

SOCIETY OF
CLINICAL PSYCHOLOGY



DIVISION 12
American Psychological Association

Policies and Procedures Manual

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I.MISSION STATEMENT

SCP promotes the integration of clinical psychological science and practice in education, research, application, advocacy and public policy. We invite students and clinical and health service psychologists at any stage of their career to make us their professional home.

II.DEFINITION AND DESCRIPTION OF THE FIELD*

III.BYLAWS*

IV. HISTORICAL BACKGROUND OF THE SOCIETY AND ARCHIVES

a. History

- i. Dr. Donald K. Routh's book "Clinical Psychology Since 1917: Science, Practice, and Organization" (Plenum Press, New York, 1994) provides the best written history of the Division:
 1. "Clinical psychology is one of the newest professions, built upon a discipline that is itself hardly more than a century old (the conventional date for the founding of modern psychology, that is, Wundt's laboratory in Leipzig, is 1879). The essential elements of clinical psychology are considered to be science and practice. (There were) a series of organizations within the profession of clinical psychology in the United States: the American Association of Clinical Psychologists (1917-1919), the Clinical Section of the American Psychological Association (1919-1937), the Clinical Section of the American Association for Applied Psychology (1937-1945), the Division of Clinical Psychology of the American Psychological Association (1945-present), and the various sections of Division 12 (1962-present). (Plenum Press, New York, 1994, page 3)

b. Archival Process

i. APA Archives

1. The primary purpose of the APA Archives is to collect, maintain, and preserve the records and information of permanent historical value of the Association and its affiliates. The APA Archives works to document the development of the field of psychology in America. It also serves as a research resource for Central Office staff, Association members, and qualified researchers.
2. The early history of the APA and its Divisions (1917-1985) reside in the Manuscript Division of the Library of Congress. While the time span covered is 1917-1985, the bulk of the records is concentrated in the period 1940-1980. A finding aid listing the materials available in the collection was prepared by the Library of Congress staff and is available in the Manuscript Division Reading Room, James Madison Building, of the Library and online at www.apa.org/archives/.
3. The APA Archivist is responsible for the collection, preservation, and management of all APA Central Office archival materials. The Archivist assists Division officers in the determination of appropriate Divisional archival documents and serves as the official repository for said documents.
4. Archival records are those that have enduring value. Records or materials that are currently in active use are, by definition, not archival records. Division officers should note that materials sent to the APA

Archives will always be available for review and use by Division officers and members. *Division archival materials remain the property of the Division.* Materials marked confidential will be treated as such and will not be available without special permission. Materials that should be considered archival include materials that reflect the historical growth of the division and/or the division's contribution to the growth of the field of psychology.

5. Types of materials that should be sent to the APA Archives include:
 - a. officers' files
 - b. substantive correspondence
 - c. memoranda of policy
 - d. agendas and minutes
 - e. reports
 - f. policy statements
 - g. conference proceedings
 - h. publications (brochures, pamphlets, booklets, posters, books)
 - i. testimony
 - j. informational and administrative records.
 6. Photographs, labeled and dated, can be donated to the Archives for inclusion in the APA photograph collection. For other non-print materials, contact the Director of Archives.
 7. Two copies of all Division publications should be sent to the Archives. For Division journals, three copies should be sent.
 8. Materials that are not appropriate for the APA Archives are non-historical items, such as meeting-room schedules and personal items. For assistance in determining the archival value of materials, please contact the Director of Archives.
- ii. Divisions should use the following archives procedures:
1. A review of archival materials should be conducted by the appropriate officers of the Division with assistance, if needed, by the Director of Archives.
 2. An Archives Record Inventory Form should be completed for all archival materials. These forms are available from the APA Archives and will be sent to the designated officer of each Division.
 3. Archival and Library materials, with the accompanying form, can be emailed to the Archives Library at lib-staff@apa.org. Materials received will be appraised by the Director of Archives and entered into the electronic database. A finding aid will be developed from this database..
For more information about the APA Archives, please contact the Director of Archives, Elizabeth Deegan MLS, at the above address or by e-mail edeegan@apa.org.
 4. Classic Books in Psychology Program
 - a. The APA Archives and Library has established a Classic Books in Psychology collection. Contact the Director of Archives for information about this collection and how you can donate to it.

V. BOARD OF DIRECTORS

- a. Election of Board Members
 - i. Step 1: A Call for Nominations ballot is sent out every year by October 15th. Recipients have six weeks to respond with names of qualified candidates.
 - ii. Step 2: At the annual meeting in January/February, the Board of Directors approves the slates and calls potential candidates to ask them to participate in the election.

- iii. Step 3: APA sends out the actual ballot in conjunction with all other Divisions. This goes out on April 15th and again, recipients have six weeks to vote for their candidate. APA notifies the Central office of the successful candidates sometime during the first week of June. The Director of Operations or President calls all candidates to notify them of the outcome immediately.
- b. Role of Each Board Member
 - i. The Board of Directors includes a President, President-Elect, Past-President, Secretary, Treasurer, Diversity Officer, APA Council Representatives, and Section Representatives and Member-at-Large. The Executive Committee is defined as the President, President-Elect, Past-President, Secretary, Diversity Officer and Treasurer. The roles of each officer are determined by the by-laws of the organization.
 1. President
 - a. 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.
 2. Secretary
 - a. 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.
 3. Treasurer
 - a. 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.
 4. President-elect
 - a. 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.
 5. Past President
 - a. 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.

6. Diversity Officer

- a. The Diversity Officer of SCP is a Division member or Fellow elected for a 3 year term. The DO is a voting member of the SCP Board of Directors providing guidance on policies, processes, and programs with respect to diversity issues. The DO chairs the Diversity Committee which consults with various SCP Committee Chairs across the organization, including SCP Editors to foster and centralize diversity issues, as well as promote multicultural equity within the membership and representation across these various areas of the SCP.

7. Council Representatives

- a. 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.

