

# BYLAWS of the SOCIETY OF CLINICAL PSYCHOLOGY (DIVISION 12) of the AMERICAN PSYCHOLOGICAL ASSOCIATION

As Amended November 2012

## ARTICLE I NAME AND PURPOSE

- A. The name of this organization shall be the Society of Clinical Psychology (Division 12) of the American Psychological Association.
- B. The mission of the Society of Clinical Psychology is to represent the field of Clinical Psychology through encouragement and support of the integration of clinical psychological science and practice in education, research, application, advocacy and public policy, attending to the importance of diversity.

### C. Definition and Description of the Field

1. Knowledge Base and Professional Skills in Clinical Psychology: The field of Clinical Psychology involves research, teaching and services relevant to the applications of principles, methods, and procedures for understanding, predicting, preventing and/or alleviating intellectual, emotional, biological, psychological, social and behavioral maladjustment, disability and discomfort, applied to a wide range of client populations. In theory, training, and practice, Clinical Psychology strives to recognize the importance of diversity and strives to understand the roles of gender, culture, ethnicity, race, sexual orientation, and other dimensions of diversity. Skills include, but are not limited to:

- a. Assessing and/or diagnosing the nature and causes and predicting the effects of subjective distress; of personal, social, and work dysfunctions; and of the psychological and emotional factors involved in, and consequent to, physical disease and disability. Procedures may include but are not limited to, interviewing, behavioral assessment, administering and interpreting tests of intellectual and cognitive abilities, aptitudes, emotions, motivations, personality characteristics, and other aspects of human experience and behavior relative to disturbance.
- b. Intervening at the primary, secondary and tertiary levels. This includes interventions directed at preventing, treating, and correcting the psychopathology, emotional conflicts, personality disturbances, and skills deficits underlying a person's distress and/or dysfunction. In addition to the treatment of diagnosed mental disorders, it also includes interventions to promote health and adjustment. Interventions may reflect a variety of theoretical orientations, techniques, and modalities. These may include, for example, psychotherapies (e.g., cognitive and behavioral, psychodynamic, humanistic), marital and family therapy, group therapy, social learning approaches, biofeedback, cognitive retraining and rehabilitation, community level interventions, electronic interventions, and environmental consultation and design. Psychopathology is intended here

to be interpreted broadly to include and transcend traditional categories of mental illness (e.g., the disorders of the Diagnostic and Statistical Manual of Mental Disorders). All areas of emotional, cognitive behavioral and biomedical patterns that produce distress, dysfunction, disorder or disease are included. Clinical Psychological intervention promotes satisfaction, adaptation, social order and health.

- c. Professional consultation, program development, supervision, administration, and evaluation of clinical psychological services.

- d. The knowledge base of Clinical Psychology includes many areas that are not within the expertise of every Clinical Psychologist. An important example is the analysis, development and implementation of public policy in all areas relevant to the field of Clinical Psychology.

2. Areas of Knowledge in Clinical Psychology: The broad general areas of psychological knowledge not unique to Clinical Psychology are spelled out in many documents, such as the current criteria for doctoral program accreditation of the APA and the *National Register of Health Service Providers in Psychology* criteria for psychology graduate programs. They include course work in the biological, social, and cognitive/affective bases of behavior and in individual differences. Clinical Psychology has a focus on advanced work in the areas of personality and psychopathology. This work includes the full span of psychopathological disorders and conditions, their etiologies, their environments, their degrees of severity, their developmental levels, and the appropriate assessments and interventions that are associated with these conditions. Substantial course work in the areas of personality and psychopathology helps the Clinical Psychologist work toward a comprehensive understanding of normal and abnormal adjustment and maladjustment across the life span. The Clinical Psychologist should be educated and trained to generate and integrate scientific and professional knowledge, attitude, and skills so as to further psychological science, the professional practice of psychology, and human welfare.

3. Major Skill Areas in the Field of Clinical Psychology include:

- a. Assessment: Assessment of adjustment and maladjustment involves the interviewing of the client/patient and often of significant others. It also involves being able to make appropriate behavioral observations, and to administer a wide range of psychological tests and techniques designed to assess the individual's intellectual, cognitive, emotional, and behavioral and biological functioning. The ability to assess not only individuals but also group and family processes is another important skill of many Clinical Psychologists. Appropriate assessment involves selection of assessment methods, taking into account the applicability of norms and standards to particular populations, appropriate application

of assessment tools, interpretation of results of individual tests, integration of results, and the recognition of psychological strengths in addition to psychological deficits. Preparation in Clinical Psychology ordinarily includes substantial course work in assessment plus additional supervised practica. Proper consideration should be given to issues relating to the appropriate use of assessments for special populations.

