

Division 16 Bylaws

Article I: Name and Objectives

I. The name of this organization shall be the Division of School Psychology of the American Psychological Association.

II. As the Division of the American Psychological Association responsible for the application of sound psychological principles to schooling and education in the broadest sense, the objectives of the Division of School Psychology shall be as follows:

A. To promote and maintain high standards of professional education and training within the specialty, and to expand appropriate scientific and scholarly knowledge and the pursuit of scientific affairs;

B. To increase effective and efficient conduct of professional affairs, including the practice of psychology within the schools and across other settings;

C. To support the ethical and social responsibilities of the specialty, to encourage opportunities for ethnic minority participation in the specialty, and to provide opportunities for professional fellowship;

D. To encourage and support publications, communications, and conferences regarding the activities, interests, and concerns within the specialty on a regional, national, and international basis;

E. To collaborate/cooperate with individuals, groups, and organizations in the shared realization of the Division objectives.

III. The ultimate goal of all Division activity and influence shall be the enhancement of the status of children, youth, and adults as learners and productive citizens in schools and other settings.

Article II: Membership

I. Membership in the Division is open to individuals who are committed to the objectives put forth in Article I of these By-laws. Evidence of the commitment shall be demonstrated through active involvement in the practice of school psychology, preparation of school psychologists, research applied to schooling, or psychological consultation with school personnel.

II. The Division shall consist of six classes of members: Students in School Psychology Affiliates, Professional Psychology Affiliates, International Affiliates, Associates, Members, and Fellows.

A. Students in School Psychology Affiliate status shall be extended to individuals pursuing graduate preparation in school psychology.

B. Professional Affiliate status shall be extended to individuals who are credentialed school psychologists and other psychologists who are not APA members.

C. International Affiliate status shall be extended to individuals who are credentialed school psychologists, other psychologists, or individuals pursuing preparation in school psychology who live outside the United States and Canada who are not APA members.

D. An Associate of the American Psychological Association in good standing shall be eligible for election as an Associate of the Division of School Psychology, provided the requirements of Article II, Section I are met.

E. A Member of the American Psychological Association in good standing shall be eligible for election as a Member of the Division of School Psychology, provided the requirements of Article II, Section I are met.

F. Fellow status in the Division of School Psychology is available to Members meeting the minimum qualifications for fellowship as indicated in the By-laws of the American Psychological Association and whose election to Fellow status was supported by the Fellows Committee of the Division.

III. Election to membership in the Division is based upon the following conditions:

A. Affiliate status shall be extended to individuals who are pursuing graduate preparation in school psychology; who are not APA members and are credentialed school psychologists and other psychologists; or who live outside the United States and Canada and are credentialed school psychologists, other psychologists, or pursuing preparation in school psychology; provided the requirements of Article II, Section I are met. Applications shall be made to the Vice President of Membership.

B. Application for Associate or Member status shall be made to the Vice President of Membership who shall verify membership status of the applicant in the American Psychological Association, at which time membership will become effective.

C. Members of the Division may be recommended to the American Psychological Association for Fellow status by the Fellows Committee. All Fellows shall be designated as Fellow in the Division of School Psychology.

Article III: Officers

I. The Executive Council, consisting of the President, President-Elect, Past-President, Secretary, Treasurer, Division Representatives to Council of the American Psychological Association, and six Vice Presidents as voting members, will determine the policies of the Division. Non-elected,

ex officio members without votes may be appointed to the Executive Council from time-to-time by the Council's voting members.

II. The Operations Committee, consisting of the President, Past-President, President-Elect, Senior Representative to Council, Secretary, and Treasurer will oversee the implementation of objectives and policies determined by the Executive Council. The Operations Committee shall be directed by and shall be accountable to the Executive Council.

III. The duties of the various officers of the Division shall be as follows:

A. The President shall preside over all activities and meetings of the Division. In this office resides ultimate responsibility and decision-making authority, subject to affirmation by the Executive Council. The President shall become the Past-President at the end of the term of office.