8. Section Representatives

- a. 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. In Addition to responsibilities to the Society, the elected Section Representative must fulfill duties to the Section itself (i.e. meetings, etc.) They should attend all meetings of the Society Board of Directors and represent the section's interests in their discussions. They should attend all meetings of the Section Board of Directors – usually two per year. They should attend meetings of other Section Representatives at the Society Board meeting, and use this forum to present issues of the Section and to solicit support or advice for addressing matters presented. They should report on Section activities to the Society Board at each meeting. They should submit an annual end-of-the-year written report to the Society about Section activities, election results, etc. for inclusion in the agenda book for the January-February Society Board meeting. They should serve as a liaison between the Section Board of Directors and the Society Central Office. They should report to the Section Board about society Board meetings and the need for Section input. They should

write reports on Section-relevant Society Board actions for inclusion in the Section and Society newsletter. A Section Representative should assist the Society Board in identifying section members who can become involved in committees and other Society activities. This can be done by completing the Call for Nominees and forwarding it to the Society Governance liaison. A Section Representative should monitor requests for the Society's yearly allocation to the Section by working with Society Treasurer and Section President. A written request needs to be placed in writing to include a proposal for how funding will be used. A Section Representative should notify the Society President if he or she is unable to attend a board meeting and inform the Central Office of the replacement person so that email and other communication can be directed to the substituting Section Representative. In general, the Section Representative should be the conduit between the Section and the Society.

9. Member-at-Large

- a. 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.

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

- i. Reporting of its activities to the members, and recommending matters for the consideration of the membership;
- ii. Approving the formation of or dissolving Sections;
- iii. In such filling of vacancies of the Society, as so empowered under the terms of Article II Sections B and C and D and Section F Paragraph 1 of the SCP Bylaws
- iv. Advising the President regarding the appointment of Chairs and members of Committees of the Society in accordance with these Bylaws;
- v. Advising the Officers of the Society regarding the performance of their duties;
- vi. 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;
- vii. 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;
- viii. Adopting an annual budget;
- ix. Recommending or approving the disbursement of funds of the Society in accordance with Article X of these Bylaws;
- x. Advising the President regarding the appointment of the Editor of any of the Society's publications;
- xi. 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.
- xii. There shall be an Executive Committee of the Board of Directors, which shall be composed of the President, President-elect, Past President, Secretary, Diversity Officer and Treasurer. The Executive Committee shall meet on the call of the President or of any other four 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.
- xiii. 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.

- xiv. 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.
- d. Roster of Past Presidents*
- e. Board Meetings
 - i. 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.
 - ii. With the approval of the BD, the President chooses a city for the meeting (taking into consideration the financial implications for the Society). The Administrative Officer then negotiates a contract with area hotels and restaurants.
 - iii. Teleconferencing
 - 1. Teleconferencing is completed through a service provided by Zoom.
 - iv. Email voting
 - 1. Any board member may make an initial motion which will be followed by a minimum of one week for discussion. If in the judgment of the president, it is appropriate for an email vote, the president will request a final motion and call for a vote. Any board member may request that the Executive Committee review and concur with the president's determination that the motion is appropriate for an email vote. If the executive committee concurs with the president, the vote will proceed. There will be one week to vote. Votes shall be sent to the administrative officer to tally. The administrative officer will send the vote tally to the secretary, who will track all motions for which there have been completed votes and include these in a report at the subsequent board meeting.
 - v. 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. Fiscal Management
 - i. Central Office
 - 1. Role and Duties of the Director of Operations
 - a. Sample Contract*
 - 2. Written Communication from Central Office must refer to Society of Clinical Psychology, Not Division 12
 - a. February 2014 Board Meeting
 - 3. Reimbursement
 - a. For purposes of reimbursement, all requests for reimbursements of expenses shall be within 60 days of expenditure, and shall be accompanied by original receipts. (Policy adopted at the January, 2000 meeting in Charleston, SC)
 - b. All forms and receipts are to be mailed to the Central Office for processing and forwarding to APA.

- c. At the October, 2000 meeting in Santa Barbara, California, the Board of Directors formally voted on the following financial issues:
- i. Per Diem –Individuals should not request reimbursement for amounts over and above the per diem amount. The purpose of having a per diem is to limit the expenses to the Division, while still providing ample funds for meals. Also, the justification of not having spent the full amount on one meal, and therefore going over on another, should not apply. Per diem reimbursement for meals is \$8 for breakfast, \$12 for lunch, and \$40 for dinner. The per diem was amended to \$75/day maximum – Sept 20090.
 - ii. Safe Arrival telephone calls – Justification for a single “safe arrival” call can be made, up to the amount of \$7.
 - iii. Extended stay – Individuals staying an additional night on either end of a meeting should not request the Division’s reimbursement for that night’s lodging, or the meals during this time. Anyone planning additional days should notify the Treasurer prior to the meeting, not at the beginning of/during the meeting.
 - iv. Division reimbursement will cover meals through lunch on the final day of the meeting (normally Sunday).
 - v. Partial attendance – if a Board member cannot stay for the entire meeting, the costs to the Division should be prorated accordingly. For example, if someone needs to leave to attend another meeting, the flight should be prorated.
 - vi. Full attendance is expected for full reimbursement.
 - vii. Unless approved in advance by the treasurer, any airfare that is higher than the amount offset by staying over Saturday night shall be borne by the traveler.
 - viii. Guest expenses: No expense of any sort for guests is provided by the Division.
 - ix. Failure to attend a pre-paid event (e.g. a dinner meal) shall be paid by the person who agreed in advance to the arrangement.
 - x. Alcohol: No reimbursement for alcohol shall be made, with the exception of meals.
 - xi. Liaison: A liaison shall use the per diem standards for reimbursement, as approved by the Division.
 - xii. Travel Reimbursement Form*

g. Collection of Dues

- i. Full/Dues –Exempt Members
 1. The first year’s dues are paid directly to Division 12; however, in subsequent years you will be billed for Division dues on the annual Fall APA statement
 2. Please note: APA cuts off the membership year in mid-August. They then begin the renewal process for the next calendar year. Therefore, you will receive a renewal in the mail from APA and you should complete it to continue your membership after January 1.
- ii. Student Members
 1. The student affiliate fee is collected annually. Renewal notices are sent out every September for the following calendar year. Post-doctoral candidates are invited to renew for one year.
- iii. Early Career Psychologist Members

