

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. The requirements of these classes shall be provided by the Bylaws of the American Psychological Association except as noted below. All applicants for membership shall demonstrate, in a manner satisfactory to the Division membership,

participation or sustaining interest in furthering the goals of the Division and must be current in payment of dues as outlined in Article VII. Members must meet these criteria to maintain good standing and continued membership.

- 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 and confirmed by the APA.

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.
- B. 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, Treasurer-Elect, Division Representatives to Council of the American Psychological Association, and six Vice Presidents as voting members, will determine the policies of the Division and serve as Division Officers. Candidates for office

in the Division shall be Division members or Fellows 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. The duties of the respective officers and specific duties are provided in the Division Operations Handbook.

II. The Operations Committee, consisting of the President, Past-President, President-Elect, Senior Representative to Council, Secretary, Treasurer and Treasurer-Elect 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.

A. The six Vice Presidents shall be as follows:

1. Vice President for Education and Training, and Scientific Affairs.
2. Vice President for Professional Affairs.
3. Vice President for Social and Ethical Responsibility, and Ethnic Minority Affairs.
4. Vice President for Publications and Communications (VP-PC)
5. Vice President for Convention Affairs and Public Relations
6. Vice President for Membership.
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; the Treasurer-Elect shall be elected in the second year of the prior three-year term to serve one year concurrently with the Treasurer. Divisional Representatives to Council will serve 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. In case of the death, incapacity or resignation of the President, the current President or President-Elect will serve the term of the remainder of the President unable to complete their term. Officers who do not maintain membership in good standing as defined in Article II.II Membership will be removed; successors will be named as per this article.

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 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. Associate Members may vote for Representatives to Council after five years.
 - 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. The voting members of the Executive Council approve, establish and sunset committees, task forces, and special interest groups and 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. Length of time for interest groups varies and is based on the purpose for the SIG. When a group lasts more than one year, the chair of the SIG will report to the EC or relevant Vice-President on progress and time to completion of the work and remains approved until the EC determines otherwise.
- 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 interest 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. The Executive Council may appoint additional members-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. 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.
- II. Non-payment of dues or assessments 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, 11/05/2020.

*Amended Bylaws approved by Division 16 Membership, 12/10/2020