

**BYLAWS** *Adopted (8/25/11)*

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Section on Graduate Student and Early Career Psychologists  
(Section 10)  
Society of Clinical Psychology,  
American Psychological Association

**ARTICLE I NAME AND PURPOSE**

- A. The name of this organization shall be the Section on Graduate Student and Early Career Psychologists (Section 10) of the Society of Clinical Psychology (Division 12) of the American Psychological Association, hereinafter referred to as the Section and the Society, respectively.
- B. The purposes of the Section shall be:
1. To promote the general objectives of the American Psychological Association and the Society of Clinical Psychology.
  2. To address the unique needs of graduate student and early career psychologists members entering the profession and facing early career challenges in clinical psychology.
  3. To evaluate, organize and institute initiatives to increase the number of graduate students and early career psychologists who transition to full member status, as well as the number of early career psychologists joining the Division for the first time.
  4. To collaborate in the development and implementation of the recruitment and retention initiatives of the Membership Committee.
  5. To support the development of new mechanisms and the enhancement of existing mechanisms to increase participation of graduate students and early career psychologists in the Division.
  6. To promote greater awareness of the benefits of Division 12 membership for graduate students and early career psychologists and work to expand those benefits.
  7. To represent the interests and concerns of graduate students and early career psychologists throughout the Division.
  8. To provide a forum for announcements and to promote communication among graduate students and early career psychologists in clinical psychology.
- C. The Section shall establish no policies that are contrary to the policies of the Society or the American Psychological Association.

**ARTICLE II MEMBERSHIP**

There shall be four categories of membership in this Section: Divisional Member, Affiliate Member, Associate Member, and Student Member. The Membership Committee shall rule on all qualifications for membership. Membership shall be forfeited in the event of two years nonpayment of dues.

**A. Divisional Member:** An individual shall be a member or fellow of the Society and of the American Psychological Association who is or has an interest in the scientific or professional aspects of clinical psychology and in graduate and post-doctoral education. A Divisional Member shall be entitled to the following rights and privileges:

1. To attend and to participate in the meetings of the Section and to receive its publications; To hold office, to serve as a voting member on the Committees of the Section, and to vote in its elections.

**B. Affiliate Member:** An individual shall be a member or Fellow of the American Psychological Association who has an interest in the scientific or professional aspects of psychology but is not a member, student, or Fellow of the Society. An Affiliate Member shall be entitled to the following rights and privileges:

1. To attend, to participate in the meetings of the Section, and to receive its publications; to hold office, to serve as a voting member on the Committees of the Section, and to vote in its elections, with the exception that only a member, student, or fellow of the Society is entitled to hold the position of the Section's Representative to the Board of Directors of the Society as specified in Article III, Section G, and Article VI, Sections B and E.

2. An Affiliate Member who becomes a member of the Society shall automatically be reclassified as a Divisional Member of the Section.

**C. Associate Member:** An individual shall be an Associate Member of the American Psychological Association, and shall have a demonstrated interest in the scientific or professional aspects of clinical psychology. An Associate Member of the Section shall:

1. Be entitled to attend, to participate in meetings of the Section, and to receive its publications; Be entitled to serve as a nonvoting member on Committees of the Section; not entitled to hold office nor vote in Section elections; and not be entitled to hold office nor vote in Section elections.

**D. Student Member:** Students enrolled in a graduate or postdoctoral program in psychology are eligible for membership. A Student Member shall be entitled to the following rights and privileges:

1. To attend and to participate in the meetings of the Section and to receive its publications; to hold office with the exception of the office of Treasurer; to serve as a voting member on the Committees of the Section, and to vote in its elections.

2. Student Members shall automatically be reclassified as voting Members of the Section upon submitting evidence of graduation from their programs and of their establishment of full membership in the American Psychological Association and, for Divisional Member status, in the Division.

**E. Election to membership shall be accomplished as follows:**

1. Application shall be made to the Secretary of the Section, who may devise a special form for this purpose. Applicants shall state whether they are members in good standing of the American Psychological Association and indicate whether they are members of the Society. Applicants for Student Member status must have their application endorsed by a faculty member in their department or degree program who is a member of the American Psychological Association.