1. The ECP fee is collected annually. Renewal notices are sent out every September for the following calendar year. There is a four year limit to this membership.
- iv. Affiliate Members
 1. Annual dues are paid directly to Division 12. A dues renewal notice is sent from Division 12 every fall.
- h. Grants and/or Awards
 - i. Awards
 1. The Division currently receives \$2000 from PAR, and \$2,000 from APF for the Theodore Blau Early Career award
 2. The Division awards up to \$500 for travel for the David Shakow award.
 3. Students receive small monetary awards from the Division, as well as from each section.
 4. Section Awards
 5. Grants
 - a. The Division currently grants each section funding (depending on the budget) annually for special projects (with the stipulation that taxes are turned in to the Central office on time and correctly completed).
 - i. Budget Requests
 - i. At the September, 2009 meeting, the Board decided no funding would be available for any outside entity.
 - ii. Each fall a request for all Budget Request will go to the Committee Chairs for the upcoming year
 1. Budget Requests will be reviewed and approved/denied by the Finance Committee and the Board of Directors at the Mid-Winter Meeting
 - iii. Budget Requests for the Special Project Funds Account
 1. Each Requestor must fill out the SPF Form and submit to the Central Office
 2. Central Office submits requests to Executive Committee
 3. Executive Committee reviews and approves/denies requests
 4. Central Office sends decision to Requestor
 5. If requests is approved, Central Office will work with Requestor and the Treasurer for Disbursement of Funds

VI. COMMITTEES

- a. Membership Committee
 - i. Members
 1. The Membership Committee shall consist of six (6) members of the Society who are appointed for a staggered three year terms; one of whom is appointed as chair for a one year term by the current president of the Society. In addition, the liaison to the Society from the American Psychological Association for Graduate Students (APAGS) is an ex officio member of the committee. The committee may appoint other on an ad hoc basis for special purposes if needed
 - ii. Purpose
 1. The purpose of the Membership Committee is to review applications submitted by individuals requesting membership in the Society. The Committee reviews these applicants to determine if the individual meets the requirements for membership as stated in the Society's By-laws. The Committee is empowered to review those applications which do not meet the stated requirements and are applying for an exception.
 - iii. Eligibility for Membership
 1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.

iv. Selection of Committee Members

1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.

v. Membership Enhancement Programs

1. 2008 – Outreach program
2. 2009 – Mentor/Mentee program
3. 2009 - Hardship category
4. 2020 - Buy One Get One for Early Career and Students
5. 2023 - Book Club
6. 2024 - LEAD Program

b. Awards Committee

i. Members

1. The Committee on Awards shall consist of three members, President, Past President and President-elect, each to serve a three (3) year term, in rotation. The Past President of the Committee shall serve as its Chair for that year. 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. Any award by the Society shall require a two-thirds (2/3) majority of those voting. Awards may not be given to sitting Board members in any given year.

ii. Timeframe for Process

1. Awards nominations are due to the Central office by December 1 on any given year. The Committee reviews each nominee in November and December, each member ranking the nominees on a form for the Chair. The Chair then decides the winners and the Board votes on them at the midwinter meeting. Announcements are then put in the TCP and the awardees are lauded at the Convention during the Award ceremony.

iii. Selection of Committee Members

1. The members of the committees shall be President, Past President and President-elect. The Past President shall be the chair of the committee.

iv. Solicitation of Nominations

1. A CV and at least one letter of nomination is required to consider a candidate. A simple email will not suffice.

v. Voting Procedure

1. The committee agrees upon candidates and presents their nominees to the Board of Directors. The Board of Directors then votes to accept or decline the candidates.
2. For those awards and/or Grants jointly given with APF, the final decision is made by the APF Board of Directors. The Division 12 Award committee recommends a candidate to the APF Board of Directors.

vi. Process for Avoiding Conflicts of Interest

1. No voting member of the Division 12 Board of Directors will be eligible to receive awards from the Division while serving their term.
2. Candidates can be simultaneously considered for multiple awards, although a psychologist may receive only one Division 12 award in any given year.

c. Fellowship Committee

i. Members

1. The Committee on Fellowship shall consist of six (6) members of the Society who are appointed for a staggered three year terms; one of

whom is appointed as chair for a one year term by the current president of the Society.

- ii. Purpose
 1. 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. Those applying for Fellowship must have been a paid member for a minimum of one year prior to application. Board members shall serve as mentors for all initial candidates.
- iii. Selection of Committee
 1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.
- iv. Process of the Fellowship Committee
 1. Step 1: Committee members review applications and send recommendations to Chair (via Central Office)
 2. Step 2: Committee Chair reviews application and recommendations. The Chair submits a Division Fellows Chair Statement for each nominee. This document is sent to APA with the candidates materials for approval. Those candidates deferred but not rejected by the Chair are given the opportunity to improve/augment their materials.
 3. Step 3: APA responds
- d. Program Committee
 - i. Members
 1. 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.
 - ii. Purpose
 1. 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.
 - iii. Selection of Committee
 1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.
 - iv. Policies
 1. Motion at September 2009 meeting gave the Chair two nights of honorarium and no per diem effective 2010
 2. Motion at Mid-Winter Board Meeting 2019 for each Chair to get up to \$1,500 travel reimbursement.
- e. Education & Training Committee
 - i. Members
 1. The Committee on Education and Training shall consist of six (6) members of the Society who are appointed for a staggered three year terms; one or two of whom is appointed as chair for a one year term by the current president of the Society.
 - ii. Purpose
 1. 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. One specified member of the Education and Training Committee shall be appointed to work with other relevant Division 12 Committees to initiate or monitor Continuing Education activities.

iii. Selection of Committee

1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.

iv. Continuing Education Committee

1. Created in 2013 with approved 3 years of \$30,000 per year
2. 2015 – elongated the 3 years to 2016 since funds were not used in 2014
3. The Continuing Committee offers webinars throughout the year (usually one per month) based on topics the members are interested in
 - a. The Central Office works with the Committee to lead webinar logistics and moderate the Webinars
 - b. The software used is GoTo Training

f. Finance Committee

i. Members

1. The Finance Committee, which shall consist of the Treasurer and three (3) members of the Board of Directors, serving staggered terms of three years.

ii. Purpose

1. 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.

iii. Selection of Committee

1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.