- b. Intervention: Formulation of an appropriate plan for treatment or intervention involves integration of knowledge of the client's adjustment and/or maladjustment from appropriate assessment, and theoretical and empirical understanding of adjustment and/or maladjustment, and from knowledge of intervention and treatment choices.

Intervention involves informing the client of the treatment plan and options; establishing a working, collaborative relationship with the client/patient; implementing the treatment plan over an appropriate period of time; evaluating the effectiveness of the program, and making changes in the treatment plan where appropriate. Preparation in Clinical Psychology ordinarily includes substantial course work in intervention techniques plus appropriate supervised practica and a one year full time clinical internship. Many clinical psychologists pursue postdoctoral training, and all clinical psychologists take continuing professional education courses to ensure their skills are current and relevant. Due consideration should be given to issues relating to the appropriate use of treatments for special populations.

- c. Consultation with other professionals and nonprofessionals.
- d. The skill areas in Clinical Psychology include many areas that are not within the expertise of every Clinical Psychologist. Important examples are program development, supervision, administration of psychological services, and evaluation and planning of these services.
- e. The conduct of research contributing to knowledge in all the above areas of clinical psychology including basic processes associated with psychopathology, a formal demonstration of research skills, and knowledge of research methods is part of training in Clinical Psychology.
- f. Knowledge of ethical and professional standards and application of these in a consistent manner.

- 4. Populations: The Clinical Psychology profession includes Clinical Psychologists who deal with a wide variety of populations. The Clinical Psychology profession includes Clinical Psychologists who deal with the full range of adjustment and maladjustment from individuals with minor problems of living to seriously disturbed individuals requiring institutionalization. The Clinical Psychology profession includes Clinical Psychologists

who deal with individuals at all developmental levels including infants and geriatric patients and who may work with a single individual or with groups (families, patients of similar psychopathology, organizations). In addition to those patients/clients who are maladjusted or mentally ill, Clinical Psychologists work with those with medical problems and disabilities and they help patients adjust to their disabilities and altered life style. Clinical Psychologists also work with persons without mental illness to promote adaptation, adjustments and personal development. The inclusion of individuals from special populations attests to the breadth and diversity of the field.

- 5. Service Settings: Clinical Psychologists, as well as other psychologists, work in a variety of settings including individual practice, mental health facilities and service units, managed health care organizations, hospitals, long term care facilities, rehabilitation centers, schools, universities, industries, legal systems, medical departments, counseling centers, government agencies, and the military.
- 6. Skill Areas in Clinical Psychology: Clinical Psychologists are broadly trained and use a wide variety of assessment, treatment, and intervention modalities. No single skill is unique to Clinical Psychology. The uniqueness of Clinical Psychology comes from the fact that the field brings the integration of science, theory, and practice to bear on populations manifesting a wide range of physical health/illness, adjustment and/or maladjustment, and/or psychopathology. Clinical Psychologists use a wide variety of assessment, treatment, and intervention modalities. It is not only that the variety characterizes the field, but that individual Clinical Psychologists are broadly trained.
- 7. Education and Training Programs in this Field: We believe the APA accreditation process is the most reliable criterion for an appropriate training program.
- 8. Public Need and Pattern of Practice of Clinical Psychology: Epidemiological evidence suggests that psychopathology, maladjustment, and distress are widespread throughout the world and, thus, Clinical Psychological services are widely needed.
- 9. Services Provided by Clinical Psychologists: Clinical Psychologists perform a wide range of activities in many different settings.
- 10. Efficacy of Clinical Psychological Activities: Research documenting the efficacy of clinical psychological activities is found in many journals including the *Journal of Clinical Child Psychology*, the *Journal of Pediatric Psychology*, the *Journal of Abnormal Psychology*, the *Journal of Consulting and Clinical Psychology*, *Clinical Psychology: Science and Practice*, and *The Clinical Psychologist*, among others. The contents of these journals, and other reputable psychological journals, support the empirical base of Clinical Psychology.
- 11. Ongoing Evaluation of Clinical Psychology: Clinical Psychology training programs engage in annual self-study to ensure quality and as part of accreditation procedures.
- 12. Assessment and Identification of Qualifications for Practice in Clinical Psychology: Currently there are three widely recognized mechanisms for the identification of qualifications for the practice of Clinical Psychology. Other mechanisms are available for specific purposes.