2. Applications shall be reviewed by the Membership Committee for eligibility.

3. Membership applications approved by the Membership Committee shall be forwarded to the Board of Directors for approval.

4. The combined membership in the categories of Affiliate Member and Associate Member shall not exceed 50 percent of the entire Section membership and election of new members to these two categories may be temporarily suspended or restricted if this percentage is reached.

5. The Secretary shall notify applicants of their membership status in a timely fashion after the Board meeting at which action on membership has taken place, and this notice shall specifically indicate the class of membership to which the individual has been elected. Such election shall not be effective until the payment of such Section dues as may be in effect at the time of the election.

6. Prior to the Section's first full year of operation (2007), the Society's Board of Directors shall designate an ad hoc executive committee whose responsibilities shall include determining an initial dues structure for the Section, and soliciting, reviewing and approving applicants for charter membership in the Section

F. If an Affiliate, Associate or Student member of the Section misrepresents himself or herself as a member of the Society, he or she shall be expelled from membership in the Section.

G. A member in any membership category who wishes to resign membership in the Section shall indicate that intention in writing to the Secretary. Any member who is in arrears of the payment of effective dues or assessments for a period of two years shall be presumed to have resigned from the Section and shall forfeit all attendant rights and privileges.

### **ARTICLE III OFFICERS**

A. The Officers of the Section shall be a President, President-elect, Past President, Secretary, Treasurer, Communications Chair, and a Representative to the Board of Directors of the Society.

B. **The President** shall be the Member who has just completed his/her term as President-Elect. He/she shall succeed to office by declaration at the close of the year after his/her election as President-Elect, and shall serve for one year. The President shall preside at all meetings, shall be the Chair of the Board of Directors, and shall perform all other usual duties of a presiding officer. Individuals shall not be eligible to serve more than one term as President.

C. **The President-Elect** shall be a Divisional, Student, or Affiliate Member of the Section elected for a term of one year. The President-Elect shall be a member of the Board of Directors with the right to vote, shall serve as the Program Chair, and shall perform the duties traditionally assigned to a Vice-President. In the event that the President shall not serve his/her term for any reason, the President-Elect shall succeed to the unexpired remainder thereof and continue to so serve through his/her own term as President.

D. **The Past-President** shall be the most recently retired President of the Section, shall serve as a member of the Board of Directors with the right to vote, and shall serve as Chair of the Committee on Nominations and Elections. The Past-President will also be responsible for editing the student column of the Clinical Psychologist quarterly newsletter. If for any reason the Past-President cannot complete his/her term of office, the office shall remain vacant through the balance of the year in which the vacancy occurs.

E. **The Secretary** shall be a Divisional, Student, or Affiliate Member of the Section elected for a term of three years. During his/her term, he/she shall be a member and the Secretary of the Board of Directors with the right to vote, shall serve as the Chair of the Membership Committee, shall safeguard all records of the Section, shall keep the minutes of the meetings of the Section and of its Board of Directors, shall codify the policy actions of the Board of Directors as published

rules, shall assist the President in preparing the agenda for business meetings of the Section and of its Board of Directors, shall maintain coordination with the Central Office of the Society and the American Psychological Association, shall issue calls and notices of meetings, shall inform the membership of action taken by the Board of Directors, shall keep an updated membership mailing and/or email list, and shall perform all other usual duties of a Secretary.

**F. The Treasurer** shall be a Divisional or Affiliate Member of the Section elected for a term of three years. During his/her term, he/she shall be a member of the Board of Directors with the right to vote, shall oversee custody of all the membership funds and property of the Section, shall oversee the receipt of all money to the Section, shall direct disbursements as provided under the terms of these Bylaws, shall oversee the keeping of adequate accounts, shall prepare the annual budget in consultation with the President and the Board of Directors, shall make an annual financial report to the Section, shall submit tax information correctly and in a timely manner, and in general shall perform the usual duties of a Treasurer.

**G. The Communications Chair** shall be a Divisional or Affiliate Member of the Section elected for a term of three years. During his/her term, he/she shall maintain and modify the section website as needed, as well as oversee nominations for the following term. He/she shall distribute the conference highlights and information on the following year's conference. The Communications Chair shall create newsletters featuring section member activity, manage listserv communication, and ensure that relevant documents of the Section are available to members.

