Committee, and the Workgroup. They provide updates from Executive Committee. The Liaison is determined by Executive Committee and the term corresponds to their role on Executive Committee
- II. SASP Representative: The SASP Representative is the liaison between SASP and the Workgroup. They collaborate on projects of mutual interest to SASP and the Workgroup. The representative is determined by SASP and the term corresponds to their role in SASP.

#### **Article VI: Meetings and Committees**

- I. The Workgroup shall meet once per month, as scheduled by the Secretary. Of the 11 meetings, 9 shall be online and 2 shall be in-person (i.e., APA Annual Convention, NASP Annual Conference), when feasible.
- II. A quorum shall consist of not less than fifty (50) percent of the Workgroup.
  - A. Decision-making shall be based on majority approval of the quorum.
  - B. In case of a tie, the full membership shall decide via consensus discussions (in-person or electronic).
  - C. If consensus cannot be achieved, Chair, Chair-Elect, and Past-Chair shall make the final decision.
- III. The Workgroup may, at times, choose to instate committees, task forces, and special interest groups, on an as needed basis:
  - A. Special committees. Those committees are ad hoc committees, although they may be re-established or reconstituted anew each year.

- B. Special-interest groups. Informal groups that may be developed around single interests or clusters of interests.
- C. Task forces are responsive groups around matters of high priority and are appointed and dissolved as appropriate.

**Article VII: Amendments**

- I. Amendments to these By-laws may be proposed by a two-thirds vote of the Workgroup.
- II. Voting on proposed amendments shall be electronic. The amendment must be approved by two-thirds of those voting. The polls shall be declared closed thirty days after the date on which the ballots are emailed.

**Article VIII: Dissolution of the Workgroup**

In the event of the dissolution of the Workgroup, any assets will be used and/or distributed for exclusively educational or scientific purposes within accordance with Section 501 (c) (3) of the Internal Revenue Code of 1954. Division 16 would be designated as the organization to whom the assets would be transferred in the event the Workgroup were dissolved. If the Division were not at that time an organization structured and operated exclusively for scientific and educational purposes within the meaning of Section 501 (c) (3), the assets would be transferred to the American Psychological Association, or an appropriate professional organization which did meet the requirements of the code.