- a. Clinical Psychology programs are accredited by the American Psychological Association. Earned doctorates from Clinical Psychology programs represent a significant credential establishing participation in the field of Clinical Psychology.
- b. Licensing/certification as a Clinical Psychologist is a second form of identification, in many states. However, in many jurisdictions, licensure/certification is generic (i.e., one is licensed/certified as a psychologist and required legally and ethically to limit one's practice to areas of defined competence).
- c. Advanced standing as a clinical psychologist is demonstrated by board certification by the American Board of Professional Psychology (ABPP). Clinical Psychologists who apply for board certification undertake a thorough evaluation by their peers on their knowledge and skills in Clinical Psychology.

**ARTICLE II  
MEMBERSHIP**

- A. There shall be five categories of membership in the Society of Clinical Psychology: Member, Fellow, Early Career Clinical Psychologist, Affiliate, and Student Affiliate.
- B. The minimum qualifications for election to the category of Member shall be:
  - 1. Demonstrated interest in and active engagement in practice, research, teaching, administration and/or study in the field of Clinical Psychology with training appropriate to the conduct of such clinical activities.
- C. The minimum qualifications for election to the category of Fellow shall be:
  - 1. Attainment of the category of Member of the Society of Clinical Psychology;
  - 2. Nomination to the category of Fellow by the Society's Committee on Fellowship and ratification of the nomination by the Division's Board of Directors, such nomination and ratification to be conducted in accordance with extant Bylaws and Association Rules of the American Psychological Association.
  - 3. In order to be nominated by the Society's Committee on Fellowship, a Member must be endorsed to the Committee by at least three (3) Fellows of APA, at least two of whom must be Fellows of the Society of Clinical Psychology;
  - 4. Recommendations for Fellowship must be based upon the Member's having made an outstanding contribution to the science and/or to the profession of Clinical Psychology as demonstrated to by the following:
    - a. Prior status as a Member for at least one (1) year;
    - b. Documentation of the ways in which the Member's activities, contributions, and/or performance have had a discernible and salutary effect on the development of Clinical Psychology as a science and/or as a profession.

- c. For nominees to the category of Fellow who are already a Fellow in another Division, nomination and recommendations shall be consistent with the Bylaws and Association Rules of the American Psychological Association.
- D. The qualifications for election to the category of Early Career Clinical Psychologist shall be:
  - 1. Attainment of a graduate degree in a relevant field of psychology within the past seven years; and
  - 2. Demonstrated interest in and active engagement in practice, research, teaching, administration and/or study in the field of Clinical Psychology.
- E. The minimum qualifications for election to the category of Affiliate shall be:
  - 1. Attainment of the category of International Affiliate of the American Psychological Association; or
  - 2. Demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of Clinical Psychology.
- F. Persons enrolled in a graduate program or school of recognized standing and in a training sequence in Clinical Psychology may be accepted as Student Affiliates of the Society, as may undergraduates majoring in psychology.
- G. A two-thirds (2/3) vote of the Membership Committee or of the Committee on Fellowship shall constitute a recommendation from those committees to the Board of Directors and shall be required to confirm recommendations for any category of membership.
- H. The Secretary shall be responsible for communicating the actions of the Board of Directors with respect to the various categories of membership to the applicants in a timely fashion.

**ARTICLE III  
MEMBERSHIP RIGHTS AND PRIVILEGES**

- A. Early Career Clinical Psychologists, Members and Fellows of the Society of Clinical Psychology shall be entitled to the following:
  - 1. To attend and to participate in the meetings of the Society;
  - 2. To receive the publications and communications of the Society;
  - 3. To hold office and to serve on committees of the Society.
  - 4. To vote in regular and special elections.
- B. Affiliates and Student Affiliates of the Society shall:
  - 1. Be entitled to attend and to participate in the meetings of the Society and to receive its publications and communications, except that Student Affiliates do not receive the Society journal
  - 2. Not be entitled to hold office, serve as voting members of Committees of the Society, nor vote in regular or special elections.