**H. The Section's Representative to the Board of Directors of the Society** must be a Divisional or Student Member of the Section, and is elected for a term of three years. He/she shall perform the duties specified in Article V of the Bylaws of the Society.

I. Newly elected 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 shall be given the title of officer-designate and shall be ex officio members of the Board of Directors without vote.

J. An elected officer is eligible to run for another office in the Section only during the last year of his/her term of office. No individual may serve more than two (2) consecutive terms as Secretary, Treasurer, or Representative to the Society. Each of these officers shall be elected for a three-year term in a staggered sequence.

K. In the case of death, incapacity, or resignation of any officer, except the President or Past-President, the vacant office shall be awarded to the candidate for the position who was, at the time of the most recent past election, the first 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 of the Section shall, by majority vote, elect a successor to serve until the next annual election, at which time the position will be filled by election for the remainder of the term of office. When an individual is appointed or elected to serve the remaining term of a vacated office, such service shall not apply under such limitations on terms of office as may be specified in these Bylaws.

#### **ARTICLE IV BOARD OF DIRECTORS**

A. There shall be a Board of Directors of this Section and, except when otherwise specified in these bylaws, the phrase Board of Directors shall refer to the Section's Board of Directors. Its membership shall consist of the following persons:

1. The elected officers of the Section as specified in Article III, Sections A through K of these Bylaws.

2. Such other members who, in addition to the elected officers, are Chairs of Committees, who shall be ex officio members of the Board of Directors without vote.

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

1. Exercising general supervision over the affairs of the Section and the transaction of the necessary business of the Section 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;

2. Reporting of its activities to the members, and recommending matters for the consideration of the membership;

3. Filling such vacancies in any Office of the Section, as so empowered under the terms of Article III, Section K, of these Bylaws;

4. Advising the President regarding the appointment of Chairpersons and members of Committees of the Section in accordance with these Bylaws;

5. Advising the Officers of the Section regarding the performance of their duties;

6. Advising the Representative to the Society as to matters concerning the relationship between the Section and the Society and/or the American Psychological Association and on issues either currently before or which may be desirable to place before the Society;

7. Preparing a budget for presentation to the membership of the Section and adopting a final budget as amended following member response;

8. Recommending or approving the disbursement of funds of the Section in accordance with Article VIII of these Bylaws;

9. Electing new members in accordance with Article II, Section E, of these Bylaws;

10. Setting policies for the conduct of its own affairs or for the affairs of the Section, provided, however, that such policies are not in conflict with any of the terms of these Bylaws;

11. Authorizing the adoption and publication of rules and codes for the transaction of the business of the Section, provided the same do not conflict with the Bylaws of the American Psychological Association, the Society, or the Section.

C. The Board of Directors shall meet at least once each year immediately preceding the annual meeting of the Section. Additional meetings may be called by the President with the concurrence of a majority of the members of the Board of Directors.

D. Board of Directors meetings shall be open to all members of the Section except at such times as a majority of the Board of Directors may declare an executive session for purposes requiring confidentiality, such as reviewing matters of personnel. Any member of the Section 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 member present shall have one vote, and no member may vote by proxy. All decisions of the Board of Directors shall require assent by majority of those voting, except as otherwise noted in these Bylaws.

E. There shall be an Executive Subcommittee of the Board of Directors that shall be composed of the President, President-Elect, Past-President, Secretary, and Treasurer. The Executive Subcommittee shall meet on the call of the President or of any other three Officers and conduct such affairs of the Section between meetings of the Board of Directors as may be needed to

implement policy decisions adopted by the Board of Directors or to handle other matters delegated by the Board of Directors. During the interval between meetings, and should the Executive Subcommittee declare there to be an emergency requiring immediate action, a mail, email, or telephone ballot may be taken on the emergency matter by the full Board of Directors. These actions shall be recorded by the Secretary and submitted for approval at the subsequent Board meeting.

F. Any Officer may be removed from office before the expiration of his/her term by a two-thirds (2/3) vote of those present at a meeting of the Board of Directors if it appears that the best interests of the Section are not being served by the person in question.