B. The President-Elect shall function as the President in the latter's absence or incapacity. The President-Elect shall serve in other capacities as appointed by the President. The President-Elect shall become President at the end of the term of office.

C. The Past-President shall chair the Committee for Nominations and Elections to Divisional Offices, which will be designated at the annual meeting, and assume assignments appropriate to the office as designated by the President.

D. The Secretary shall keep the records of all meetings of the Division, the Executive Council, and the Operations Committee; issue notices of meetings and the election of officers; receive and expedite correspondence with Division Services of the Central Office of the American Psychological Association; and update and maintain the Operations Handbook of the division.

E. The Treasurer shall have custody of all funds of the Division, sign checks and drafts on behalf of the Division for the disbursement of funds as authorized by the Division, keep records of all receipts and disbursements, and provide for auditing of accounts on the completion of his/her term of office or at such other times as designated by the Executive Council and/or Operations Committee. On the basis of information received from the committee Chairs and other officers, the Treasurer shall propose an annual budget for submission to the Executive Council. Upon majority vote of the members attending the annual business meeting, the annual budget shall be adopted.

F. The Representatives to Council shall represent the Division as put forth in the By-laws of the American Psychological Association, and shall serve as members of the Committee for Nominations and Elections to APA Boards, Committees, and Special Awards. The Senior Member of the Divisional Representatives shall be designated annually by the Division's Representatives to Council and shall serve as Chair of the Committee for Nominations and Elections to APA Boards, Committees, and Special Awards.

G. The six Vice Presidents shall be as follows:

1. Vice President for Education and Training, and Scientific Affairs.

The Vice President for Education, Training, and Scientific Affairs has general concern for all educational and training affairs which involve school psychology. He or she monitors and coordinates educational projects; and identifies and appraises developments in higher education and in public policy which have implications for the area of education and training of school psychologists.

This Vice President has responsibility for monitoring and coordinating the committees of the Division whose activities fall within his or her area of responsibility, including the divisional awards committees of Distinguished Service, Senior Scientist, Lightner Witmer, and Outstanding Dissertation Award, and APA Fellows Nominations.

This Vice President has responsibility for monitoring and liaison activities with the APA Board of Educational Affairs and the APA Board of Scientific Affairs.

2. Vice President for Professional Affairs.

The Vice President for Professional Affairs shall have general concern for all aspects of school psychology as a professional discipline, and is responsible for furthering the development of school psychology as a professional specialty within psychology; fostering contributions to professional knowledge and practice; developing and promulgating standards for the delivery of school psychological services; furthering the recognition of professional school psychology in health, education, and other human services; encouraging and facilitating the dissemination of information concerning school psychology as a professional psychological specialty to all relevant audiences; acting as liaison with state school psychological associations; fostering the application of school psychological knowledge for the promotion of human welfare within the school community or learning environment; and, encouraging constructive relations with other professional groups.

A major responsibility of this office shall be to provide leadership and support for the Division's interests in the formulation and implementation of federal and state policy and legislative activities of APA.

He or she has responsibility for monitoring and coordinating the committees of the Division whose activities fall within his or her area of responsibility.

This Vice President has responsibility for monitoring and liaison activities with the APA Board of Professional Affairs.

3. Vice President for Social and Ethical Responsibility, and Ethnic Minority Affairs.

The Vice President for Social and Ethical Responsibility and Ethnic Minority Affairs has general concern for those aspects of psychology that involve solutions for the fundamental problems of human justice. He or she is responsible for activities that encourage both the social responsiveness of school psychology and the responsible use of school psychology in regard to social and public policy issues. Specific responsibilities include the Division's institutional roles; the roles of school psychologists in society; social responsibility in human research; assessment and intervention procedures; research on social problems; and, the development of public policy, actions, and statements for the Division of social issues. This Vice President helps to facilitate communication to the public and media highlights of school psychology's outstanding contributions in the public interest. He or she coordinates and provides support for Division activities focusing on the concerns of equality, academic freedom, and conditions of employment of school psychologists, and Division 16's involvement in child and family-related issues.