**ARTICLE IV  
OFFICERS**

- A. The Officers of the Society shall be a President, President-elect, a Past President, a Secretary, and a Treasurer.
  - 1. No individual may run simultaneously for more than one elected Society office or Board of Directors seat.
  - 2. No individual may simultaneously hold two elected seats on the Board of Directors.
  - 3. The Secretary and Treasurer offices may be held by an individual for no more than two terms, which may be consecutive.
  - 4. No individual may hold the office of President more than once.
- B. The President shall be the Fellow or Member who has just completed a term as President-elect, shall succeed to office by declaration at the close of the year after 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.
- C. The President-elect shall be a Fellow or 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 a 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.
- D. The Secretary shall be a Fellow or Member of the Society elected for a term of three years. The Secretary shall be a member of the Board of Directors with right to vote, shall safeguard all records of the Society, shall keep the minutes of the meetings of the Society and of the Board of Directors, 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 action taken by the Board of Directors and shall perform all other usual duties of a Secretary.
- E. The Treasurer shall be a Fellow or Member of the Society elected for a term of three years. The Treasurer shall be a member of the Board of Directors with right to vote, shall oversee custody of all funds and property of the Society, shall oversee the receipt of all money to the Society, shall direct disbursements as provided under the terms of these Bylaws, shall oversee the keeping of adequate accounts, shall aid the President and Board of Directors in the preparation of the annual budget, shall make an annual financial report to the Society, shall prepare any forms required by the Internal Revenue Service, and in general shall perform the usual duties of a Treasurer.
- F. The Member-at-Large shall be a Fellow or Member of the Society elected for a term of three years. The member-at-Large shall be a member of the Board of Directors with right to vote, shall chair the Committee on Diversity and shall promote multicultural equity within the membership and representation of the Society.
- G. 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, shall serve ex-officio with vote as Chair of the Committee on Nominations and Elections, and as Chair of the Committee on APA Policy Issues.
- H. 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 shall be given the title of officer-designate and shall be ex-officio members of the Board of Directors without vote.

- I. 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, 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 a permanent incumbent who shall complete the unexpired term.
- J. The means for filling a vacancy in the office of President is specified in Article IV, 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.

**ARTICLE V  
BOARD OF DIRECTORS**

- A. There shall be a Board of Directors of the Society of Clinical Psychology. Its membership shall consist of the following persons:
  - 1. The Officers of the Society as specified in Article IV, Sections A through F of these Bylaws.
  - 2. Representatives to the APA Council of Representatives as specified in Article V, Section B of these Bylaws. These individuals shall assume their positions on January 1 of the year following their election to office and shall maintain them until their successors are seated (or until incumbency must be terminated as described in Article V, Section B, paragraph 2). During the period between their election and the assumption of office, the Representatives shall be given the title of Representative-designate and shall be ex-officio members of the Board of Directors without vote.
  - 3. An elected Representative to the Society Board of Directors from each Section of the Society (as defined in Article VI, Section I of these Bylaws), elected by members of the Section who are themselves Fellows or Members of the Society (or, in the case of Section X, Student Members). They shall assume their positions on January 1 of the year following their election to office and shall maintain them until their successors are seated. During the period between their election and the assumption of office, the Representatives to the Society Board of Directors from the Sections shall be given the title of Section Representative-Designate and shall be ex-officio members of the Board of Directors without vote.
  - 4. The Editors of the Society newsletter and the Society journal who shall be members of the Board of Directors without vote. The Editors shall be appointed by the President with the concurrence of the Board of Directors. The newsletter editor shall serve a four (4) year non-renewable term. The journal editor shall serve a five (5) year non-renewable term.
- B. The Society shall elect each year that number of Representatives to APA Council necessary to fill vacancies created by the ending of terms of current Council Representatives and/or vacancies created by changes in the

APA apportionment ballot. Consistent with the APA Bylaws, Representatives to APA Council must be Members or Fellows of the Society and are ordinarily elected for a three (3) year term. The Representatives to APA Council shall perform those duties required of Council Representatives as specified in the Bylaws of the American Psychological Association. The Society's Representatives to APA Council shall be members of the Board of Directors with vote. They 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.

1. In the case of death, incapacity, or resignation of any Representative to APA Council, the vacant office shall be awarded to the defeated candidate who was, at the time of the most recent past election the runner-up in the election for Council seats. If the runner-up declines to serve or is for any other reason unavailable, the Executive Committee shall, by majority vote, elect a successor to serve for the remainder of the calendar year and, if necessary, the Board shall also undertake to conduct a special election from among eligible members to secure an incumbent who shall complete the unexpired term.
2. If the Society loses one or more of its seats on APA Council as a 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 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.