G. With the exception that Officers of the Section may serve as Committee Chairs or as otherwise provided for in these Bylaws, no individual may simultaneously hold two positions on the Board of Directors. In the event that a member of the Board is elected or appointed to a second position on the Board, that member may choose one of the two positions and serve in that capacity while the other position will be filled by the procedures as outlined in Articles III and IV of these Bylaws.

### **ARTICLE V COMMITTEES**

A. The Committees of the Section shall consist of such Standing Committees as are provided by these Bylaws and of such ad hoc or 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 an ad hoc Committee shall terminate at the close of the year in which it was established. All Committee meetings shall be open to all members of the Section except at such times as executive sessions may be declared for purposes of discussing confidential matters, such as issues concerning individual members or applicants. 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 these Bylaws, the Chairs and all members of the Section's Committees shall be appointed on an annual basis by the President in consultation with the Board of Directors, and shall serve until their successors are appointed and qualify. In the case of a vacancy on a Committee, such a vacancy shall be filled in the same manner as initial appointments.

C. The Standing Committees of the Section shall be:

1. The Program Committee, which shall be chaired by the President-Elect and shall consist of such others as are necessary to conduct the business of the Committee for the year. It shall be the duty of the Committee to solicit, evaluate, and select scientific and professional contributions to be presented as part of the Section's annual meeting Program, in coordination with the Society's Program Committee, Board of Convention Affairs of the American Psychological Association. The Chair of the Section's Program Committee also serves as the Section representative to the Society's Program Committee.

2. The Membership Committee shall consist of the Secretary and two (2) other members, all of who shall serve for staggered terms of three (3) years. It shall be the duty of the Committee to solicit members and recommend applicants for the various membership categories described in Article II of these Bylaws.

3. The Committee on Nominations and Elections, which is described in Article VI, Section A.

- D. 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.
- F. All persons serving on Committees of the Section must hold one of the classes of membership in the Section. All persons serving as Chairs or entitled to vote on the matters of concern to a Committee must be Divisional, Student, or Affiliate Members of the Section.
- G. It shall be the responsibility of the Chair of each Standing and ad hoc Committee to submit a report on its operations and recommendations to the Board of Directors as required.

#### **ARTICLE VI NOMINATIONS AND ELECTIONS**

- A. The Committee on Nominations and Elections shall consist of the Past-President ex officio as Chair and three other members of the Section who will be appointed by the President in consultation with 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.
- B. The Committee on Nominations and Elections shall distribute a nominating ballot to all Members by January 15 of each calendar year. The nominations ballot shall provide spaces for writing in the names of at least two possible nominees for each vacancy to be filled. Only Divisional or Student Members shall participate in the nomination of the Representative to the Division.
- C. The nominations shall be tallied by the Committee on Nominations and Elections. There shall be at least three (3) candidates for each position to be filled in a given year. Except as otherwise provided in these Bylaws, any member who is willing to stand for election and who is named for an office by three percent (3%) of the voting membership of the Section shall be eligible to be placed on the ballot. In addition, the Committee on Nominations and Elections shall be empowered, if required, to nominate such additional names for the election ballot as to ensure that there are at least three (3) candidates for each position to be filled. In assigning places on the elections ballot, the Committee on Nominations and Elections shall be guided by the number of nominations received by the various nominees who are willing to stand for election, using its discretion in creating slates and nominating candidates for any remaining spaces.
- D. After a proposed final election ballot and its slate of nominees has been composed for submission to the membership by the Committee on Nominations and Elections, the Chairperson shall submit a report on its actions to the Board of Directors, noting those candidates who were placed on the ballot as a result of achieving nomination by three percent (3%) or more of the membership and those who were placed on the ballot by the Committee, with the Committee's rationales for the latter.
- E. The Officers of the Section shall be elected by a preferential vote of the Members on a mail or email ballot on which the names shall appear in random order. Only Divisional and Students Members of the Section may vote for the Representative to the Society. The Committee on Nominations and Elections shall be responsible for overseeing the mailing or emailing of ballots, the count of the votes, the notification to the Board of Directors of the results of the election, the notification to the members whose names appeared on the ballot, and the reporting of the election to the annual business meeting of the Section and in the pages of its publication. The results of elections shall be tabulated according to the Hare system.
- F. Prior to the Section's first year of operation, a special election shall be held, overseen by an ad hoc executive committee designated by the Society's Board of Directors. In this special election

only, both a President and a President-Elect shall be elected, with terms as specified in these Bylaws, as well as a Secretary, Treasurer, and Representative to the Society. In order to provide for subsequent staggering of their terms of office, other provisions of these Bylaws notwithstanding, the initial terms of office shall be one year for the Representative to the Society, two years for the Treasurer, and three years for the Secretary. The foreshortened terms of the initial, Treasurer and Society Representative shall not apply under such limitations on terms of office as may be specified in these Bylaws.