iv. Policies

1. Section Taxes Adopted 2012 – The Section Representatives, Presidents and Treasurers will continue to get the tax information in early September. There will be a mandatory conference call at the end of October dedicated to the topic of Section Taxes. The Society EC, Section Treasurers, and all Representatives must be on the call. The due date for submitting them to the Society will be January 10 of any given year. The Section Treasurer will complete the forms within the given time period. The Treasurer will send the forms to both the Section President and the Section Representative. These individuals will review the information for accuracy and be sure it is balanced. The forms will then be sent to the Central office, with a copy to the Society Treasurer. The Central Office will combine the section information into the Society tax report and submit to the Treasurer and the EC. Once approved, the Central office will submit to CBIZ (APA's accounting firm). Sections who submit forms on time and whose materials balance will have their Representative's travel compensated by the Division for the first meeting of the new year. Sections who do not submit by the deadline and/or who do not balance will be responsible for the Section Representative's travel costs.

v. Policies

1. Section Taxes Policy – June 2012 Board Meeting

- a. The Section Representatives, Presidents and Treasurers will continue to get the tax information in early September. There will be a mandatory conference call at the end of October dedicated to the topic of Section Taxes. The Society EC and all Representatives should participate on the call. The due date for submitting tax information to the Society will be January 10 of any given year. The Section Treasurer will complete the forms within the given time period. The Treasurer will send the forms to both the Section President and the Section Representative. These individuals will review the information for accuracy and be sure it is balanced. The forms will then be sent to the Central Office, with a copy to the Society Treasurer. The Central Office will combine the section information into the Society tax report and submit to the Treasurer and the EC. Once approved, the Central Office will submit to CBIZ (APA's accounting firm).
 - b. Sections are required to participate in the call and to submit forms on time. Those sections who comply with these deadlines and whose tax materials balance will have their Representative's travel compensated by the Division for the first meeting of the new year. Sections who do not submit by the deadline and/or who do not balance will be responsible for the Section Representative's travel costs.
 - 2. Section Contingency Funds
 - a. This is voted on at each Mid-Winter Board Meeting in conjunction with the Annual Budget
- g. Publications Committee
 - i. Members
 - 1. The Committee on Publications and Communications shall consist of six (6) members of the Society who are appointed for a staggered three year terms; one or two of whom is appointed as chair for a one year term by the current president of the Society.
 - ii. Purpose
 - 1. 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.
 - 2. It is the policy of the Society for Clinical Psychology that papers published in this journal should be in compliance with the publication manual of the American Psychological Association and all procedures utilized should comply with the multicultural standards for treatment and assessment.
 - 3. Publications of the Society of Clinical Psychology strive to accord with the American Psychological Association's *Publication Manual* and Multicultural Guidelines. Authors submitting articles to this publication are encouraged to comply with the multicultural standards for education, research, and practice (<https://www.apa.org/about/policy/multicultural-guidelines>)
 - iii. Selection of Committee
 - 1. The members of the committees shall be appointed by the President. The Chair and all members of Committee 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. The President shall appoint a Chair for each committee.
 - iv. Publication Dates
 - 1. *Clinical Psychology: Science and Practice*

- a. Quarterly Publications – Hard Copy and Online
 - i. March, June, September, December
 - 2. *The Clinical Psychologist*
 - a. Quarterly Publications – Online Only
 - i. March, June, September, December
 - v. Website Subcommittee
 - 1. Created in 2008 via Vote of the Board of Directors
 - vi. Policies
 - 1. 2015 – Disbursement Change for Journal
 - a. Starting in 2016 The Journal will be automatically disbursed online and members must opt-in for Hard Copy
 - b. Updated Term Limits in Bylaws 2024 Amendment
- h. Science & Practice Committee
 - i. Members
 - 1. The Committee on Science and Practice shall consist of six (6) members of the Society who are appointed for a staggered three year terms; one or two of whom is appointed as chair for a one year term by the current president of the Society.
 - ii. Purpose
 - 1. 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.
 - iii. Selection of Committee
 - 1. The members of the committees shall be appointed by the President. The Chair and all members of the Committee 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. The President shall appoint a Chair for each committee
- i. Diversity Committee
 - i. Members
 - 1. The Committee on Diversity shall consist of a chair and five (5) other members necessary to the work of the Committee.
 - ii. Purpose
 - 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.
 - iii. Selection of Committee
 - 1. The Diversity Officer on the Board of Directors shall serve as the chair of this Committee. Members shall serve for staggered terms of three (3) years.
- j. Committee Chair Responsibilities
 - i. 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 annual due date set by the Central Office.

VII. MEMBERSHIP

- a. Membership Applications
 - i. Full Application
 - 1. Electronic Copy Available*

- ii. Affiliate Application
 - 1. Electronic Copy Available*
 - iii. Early Career Psychologist Application
 - 1. Electronic Copy Available*
 - 2. Can join Section 10 at the same time for Section 10 Discount
 - iv. Student Application
 - 1. Electronic Copy Available*
 - 2. Can join Section 10 at the same time for Section 10 Discount
 - v. 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.
- b. The minimum qualifications for election to the category of Fellow shall be:
 - i. Attainment of the category of Member of the Society of Clinical Psychology;
 - ii. 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.
 - iii. 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;
 - iv. 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:
 - 1. Prior status as a Member for at least one (1) year;
 - 2. 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.
 - v. 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.
- c. New Member Emails
 - i. Emails are sent out as soon as application is processed. Each member (New Full, Affiliate, ECP and Student) get emails throughout the first year providing information for various aspects of the Society. These emails are reviewed on an annual basis
 - ii. Copies of Emails*
- d. Benefits of Membership*
 - i. To be updated by Membership Committee annually
- e. Database of Members
 - i. The Database of Members is maintained by Central Office
 - ii. Database is online within our website
- f. Listserv
 - i. Division 12 has 2 Listservs
 - 1. DIV12ANN
 - a. Announcement Listserv
 - 2. DIV12APA
 - a. Discussion Listserv
 - ii. Process for Posting
 - 1. Each Post is submitted via the instructions below
 - 2. Each Post is moderated by the Central Office and/or Secretary before being approved
 - 3. If a post is denied, a simple email is sent explaining that it was denied due to our policies
 - iii. Listserv Rules