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

1. 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;
2. Reporting of its activities to the members, and recommending matters for the consideration of the membership;
3. Approving the formation of or dissolving Sections;
4. Filling such vacancies of the Society, as so empowered under the terms of Article IV, Sections H and I and Article V, Section B, paragraph 1 of these Bylaws;
5. Advising the President regarding the appointment of Chairs and members of Committees of the Society in accordance with these Bylaws;
6. Advising the Officers of the Society regarding the performance of their duties;
7. Advising the Representatives 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;
8. Ratifying new Members to election on recommendation of the Committee on Membership, and recommending new Fellows to APA Council on recommendation of the Committee on Fellowship;
9. Adopting an annual budget;
10. Recommending or approving the disbursement of funds of the Society in accordance with Article X of these Bylaws;

11. Advising the President regarding the appointment of the Editor of any of the Society's publications;
  12. 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.
- D. The Board of Directors shall meet at least twice each year. Additional meetings may be called by the President with the concurrence of the Board of Directors.
- E. 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 for the purpose of reviewing matters of personnel. 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 member present shall have one vote, and no member may vote by proxy. All decisions of the Board 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.
- F. 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 mail, electronic or telephone ballot may be taken on the emergency matter from the full Board of Directors.
- G. Any Officer or Representative to Council may be removed from office before the expiration of his/her term by a public 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 Society are not being served by the person in question.
- H. An individual who has been selected to serve as a voting member of the Board of Directors for two consecutive three-year terms in any office shall not be eligible to hold a voting seat on the Board of Directors until three years have passed since vacating a seat on the Board of Directors.

**ARTICLE VI  
SECTIONS**

- A. Sections may be organized to represent scientific and professional interests that lie within the Society.
- B. Any member of the Society may apply for membership in one or more Sections under the rules of eligibility and election established by the Section. Fellows, Members, Early Career Clinical Psychologists, Affiliates, or Student Affiliates may remain members or affiliates without affiliation with a Section. A Section may include as Associates those who do not qualify for or do not desire membership in the American Psychological Association or in the Society. It may determine its own qualifications for its membership classes, provided only that

- the designation Fellow or Member of the Section shall be reserved for members of the Section who are at least Fellows or Members respectively of the Society.
- C. Establishment of a Section shall be considered whenever petitioned for by at least two percent (2%) of the Fellows and/or Members of the Society. The petition must be accompanied by a set of proposed Bylaws. A majority vote of those present at any meeting of the Board of Directors is required for establishment of a new Section.
- D. The Board of Directors may create such Sections provided that:
1. They represent an active and functionally unitary interest of a group of members;
  2. Their proposed objectives fall within the scope of those specified in Article I of the Bylaws;
  3. Their membership is not restricted on any basis other than psychological interests and qualifications;
  4. The establishment of any new Section is not inimical to the welfare of any other Section already established.
- E. Sections formed from existing societies or organized as new societies may use a society name provided they append to it the phrase: "A Section of Division 12 of the American Psychological Association."
- F. A Section may be dissolved by the Board of Directors whenever:
1. The number of members within the Section falls below fifty (50) % Fellows or Members of the Society;
  2. The number of Associates, excluding Student Affiliates of the Society and Graduate Students and Early Career Psychologist, exceeds the number of Fellows and Members of the Society who are members of the Section; This rule does not apply to Section X (Students).
  3. The Section votes to recommend dissolution.
- G. Each Section shall draw up and maintain its own Bylaws and rules of procedure within the framework of these Bylaws. Each may elect such officers, appoint such committees, and adopt such regulations for the conduct of its business as it may desire.
- H. Each section shall file with the Society Secretary a copy of its current Bylaws, regulations, names of persons serving in its governance structure, and a description of that structure.
- I. An approved Section shall be accorded the following rights:
1. To collect assessments from its members in addition to Society dues and assessments and to control and disburse its funds, provided that it observes the responsibilities enumerated in Article VI, Section J, Paragraph 2 of these Bylaws;
  2. To be granted from the Society's allocation an amount of program time at the annual convention to be determined each year by the Board of Directors and to request additional program time when such requests are accompanied by specific program proposals. The Society's convention program, as printed in Society publications, shall identify meetings that have been sponsored by Sections;
  3. To own and to operate journals provided that it observes the responsibilities enumerated in Article VI, Section J, Paragraph 3 of these Bylaws;
  4. To elect a Section Representative to the Board of Directors, provided that it observes the responsibilities enumerated in Article VI, Section J, Paragraph 4 of these Bylaws. The term of such Section Representatives to the Executive Board shall be for three (3) years. They may succeed themselves for one additional term of three years. In the event a Section representative cannot attend a meeting of the Board of Directors, an alternate, with vote, may be appointed by the Section;
  5. To have access to space within the Society's publications within reasonable limits and without cost. Subject to the approval of the Editor(s), additional space may be purchased at Section expense.
- J. An approved Section must discharge the following responsibilities to the Society:
1. To maintain policies and to adopt only those amendments to its Bylaws as shall be and remain consonant with these Bylaws of the Society;
  2. To submit to the Society Treasurer, in a timely fashion, a final financial report on its operations during the preceding year;
  3. To petition to the Society Board of Directors, for the right to own and to operate, should it so desire, a journal so that the Society Board of Directors, in turn, might petition the APA Council of Representatives, as specified by the Bylaws of the APA, for such permission. The Society Board of Directors shall not capriciously withhold its endorsement from such requests. Upon approval by APA, liability coverage for such publishing operations will be provided by APA. The Section, further, shall instruct the editor or editors of its publications to file such annual reports as are required by the APA Publications and Communications Board;
  4. To adopt procedures for the election of a Section Representative in such a fashion as to ensure that the Representative is a Fellow or Member of the Society and that the Representative elected has received at least a plurality of votes cast. Procedures for filling vacancies in the position as may be subsequently created by death, incapacity, or resignation must be carried out in fashion consistent with these Bylaws.
- K. A Section remains autonomous in all matters within its field not reserved to the Society.