#### **ARTICLE VII MEETINGS**

- A. The Section shall hold an annual membership meeting at a place and time of their choosing for matters related to the Section's interests. The Section 10 Board Meeting attendance shall be mandatory for the members of the Board of Directors.
- B. There shall be at least one Membership business meeting of the Section 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 Section shall have the right to place a matter on the agenda of a business meeting by directing it to the Secretary or the President at least 48 hours before the meeting.
- C. A quorum for the annual business meeting shall consist of 10 members of the Section. If a quorum is not present, the Board of Directors of the Section shall conduct the business at their next meeting and distribute the results by mail or email.
- D. Other scientific, professional, and/or business meetings of the Section may be called by the President with the concurrence of the Board of Directors.

#### **ARTICLE VIII FINANCES**

- A. Membership dues are established each year by the Board of Directors and are paid annually to the Treasurer of the Section. Dues are based on the calendar year. Members are encouraged to pay their dues before December 31st, preceding the calendar year for which they are applying.
- B. The assessment of any additional or special membership fees beyond the annual dues shall be recommended by a two-thirds (2/3) vote of the Board of Directors. Once so recommended, the proposed assessment shall be presented to the membership by mail or email ballot for ratification by a majority vote.
- C. Dues for Student Members shall be set annually by the Board of Directors; such dues are not to exceed the annual assessment for Divisional, Affiliate, and Associate Members.
- D. As required by the Society Bylaws, Article VI, Section J2, the Section Board of Directors shall present an annual budget to the Society Board of Directors for informational purposes and for comment during the calendar year preceding the year covered by the budget in question, and submit a final financial report on its operations during the year following the one covered by the report.
- E. The Board of Directors shall prepare an annual budget of anticipated income and expenditures that shall be presented for the review of the members at the annual business meeting.
- F. Disbursement of funds of the Section shall be made as follows:

1. The Board of Directors shall authorize disbursements within the amounts of the approved budget for purposes that are consistent with the Bylaws of the Section, of the Society, of the American Psychological Association, and with the recorded actions of the membership.

2. 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.

3. Once a budget has been approved, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objectives of the Section may be authorized by a two-thirds (2/3) vote of the Board of Directors, provided only that such expenditure will not require an increase in the approved assessment during the fiscal year in which it shall be made.

G. The Treasurer is authorized to sign checks on behalf of the Section or to direct the disbursement of funds duly approved under the provisions of these Bylaws. In the event that the Treasurer is incapacitated or otherwise unavailable for any reason over a period of time, or a vacancy occurs in that office, the President is authorized to serve in his/her stead and/or to appoint another Officer or Member to so serve, with the concurrence of the Board of Directors, until such time as the vacancy can be filled following the procedures specified under Article III, Section K of these Bylaws.

H. 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 jointly by the President and the Treasurer.

J. In the event of the dissolution of the Section, all unencumbered funds in the Section treasury at that time shall be absorbed by Division 12 of the American Psychological Association.

#### **ARTICLE IX AMENDMENTS**

These Bylaws shall be amended only by mail or email ballot. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition signed by at least five percent (5%) of voting Section Members presented to the Board of Directors. After a proposed amendment has been reviewed by the Board of Directors, it shall be mailed or emailed within sixty (60) days to the last known post office address of each Member. In such mailings or emailings, each proposed amendment, other than those limited to minor housekeeping changes to these Bylaws, shall be accompanied by statements that specify the arguments for and against the proposed change. Ballots shall be counted sixty (60) days after mailing or emailing, and the voting period shall then be considered closed. An affirmative vote of a majority of the votes cast shall be required to ratify the amendment, which shall then be effective immediately.