

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

As Amended October 2024

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, with emphasis on integrating diversity, inclusivity, and accessibility in all the above spheres.

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 outlined in the Policy and Procedure Manual
- 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 ten 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. 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.
- I. 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 III STRUCTURE

- A. The Officers of the Society shall be a President, President-elect, a Past President, a Secretary, Diversity Officer and a Treasurer.
 - 1. No individual may run simultaneously for more than one elected Society office or Board of Director 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.
 5. Officer Description shall be outlined in the Policy and Procedure Manual
- B. 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.
- C. In the case of vacancy, including but limited to vacancies caused by 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. Removal Procedures shall be outlined in the Policy and Procedure Manual
- D. The means for filling a vacancy in the office of President is specified in Article III, Section C of these Bylaws. In the case of vacancy, including but limited to vacancies caused by death, incapacity, or resignation of the Past President, such vacancy shall remain through the balance of the year in which it occurs.
- E. 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 III, Sections A through D of these Bylaws.
 2. Representatives to the APA Council of Representatives as specified in Article III, Section F 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 III, Section F, 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 IV, Section G 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 renewable term. The journal editor shall serve a three to five (3-5) year renewable term.
- F. 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 vacancy, including but limited to vacancies caused by 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.
- G. 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; Additional duties are outlined in the Policy and Procedure Manual

ARTICLE IV 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. 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 IV, Section H, 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 IV, Section H, 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 IV, Section H, 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.
- H. 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.
- I. A Section remains autonomous in all matters within its field not reserved to the Society.

ARTICLE V
BOARDS, COMMITTEES AND TASK FORCES

- A. The Committees of the Society shall consist of such Standing Committees as are provided by the Policy and Procedure Manual 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 outlined in the Policy and Procedure Manual
- D. In addition to its responsibilities for carrying out those operations specified in the Policy and Procedure Manual, 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.
- E. 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.
- F. Preferably, persons serving on Committees and Task Forces of the Society will be Members or Fellows of the Society.

**ARTICLE VI
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 VII
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 VII, 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 VII, 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 VIII
AMENDMENTS**

- A. Amendments will need to be: a) Proposed by the majority of the Board or, b) a petition of 3% of all fellows and members to the Board of Directors.
 - 1. Review by the Board
 - 2. Electronically sent to each Fellow and member with detailed arguments for and against the proposal
 - 3. Ballot counting within 60 days of the initiating the ballot
 - 4. Amendment will be ratified by majority vote