**ARTICLE VII  
BOARD AND 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 an ad hoc Committee 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 these 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 qualify. 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. The Standing Committees of the Society shall be:

1. The Committee on Fellowship, which shall consist of six (6) Fellows of the Society, all of whom shall serve for staggered terms of three (3) years. It shall be the duty of this Committee to evaluate and to recommend applicants for Fellowship to the Board of Directors and, where necessary, to the APA Membership Committee;
2. The Membership Committee, which shall consist of six (6) members, all of whom shall serve for staggered terms of three years. It shall be the duty of the Committee to recommend applicants for the categories of Member, Affiliate, and Student Affiliate to the Board of Directors. Preferably, at least one (1) member of the Membership Committee shall be a Fellow of the Society. At least one (1) member of the Committee shall have received the doctorate within the five (5) years immediately preceding his/her appointment. The remaining members shall be broadly chosen to represent the spectrum of active interest in and/or engagement in practice, teaching, research and/or administration.
3. The Program Committee, which shall consist of a Chair, a Chair-designate, the Immediate Past Chair, and a representative designated by each of the Sections, and 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 Society's annual meeting program, in coordination with the Board of Convention Affairs of the American Psychological Association.
4. The Committee on Nominations and Elections as described in Article VIII, Section A.
5. The Finance Committee, which shall consist of the Treasurer and three (3) members of the Board of Directors, serving staggered terms of three years. 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.
6. The Committee on Publications and Communications shall consist of six (6) members, serving staggered terms of three years. This committee shall oversee the operation and publication of the Society's journal, *The Clinical Psychologist*, and other Society sponsored publications and mechanisms for communications. Section publications and mechanisms for communications shall not be subject to review by this Committee.
7. The Committee on Awards shall consist of the Past President, the President, and the President-Elect. The Past President shall serve as its Chair. The Committee shall be responsible for recommending awards of any kind by the Society and for nominating awardees to the Board of Directors, which shall take final action on all awards.
8. The Committee on APA Governance shall consist of three members, each to serve a three (3) year term. 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.