This Vice President has general responsibility for all matters that relate to social relationships and goodwill among school psychologists, and between/among school psychologists and other professional groups.

This Vice President shall also have general concern for those aspects of school psychology that relate to persons of minority ethnicity or members of underrepresented groups. He or she is primarily concerned with increasing scientific understanding of those aspects of school psychology that pertain to culture and ethnicity; increasing the quality and quantity of educational and training opportunities for persons of minority ethnicity or members of underrepresented groups in school psychology; and promoting the development of culturally sensitive models for the delivery of school psychological services. He or she is also concerned with maintaining appropriate advocacy, communication, liaison, and clearinghouse functions involving ethnic minority school psychologists, students, and school psychological organizations.

This Vice President is responsible for the monitoring and coordination of the committees of the Division whose activities fall within the three general areas indicated above.

This Vice President has responsibility for monitoring and liaison activities with the APA Board for Advancement of Psychology in the Public Interest and its committees.

4. Vice President for Publications and Communications (VP-PC)

The Vice President of Publications and Communications is responsible for the dissemination of information about school psychology to its members, the school psychology community, the psychology community in general, and the public. This Vice President is responsible for overseeing the *School Psychology Quarterly*, *The School Psychologist*, the Book Series, and Conversation Series.

This Vice President has responsibility for monitoring and liaison activities with the APA Publications and Communications Board.

5. Vice President for Convention Affairs and Public Relations

The Vice President for Convention Affairs and Public Relations 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 Vice President has responsibility for monitoring and liaison activities with the APA Board of Convention Affairs and the APA Directorate for Public and Member Communications.

6. Vice President for Membership.

The Vice President for Membership shall be responsible for the recruitment of members, the maintenance of members, monitoring member satisfaction, and responding to member complaints for all categories of membership of the Division.

He or she is responsible for monitoring and coordinating committees of the Division whose activities fall within his or her area of responsibility, including but not limited to Students Affiliates in School Psychology..

This Vice President is also responsible for monitoring and liaison activities regarding membership with APA Division Services.

7. The terms of office of the President, President-Elect, and Past-President shall be one year; for the Secretary, Treasurer, and Vice Presidents three years; for the Divisional Representatives to Council, as provided in the By-laws of the American Psychological Association.

8. Officers shall assume office on January 1 of calendar year.

9. In the case of the death, incapacity, or resignation of any of these officers, except in the case of the President, the Executive Council shall, by majority vote, elect a successor to serve the remainder of the term.

Article IV: Nominations and Elections

I. Nominations for officers of the Division shall be made by a Committee for Nominations and Elections to Divisional Offices with the majority approval of the Executive Council, such nominations to be reported to the Secretary at a time which shall be in accordance with the procedures and deadlines for nominations as they may be set by the American Psychological Association.

II. The Committee for Nominations and Elections to Divisional offices, typically at least two for each office, shall be circulated to the membership of the Division electronically or by mail, and a

period of thirty days (the exact date to be specified) shall be allowed for additional nominations by petition (a single document or sum total of individual letters).

III. Nominations by petition must be presented to the Secretary within this time and must bear the signatures of at least one percent of the current Division membership.

IV. Nominees for Division offices by petition shall be added to the slate of candidates with the majority approval of the Executive Council.

V. In the case of every nomination, the consent of each nominee to have his/her name appear on the ballot shall be obtained.

VI. The final slate of nominees shall be transmitted by the Secretary to the appropriate office of the American Psychological Association for inclusion on the election ballot issued by the Association.

VII. Eligibility to hold Divisional office shall conform to the By-laws of the American Psychological Association.

VIII. The Committee for Nominations and Elections to Divisional Offices shall conduct all Divisional elections, except as it may delegate responsibilities to the Election Committee of the Central Office of the American Psychological Association.