1. APA*
2. SCP Rules*

VIII. SOCIETY SECTIONS

- a. Society of Clinical Geropsychology
 - i. This Section was established to further the professional goals and interests of psychologists practicing with older adults, teaching the clinical psychology of aging, or conducting related clinical research. Its purposes are to promote the general objectives of the American Psychological Association and the Division of Clinical Psychology; to support and to encourage the evolution and development of the subspecialty of clinical geropsychology in both its scientific and professional aspects; to increase scientific understanding of mental health of older adults; to promote the development of models for the delivery of psychological services to older adults; to foster collaboration and the sharing of information among clinical geropsychologists; and to increase the quality and availability of training opportunities in clinical geropsychology.
 - ii. Updates
- b. Society for a Science of Clinical Psychology
 - i. The purpose of this Section shall be to advance scientific inquiry and to foster the systematic application of the principles of behavioral and social processes derived from empirical research in the practice of clinical psychology as means of furthering knowledge and human welfare.
 - ii. Updates
- c. Clinical Psychology of Women
 - i. This Section was established for clinical psychologists dedicated to increasing scientific understanding of those aspects of clinical psychology that pertain to women; to promoting the development of models for the delivery of service to women; to increasing the quality of educational and training opportunities for women in clinical psychology; to advocating on behalf of women clinical psychologists with respect to formation of policies of the Division; and to the development of the subspecialty of clinical psychology.
 - ii. Updates
- d. Clinical Psychology of Ethnic Minorities
 - i. This Section was established to promote research on clinical interventions with American racial and ethnic minority populations; to foster sensitivity to cultural, racial, and ethnic issues in the training of all psychologists; to increase the quality and accessibility of training opportunities for minority clinical psychologists; to enhance the representation of minority psychologists with Division 12 and APA governance; and to provide a forum for the exchange of ideas on socio-cultural issues.
 - ii. Updates
- e. Emergencies and Crises
 - i. This Section has been established to advance the clinical and scientific understanding of psychological/behavioral emergencies and crises, as well as the clinical abilities needed to evaluate and manage them. Emergencies include life-threatening behaviors such as acute suicidality, potential violence, and risk to vulnerable victims of violence. The Section provides a forum for the exchange of clinical information and research findings related to the emergencies noted above, and to the crises from which they so often develop. It has the further purposes of fostering education and training in the evaluation and management of these high risk clinical situations, as well as understanding and assisting with the impact of such difficult and intense work on the clinician him or herself.
 - ii. Updates

- f. Association of Psychologists in Academic Health Centers
 - i. The mission of APAHC is to enhance the role of psychology and behavioral science in health care research, clinical care, and the education of medical students, graduate students, pre- and post-doctoral psychology interns, fellows, and physician residents and fellows. By fostering active leadership roles for psychologists in all facets of training, clinical practice, research, and administration in academic health centers, APAHC seeks to promote an equal and collegial role of psychologists with other health care professionals and to foster their individual professional development and career advancement. APAHC addresses issues of concern to psychologists in academic health centers, medical schools, teaching hospitals, and more generally in healthcare settings. APAHC members have strong ties with academic medicine. In fact, APAHC is the only psychology association affiliated with both the American Psychological Association and with the AAMC, the Association of American Medical Colleges.
 - ii. Updates
- g. Assessment Psychology
 - i. This Section was established to emphasize the development, use and interpretation of tests based on psychological theory, knowledge and principles. The ongoing advances in scientifically based assessment systems, computer technology and statistical methodology, the increasingly sophisticated uses of psychological instruments in clinical settings, and the widespread use of psychological tests in making important decisions which effect the lives of many people, has created an exponentially growing body of knowledge and practice which requires the expertise of the assessment specialist. The Assessment Psychologist is familiar with the statistical, methodological, research and ethical issues involved with test development and use, as well as their proper application in specific settings and with specific populations.
 - ii. Updates
- h. Graduate Students and Early Career Psychologists
 - i. The purpose of this Section shall be 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. The Section shall collaborate in the development and implementation of the recruitment and retention initiatives of the membership Committee. The Section shall 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. It shall promote greater awareness of the benefits of Division 12 membership for graduate students and early career psychologists and work to expand those benefits. It shall represent the interests and concerns of graduate students and early career psychologists throughout the Division. It shall provide a forum for announcements and to promote communication among graduate students and early career psychologists in clinical psychology. The Section will address the unique needs of graduate student and early career psychologists members entering the profession and facing early career challenges in clinical psychology.
 - ii. Updates
 - 1. 2015 – Division 12 will no longer provide support to Section 10
 - 2. 2016 – Section 10 is beginning to require dues be paid by members
- i. Sections No Longer Active
 - i. Section 1 – Clinical Child Psychology
 - 1. Dissolved in May/June 1999 by vote of the Board of Directors

- 2. Assets were transferred to Division 53 in December 1999
 - ii. Section 5 – Society of Pediatric Psychology
 - 1. Dissolved in May/June 1999 by vote of the Board of Directors
 - 2. Assets were transferred to Division 54 in December 1999
- j. Section Duties:
 - i. 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.
 - ii. 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.

IX. TASK FORCES

- a. General Description
 - i. Committees created by the Board of Directors to accomplish various short-term goals of the society
 - ii. Members are chosen by the President and approved by the Board of Directors
 - iii. Members must be members of the Division
- b. Sunsetting
 - i. Each Task Force is created for 1 year.
 - ii. After the 1 year is passed, the Board of Directors votes to keep the Task Force Active or to Sunset it
- c. Active Taskforces*
- d. Inactive Taskforces*

X. EDITORS

- a. All Editors are paid a quarterly stipend that is processed via the Central Office.
- b. *Clinical Psychology: Science and Practice* Editor
 - i. *Clinical Psychology: Science and Practice* presents cutting-edge developments in the science and practice of clinical psychology by publishing topical reviews of research, theory, and application to diverse areas of the field, including assessment, intervention, service delivery, and professional issues. The Journal is published quarterly by Wiley-Blackwell and is a widely respected journal with a high citation index.
 - ii. Criteria to be considered in selecting the editor include:
 - 1. Comprehensive knowledge and broad perspective on the field of clinical psychology
 - 2. Understanding and appreciation of the many subdisciplines and theoretical orientations within clinical psychology
 - 3. Clear professional accomplishments and identity within clinical psychology, and demonstrated research, writing, reviewing, and editing skills
 - 4. A commitment to multicultural diversity both in journal content and in choice of editorial reviewers
 - 5. Freedom to devote time and energy to accomplish the editorial duties, including evidence that the candidate's institution or employment setting supports and values journal editing
 - 6. Demonstrated time management skills and the ability to meet deadline.
 - iii. The Editor reports to and through the Publications Committee for a 3-5-year renewable term, and has sole control of the content of the journal. The position comes with an annual honorarium plus financial support for the operation of an editorial office.
- c. *The Clinical Psychologist* Editor