9. 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 (3) years. It shall be the duty of the Committee to identify and to promote awareness of the scientific basis of psychological treatments, interventions, and assessments, with the goal of enhancing clinical science, training, practice, and public health.
  10. The Committee on Education and Training 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 (3) years. This Committee shall endeavor to promote the study of clinical psychology and to encourage the development of graduate, postdoctoral, and continuing education in the discipline. The Committee shall also promote high standards of ethical conduct by clinical psychologists in the content of their training, and it shall facilitate continuing education to enhance awareness of professional responsibilities and maintain the highest standards of clinical practice.
  11. The Committee on Diversity 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 (3) years. The Standing Committee on Diversity's purpose will be twofold: (1) to consider the broad issues pertinent to the under representation of diverse groups in the Division (e.g., ethnicity, race, disability status, age, sexual orientation, religion, and gender), and (2) to ensure that diversity considerations are addressed in all issues relevant to the Society of Clinical Psychology. This committee will be charged with helping to increase recruitment, retention, equitable representation, and involvement of culturally diverse groups in our Division.
- E. In addition to its responsibilities for carrying out those operations specified in Article VII, Section D 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.
- F. It shall be the responsibility of the Chair of each Standing Board or Committee to submit an annual report on its operations and recommendations to the Board of Directors by November 30 of each calendar year.
- G. The Board of Directors is empowered to authorize the formation of Task Forces to accomplish the goals of the Society.
1. Each Task Force shall be appointed for one year, shall present a progress report when requesting reimbursement, and shall present a final written report at year's end to the Board of Directors.
  2. The number of members, and terms of office of Task Force members shall be determined by the Board of Directors.

- 3. The members and Chair of each Task Force shall be nominated by the President for approval by the Board of Directors.
- H. Preferably, persons serving on Committees and Task Forces of the Society will be Members or Fellows of the Society.

**ARTICLE VIII  
NOMINATIONS AND ELECTIONS**

- A. The Committee on Nominations and Elections shall consist of the Past President ex-officio as Chair and four other members, two of whom shall not 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 and Representatives to APA Council. All aspects of nomination and election for positions on the Division's 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 distribute a nominating ballot to all Fellows and Members by January 15 of each calendar year. The nominations ballot shall provide spaces for writing in the names to ensure that there are at least two (2) candidates for each elected position to be filled in a given year.
- 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 one-half of one percent (0.5%) of the membership in order of number of nominations received until the required number of candidates is listed. In the event of a tie for last position, the Committee on Nominations and Elections is empowered to break the tie by lot. In addition to those nominees who shall be placed on the ballot by virtue of having been nominated by one-half of one percent (0.5%) of the membership, 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 two (2) candidates for each elected position to be filled in a given year.
- 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 Chair 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 one half of one percent (0.5%) 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 and Representatives to APA Council of the Board of Directors shall be elected by a preferential vote of the Fellows and Members on a mail or electronic ballot. The Committee on Nominations and Elections shall be responsible for overseeing the election process.
- F. Special elections required to fill any vacancies on the Board of Directors as specified in Articles IV and V 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 VIII, Sections A through E of these Bylaws.

**ARTICLE IX  
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 the Division's interests. The Society shall coordinate its program with, and shall participate in, the program of the APA.
- 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 at least forty-eight (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 business meetings of the Society shall be published to the membership.

**ARTICLE X  
FINANCES**

- A. Membership dues are those amounts established each year for each member, paid to the Society by the American Psychological Association out of the member's annual fees paid to the Association.
- B. The assessment of any additional or special membership fees beyond those specified in Article X, Section A of these Bylaws shall be decided by a two-thirds (2/3) vote of the Board of Directors.
- C. Dues for Student Affiliates and Early Career Clinical Psychologists shall be set annually by the Board of Directors on recommendation of the Finance Committee, such dues not to exceed the extant assessment for Fellows and Members.
- D. A special assessment shall remain in force each subsequent year unless changed by the Board of Directors. A request for such a change may be initiated by any member of the Board of Directors.
- E. 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.
- F. Disbursement of funds of the Society shall be made as follows:
  - 1. 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.

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 in accordance with Article X, Section E, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objects of the Society 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 Society or to direct the disbursement of funds duly approved under the provision of Article X, 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.
- 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 by the President and the Treasurer.

#### **ARTICLE XI 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%) or one hundred Fellows and Members, whichever is greater, presented to the Board of Directors. After an amendment has been reviewed by the Board, it shall be mailed or electronically sent as soon as is practical, and no later than the subsequent scheduled mailing or electronic submission from the Society to the last known post office address or electronic address of each Fellow and Member along with statements which specify the arguments for and against the proposed change. Ballots shall be counted sixty (60) days after the start of the balloting, and the voting period shall then be considered closed. An affirmative vote of a majority of the Fellows and Members returning their ballots shall be required to ratify the amendment which shall then go into effect.