IX. Elections shall be so conducted that at least one, but no more than two, of the Vice Presidents will begin their first year of service at any one time.

X. Voting privileges shall be as follows:

A. Fellows and Members may vote for all Division officers.

B. Associates and Professional Affiliates may vote for all Division officers except Representatives to Council. They may vote for Representatives to Council following a time period designated by the By-laws of the American Psychological Association.

C. Students in School Psychology Affiliates may not vote for Division Officers.

Article V: Meetings

I. The annual meeting of the Division shall take place during the annual convention of the American Psychological Association, and in the same locality, for the transaction of business, the presentation of a scientific program, and the discussion of professional matters in the field of interest to school psychologists. The Division shall seek to coordinate its program with, and participate in, the program of the American Psychological Association.

II. A quorum at a business meeting shall consist of not less than one percent of the membership as reported at the annual business meeting of the Division.

III. Meetings of the Executive Council shall take place at the annual convention of the American Psychological Association.

IV. Additional meetings of the Executive Council and/or the Operations Committee shall take place at the discretion of the President

Article VI: Committees, Task Forces, and Special Interest Groups

I. Committees, task forces, and special interest groups shall have the following meaning in these By-laws:

A. Standing committees. Those committees with more formalized lines of authority, budget line item recognition, and delineation of who constitute or chair them; they have high priority and are ongoing.

B. Special committees. Those committees not designated as Standing Committees; they are ad hoc committees, although they may be re-established or reconstituted anew each year.

C. Special-interest groups. Informal groups that may be developed around single interests or clusters of interests.

II. The committees of the Division shall consist of such standing committees as are provided by these By-laws (Operations Committee, Committee for Nominations and Elections to Divisional Offices; Committee for Nominations and Elections to APA Boards, Committees, and Special Awards) and such special committees as shall be established for special purposes.

Standing committees under each Vice Presidency are as provided in the Operations Handbook and may be altered by majority vote of the Executive Council.

Task forces and special interests groups may be appointed as appropriate.

III. The Operations Committee shall be constituted and shall function as provided in Article III of these By-laws.

IV. The Committee for Nominations and Elections to Divisional Offices shall consist of the immediate Past President, President, and one person selected by lot from among those members of the Executive Council who are in the second year of their three-year term. The immediate Past-President shall chair this committee.

V. The Committee for Nominations and Elections to APA Boards, Committees, and Special Awards shall consist of the Representatives to Council, one serving as Chair, and the Past President. Additional members may be appointed at the request of the Committee.

VI. The President shall appoint committee and task force chairs, who, in turn, shall appoint committee members, unless committee membership is designated by the by-laws.

Article VII: Dues

I. Dues shall be determined annually for each member, paid to the Division by the American Psychological Association out of the annual subscription to the Association.

II. A new membership fee may be assessed by the Executive Council for members elected after the final date for notifying the Central Office of the American Psychological Association for billing of annual dues.

III. Assessments or changes in dues may be recommended by the Executive Council and shall be ratified by a majority vote of the members voting at the annual meeting or by electronic or mail ballot.

IV. Non-payment of dues or assessments for two consecutive years shall be considered resignation from the Division.

Article VIII: Amendments

I. Amendments to these By-laws may be proposed by a two-thirds vote of the Executive Council or by petition signed by one percent of the current membership of the Division.

II. Voting on proposed amendments shall be electronic or by mail ballot sent to all members. 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 or mailed.

Article IX: Dissolution of the Division

In the event of the dissolution of the Division, all remaining 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. The American Psychological Association would be designated as the organization to whom the assets would be transferred in the event the Division were dissolved. If the American Psychological Association 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 an appropriate professional organization which did meet the requirements of the code.

*Amended Bylaws approved by Executive Council, 1/15/12. Approved by membership, 4/25/12