- i. The Editor's purpose is to communicate timely and thought-provoking information on clinical psychology to the members of the Society.
 - ii. The Editor is responsible for all content, for overseeing the publication's annual budget, and for managing the production of the newsletter. The Editor reports to the Publications Committee of the Society and serves as a non-voting member of the Division 12 Board of Directors. The Editor receives an annual honorarium.
 - iii. The Newsletter serves to inform the membership about elections, Board decisions, Society initiatives, convention affairs, and events within APA that concern all of us. It also publishes original articles of interest to the field, as well as occasional book reviews. It also covers the activities of the Society's eight sections, a highly diversified group spanning the field of clinical psychology.
- d. Web Editor
- i. Activities
 - 1. Advise in developing guidelines for advertising, use of site by members, blogs
 - 2. Advise in developing editorial style guide
 - 3. Maintain a communications portal through which requests are funneled
 - 4. Stay current in psychological science developments and related areas in order to cull important material (exciting studies, new applications)
 - 5. Maintain interconnectivity of the web site with other existing and potential electronic services (membership directory, clinical directory, other directories)
 - 6. Interact with others in DIV12's governing structure and staff in determining what goes on the web and in what ways
 - 7. Advise about what is most important to various professional members; gather user data as needed
 - 8. Draft disclaimers for the site and, when appropriate, for specific pages [disclaimers are intended to protect DIV12 from liability issues; this will be an area where staff and the Web Editor work together closely]
 - 9. Approve all linkage requests [Web Editor will want to work with staff and review these guidelines every year]
 - 10. Continue to develop the "Members-Only" area
 - 11. Approve all requests to be listed among resources (once clinician page/area developed)
 - 12. With input from the Board, augment the Continuing Education area, working with the Central Office, the Publications Committee, and the Education & Training Committee. This will include journal articles, webinars, among other items.
 - 13. Develop online election procedures
 - 14. Maintaining blogs
 - ii. Advertising
 - 1. Advise in developing guidelines.
 - 2. Review commercial opportunities, classified advertising and display advertising, as well as a job (resume) bank
 - 3. Be responsible for determining appropriate advertising - to that end, drafts policies determining what can and cannot appear; what can and cannot be said; and, when appropriate, reviews specific ads being considered
 - 4. Assist Chair of Publications in determining pricing structures
 - iii. Web Assistant Editor
 - 1. Solicit or develop one blog piece per month (12 annually) to be published in the Clinical Bulletin blog
 - 2. Participate in monthly web-committee meetings facilitated by the Web Editor
 - 3. Assist Web Editor with outlined duties

4. Stay current in psychological science developments and related areas in order to cull important material (exciting studies, new applications)
 5. Interact with others in DIV12's governing structure and staff in determining what goes on the web and in what ways
- iv. Social Media Coordinator
 1. Sample Contract*

XI. RESOLUTIONS

- a. Definition of a Resolution
- b. Resolution 1 - Adopted January 11, 1998, New Orleans, LA
 - i. "Whereas, American society is becoming increasingly diverse, it is important that Division 12, the Division (Society) of Clinical Psychology, including its sections, strive to reflect these demographic changes in its governance. Therefore, Be It Resolved, that all sections, committees, and task forces of Division 12 strive to include persons who represent the ethnic and gender diversity of the Division (Society) of Clinical Psychology."
- c. Resolution 2 – Adopted January 10, 1999, Savannah, GA
 - i. "Whereas guidelines already exist for providing services to linguistic/ethnic minorities developed by the Office for Ethnic Minority Affairs of APA, Whereas due to the rapid changes in the health and mental health care delivery system, there needs to be an affirmation of principles of multiculturalism and cultural competence in clinical practice, Therefore, be it resolved that the Multicultural Summit recommends that proficiency in multicultural competence is critical for systems and providers when delivering services to linguistic and ethnic minorities. This includes, but is not limited to, the promotion of these values by the national and state accreditation bodies for the training and delivery of services."
- d. Resolution 3 - TO: Division 12 Board of Directors

FROM: Asuncion Miteria Austria, Ph.D.
Section VI Representative to the Board

RE: Proposal for Ethnic Minority Participation on Council

DATE: January 4-6, 2002

Whereas, the Council of Representatives at its August 2001 meeting approved a motion To increase ethnic minority participation on Council;

Whereas, the Council believes that racial and ethnic membership on Council has not been and is not currently satisfactory;

Whereas, there are only four Division representatives and two State Psychological Association representatives who are ethnic minorities on the 2002 Council out of 143 Council seats;

Whereas, despite the Society of Clinical Psychology's commitment to diversity, ethnic minority members continue to be underrepresented on Council. A review of the Society's election slates for Council from 1990-2000 showed that only seven ethnic minorities had been nominated (out of a total of 49 nominees), and only one had been elected;

Whereas, Division 17, 35, 42, and 45 have committed to and adopted policies of inclusion and diversification of Council;

Whereas, Council finds that a program to elect ethnic minorities as Council representatives is in the best interest of APA;

Whereas, APA strongly encourages Divisions and State and Provincial Associations to submit one or more slates of nominees comprised solely of ethnic minorities;

Whereas, increased diversification of Council is consistent with both President Norine Johnson's and President-elect Philip Zimbardo's initiatives;

Therefore, be it resolved that the Society of Clinical Psychology consider a dedicated slate for ethnic minorities for each election of APA Council Representatives whenever there is more than one position available.

Fiscal Implications:

None

XII. RELATIONSHIP WITH OTHER ORGANIZATIONS

- a. Interface with APA
- b. Interface with APA Divisions
 - i. **Policy adopted at the January, 2000 meeting in Charleston, SC regarding Academy of Clinical Psychology**

Proposal for a Joint Ventureship Between the
Society of Clinical Psychology (APA Division 12)
and the Academy of Clinical Psychology
(AClinP of ABPP)

January, 2000

Whereas the Society of Clinical Psychology (APA Division 12) works for the betterment of all persons through the promotion of the field of Clinical Psychology in its scientific and professional aspects; and

Whereas one means to accomplish this mission is by promoting the opportunities for clinical psychologists to function in their multitudinous roles; and

Whereas one such opportune means is through the continuing education of clinical psychologists so as to keep abreast with advances in the field; and

Whereas the Academy of Clinical Psychology, affiliated with the American Board of Professional Psychology (ABPP), shares fully in these very same goals; and

Whereas the Society for many decades has sponsored the annual Post-Doctoral Institutes (PDI) for the continuing education of psychologists; and

Whereas it would be for the benefit of all concerned that there be recognition of the joint missions and goals of the Society and the Academy in regard to these activities:

Therefore, it is resolved, first, that the Society invites the Academy to add its name to that of the Society as being affiliated with the PDI continuing education project.

Further, it is understood and resolved that if the Academy accepts this invitation all logistical issues and financial matters, and consequences remain solely under the auspices of the Society (APA Division 12), since ownership of the PDI, wherever held, has been that of the Society from its inception.

Submitted by Jerome H. Resnick, Ph.D.

c. Interface with Other Organizations

i. Hong Kong Association of Doctors in Clinical Psychology

1. Collaboratory Relationship approved via Board Vote in 2014
2. MOU ended 2018

XIII. SCP CODE OF CONDUCT

a. Whistleblower Policy

- i. Whistleblower Protection and Conduct Policy: Reporting Ethical Violations at SCP
- ii. As individuals performing services for SCP, whether paid or volunteers, our daily decisions and actions greatly impact the success of the association. Each of us is expected to adhere to the highest standards of honesty, integrity and fairness. These standards are not new to SCP; they are a part of our longstanding tradition to behave in an ethical manner and in accordance with all laws, applicable rules and regulations, and policies and procedures. It is SCP's policy to comply with all applicable laws, rules and regulations.
- iii. It is the policy of SCP to encourage individuals to bring to the attention of management, preferably in writing, their concerns regarding any conduct they
- iv. believe is legally or ethically questionable including possible instances of corporate fraud, unethical business practices, conflicts of interest, sexual harassment or other or violations of state or federal law ("Inappropriate Conduct"). Those with good faith concerns regarding any Conduct they believe is questionable should contact any lawyer in the Office of Legal Counsel immediately. This policy does not require reporting the Inappropriate Conduct to any individual who is involved in the Conduct. Once a complaint is registered, legal counsel will confer with other appropriate individuals and will follow general complaint procedures outlined in APA policy B5.08.
- v. No person who has been accused in the complaint will participate in the investigation or resolution of the complaint. If necessary, due to the disqualification of the persons who would normally process the complaint, the investigation and resolution of the complaint will be done by the Treasurer of SCP's Board of Directors or a designee.
- vi. SCP also prohibits any form of retaliation, including discrimination, against any individual who reports any truthful information relating to the commission or possible commission of any crime to an officer or employee of a federal agency. Such retaliation will be considered the basis for disciplinary action, including possible termination of employment, governance or leadership role, or of any contract for services. In addition, individuals performing services for SCP risk criminal penalties if they are found to have violated the law prohibiting such retaliation.

b. Social Media Policy

First and foremost, public social networks are not private. Some may be open only to invited or approved members but even then, users should not expect privacy among the members. If you choose to participate on such Forums, assume that anything you post will be seen, read, and open for comment.

Anything you say, post, link to, comment on, upload, etc., can and may be used against you by your peers, colleagues, employer, potential employers, fellow members, and so on.

As a 501(c)(3) organization, SCP must adhere to certain laws and regulations. Failure to do so could affect SCP's tax-exempt status. Official actions by the SCP can be reviewed by the IRS and held against us. Therefore, SCP must, to the extent it can, monitor and control those actions that could be found to be illegal. These guidelines apply to all SCP or SCP division social networking Forums, which include but are not limited to: Facebook, YouTube, MySpace, Twitter, Ning, Flickr, blogs, eBay, Craigslist, Skype, del.icio.us, Second Life, LinkedIn, social bookmarking, wikis, vlogs, epinions, World of Warcraft, Google Groups, Youmeo, etc. (collectively "Forum" or "Forums").

1. Only those Forums created by APA, APA Services Inc., SCP or a Section of SCP are official Forums of APA and SCP. Any other Forums containing APA or division logos or purporting to be an official APA Forum should be reported to the APA Office of General Counsel immediately.
2. All official Forums must be monitored by an administrator, designated by SCP or the relevant Section, who has the authority to remove content and/or people who violate these guidelines.
3. Forums must not be used for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.
4. Forum participants must not intentionally interfere with or disrupt other Forum members, network services, or network equipment. This includes distribution of unsolicited advertisements or chain letters, propagation of computer worms or viruses, and use of the network to make unauthorized entry into any other machine accessible via the Forum.
5. Forums may not be used to campaign or announce one's intention to run for any elective position, or to endorse any candidates for APA boards and committees or other psychological, professional or governmental organizations.
6. Copyright – Referring to an article or news item with typical reference citations, providing a brief quote, or offering a link to legitimate online published content is permissible; list members should not post a full-text version of published material to the forum.
 - Not infrequently a forum member wants to tell others about an article or news item related to the issues discussed on the forum. However, posting the entire article to the forum, without the permission of the author or publisher, results in a prima facie case of copyright violation. While there can be defenses to a claim of copyright infringement where the purpose of copying is clearly not for commercial purposes (e.g. "fair use" or academic teaching exceptions), those defenses are complicated, have been construed differently in different jurisdictions and are not necessarily applicable to forum distribution.
6. Defamation and libel – In exchanges on the forum and when referring to others, avoid personal attacks and characterizations that question a person's motives or qualifications.

- Sometimes a robust debate about ideas spills over into attacks on the proponents or opponents of the ideas. Forum members need to be reminded that a false statement that harms someone's reputation can be actionable as libel. There is a substantial difference between disagreeing with how someone did their research or treated a patient and accusing the person of fraud or incompetence. Because negative statements that impugn someone's professional qualifications can cause substantial economic and emotional harm, this is an area for careful scrutiny. Keeping criticism on an objective basis that is factually verifiable and skipping personal commentary about character, competence or motive minimizes legal risk.
7. Antitrust concerns – APA and SCP by its nature is subject to antitrust issues. Discussions about rates charged, efforts to exert collective pressure on payors, terms of contracts with insurance companies, internship salaries, etc, all are prohibited.
- The antitrust laws are broad and complex but on a very basic level they operate to prohibit and even in some cases criminalize certain anticompetitive agreements between competitors. A professional association like APA is almost by definition a group of competitors that has come together to pursue common interests. Where those common interests involve agreements on such terms of competition as rates charged, salaries paid, standards applicable to members of the profession, and other issues of the marketplace, the antitrust laws apply. Forums provide a written record of statements that can create an antitrust risk even when there is no anti-competitive intent.
8. Commercial Postings - Forums may not be used for commercial purposes, with one exception (See item b. below). "Commercial" in this context means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of Forum members to purchase products or services.
- Examples of messages that may be of financial benefit to Forum members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussions of professionally related products or services where the Forum member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to Forum members but may also have some incidental commercial benefit to the sender (e.g., an author merely advising the Forum of publication of a professional book) typically would not be "commercial" for purposes of this restriction.

- The exception to this rule is that APA may use its officially sanctioned social media Forums to promote its products and services.
 - Please click here for more information regarding this rule
9. Political statements affecting tax exemption – Forum exchanges must avoid electioneering or endorsing a candidate for federal, state, or local political office. While using the forum to endorse political candidates in a federal, state, or local election or for commercial purposes likely won't expose a member to personal legal risk, it can jeopardize APA's tax exempt status under section 501 (c) 3 of the Internal Revenue Code. To keep this advantageous tax status, APA cannot ever be involved in or support in any way electioneering or endorse a candidate for federal, state, or local political office. APA must assure that its activities are focused on the scientific, educative, and charitable purposes for which it gained tax-exempt status.
10. Research on Forums: Research that samples via Forum postings relies on flawed and indefensible methodology. Research that must discuss and defend its sample, the population, response rates and representativeness or generalizability of the data would be hampered in these pursuits by using these Forums.

Reasons:

- SCP does not endorse or forward requests for research participation to any SCP-approved Forum. Public social networks carry risks and disadvantages for conducting research. Users should be aware of these limitations.
 - These Forums are not exhaustive collections of members who may fit into one or more specific category (e.g., clinical psychologists, practitioners, educators, and so on). By using a Forum as the universe for their respondents, researchers could be excluding a large number of eligible participants and hence could be introducing bias into their research.
 - Many members belong to more than one Forum, and if the research is being sent to more than one Forum, the researcher faces the challenge of defining response rate, given duplication.
11. Grant of Non-Exclusive License to APA and SCP: By posting content on APA-approved Forums, participants are granting APA and SCP a royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform and display such postings (in whole or part) worldwide and/or to incorporate it in other works in any form, media, or technology now known or later developed in any manner consistent with APA's business objectives.
12. Intellectual Property: APA and SCP and our logo are trademarks of APA and its Divisions. Other trademarks are owned by APA, SCP or its affiliated entities or are used with the permission of their respective owners. You agree not to use or display trademarks without the prior written consent of APA or the owner of such mark.

13. Disclaimer of Warranties: the use of the Forum is solely at your own risk. SCP and its Sections expressly disclaim all warranties of any kind with respect to the Forum, whether express or implied, including implied warranties of merchantability, fitness for a particular purpose, title and non-infringement. APA makes no warranty that the Forum and/or any content therein will meet your requirements, secure, current, accurate, complete or error-free or that the results that may be obtained by use of the Forum and/or any content therein will be accurate or reliable. You understand and acknowledge that your sole and exclusive remedy with respect to any defect in or dissatisfaction with the Forum is to cease using the Forum.
14. Limitation of liability: you expressly understand and agree that APA shall not be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including without limitation, damages for loss of profits, goodwill, use, data loss, or other losses (even if APA has been advised of the possibility of such damages) resulting from: (i) the use or inability to use the Forum, (ii) the cost of procurement of any substitute products and/or services resulting from any products, data, information or services obtained or which you were unable to obtain or transactions effected or failed to be effected, (iii) any link provided in connection with the Forum, or (iv) any matter otherwise related to your use of the Forum.
15. Your conduct on the Forum: In the event that you upload, post, e-mail or otherwise transmit content, data, information or other materials (collectively, "User Content") for display on the Forum, you will be responsible for all such User Content that you upload, post, email or otherwise transmit using the Forum. Likewise, you are responsible for complying with all third party rights with respect to all such User Content that appears on the Forum and not to download, email or otherwise transmit such User Content in violation of such third party's rights. By submitting User Content to the Forum, you automatically grant, or warrant that the owner of such Content has expressly granted, the royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform and display such User Content (in whole or part) worldwide and/or to incorporate it in other works in any form, media, or technology now known or later developed for the full term of any rights that may exist in such User Content. You are expressly prohibited from placing any message in any User Content or any product, good or service or otherwise transmitting through or posting on the Forum (including in any e-mail message or any chat or message board posting) any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, sexually explicit, profane, hateful, racial, ethnic or otherwise objectionable material of any kind, including without limitation, any material that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable local, state, national or international law (collectively, "Prohibited Conduct"). Prohibited Conduct expressly includes any transmission to people or other entities on mailing lists that you do not have full rights to use. You agree and acknowledge that APA is not responsible or liable to you or any other party or user of the Forum for any Prohibited Conduct by you or any other party or user of the Forum. You may not collect or store personal data of other users of the Forum without the prior, written permission of such user(s). You may not directly or indirectly, intentionally disrupt or interfere with the Forum in any manner that may adversely

affect APA or any user of the Forum. You may not upload, post, email or otherwise transmit any material that contains software viruses or any other code, files or programs designed or known to disable, interrupt, or limit the functionality of any computer hardware, computer software, or telecommunications equipment or facilities.

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