

BYLAWS *Adopted (04/15/25)***BYLAWS**

Section on Graduate Students and Early Career Psychologists

Society of Clinical Psychology,
American Psychological Association

ARTICLE I NAME AND PURPOSE

A. The name of this organization shall be the Section on Graduate Students and Early Career Psychologists of the Society of Clinical Psychology (Division 12) of the American Psychological Association, hereinafter referred to as the Section and the Society, respectively.

B. The purposes of the Section shall be:

1. To promote the general objectives of the American Psychological Association and the Society of Clinical Psychology.
2. To address the unique needs and concerns of graduate students and early career psychologist members entering the profession and facing early career challenges in clinical psychology.
3. To evaluate, organize and institute initiatives to increase the number of graduate students and early career psychologists who transition to full member status, as well as the number of early career psychologists joining the Division for the first time.
4. To collaborate in the development and implementation of the recruitment and retention initiatives.
5. To support the development of new mechanisms and the enhancement of existing mechanisms to increase participation of graduate students and early career psychologists in the Division.
6. To promote greater awareness of the benefits of Division 12 membership for graduate students and early career psychologists and work to expand those benefits.
7. To provide a forum for announcements and to promote communication among graduate students and early career psychologists in clinical psychology.

C. In the event of any inconsistency or conflict between these Bylaws and the Bylaws or policies of the Society of Clinical Psychology (Division 12) or the American Psychological Association, the Bylaws and policies of the Society and the American Psychological Association shall govern. The Section shall remain in compliance with all applicable rules and policies of the Society and the American Psychological Association.

ARTICLE II MEMBERSHIP

There shall be two categories of membership in this Section: Early Career Member and Student Member. The Board of Directors shall rule on all qualifications for membership if necessary. Membership shall be forfeited in the event of one month after nonpayment of annual dues.

A. Early Career Member: An individual shall be an early career member if they are within 10 years of obtaining their degree and are interested in resources and connections within Division 12. An Early Career Member shall be entitled to the following rights and privileges:

1. To attend and to participate in the meetings of the Section; to receive its publications; to hold office; to serve on committees; to nominate members for committees or office; to access the Section listserv; to apply for Section awards; to hold the position of the Section's Representative to the Board of Directors of the Society as specified in Article III, Section K, and Article VI, Sections B and E; and to vote in Section elections.

B. Student Member: Individuals currently enrolled in an undergraduate, graduate, or postdoctoral program in psychology are eligible for student membership. A Student Member shall be entitled to the following rights and privileges:

1. To attend and to participate in the meetings of the Section; and to receive its publications; to hold office; to serve on committees; to nominate members for committees or office; to access the Section listserv; to apply for Section awards; and to vote in Section elections.

C. Application and approval of members shall be accomplished as follows:

1. To apply for membership, interested individuals can sign up for a joint Division 12 and Section membership, or they can sign up for Section-only membership. The Secretary or Communications Chair of the Section may decline applications if an applicant does not meet criteria for Student or Early Career membership.
2. Membership applications approved by the Secretary and Communications Chair.
3. The Secretary and Communications Chair shall notify applicants of their application status in a timely fashion and this notice shall specifically indicate the class of membership to which the individual has been approved. Such approval shall not be effective until the payment of such Section dues for the calendar year an individual applied.

D. If an Early Career or Student member of the Section misrepresents himself, herself, or themselves as a member of the Society, he, she, or they shall be expelled from membership in the Section. Additional removal procedures shall be outlined in the Board's Section Policy and Procedure Manual.

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

ARTICLE III OFFICERS

A. The Officers of the Section shall be a President; President-Elect; Past-President; Secretary; Treasurer; Communications Chair; Justice, Equity, Diversity, and Inclusion (JEDI) Chair; Professional Development Chair; Networking and Marketing Chair; and a Section Representative to the Board of Directors of the Society.

B. The President shall be the Member who has just completed his/her/their term as President-Elect. He/she/they shall succeed to office by declaration at the close of the year after his/her/their election as President-Elect and shall serve for one year. The President shall preside at all meetings, shall be the Chair of the Board of Directors, and shall perform all other usual duties of a presiding officer. Individuals shall not be eligible to serve more than one term as President. The term of President **shall commence on January 1st until December 31st** of the year following their year as President-Elect. An exception to this condition may be granted in the case of a special election when the position is vacant.

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

President.

D. **The Past-President** shall be the most recently retired President of the Section, shall serve as a member of the Board of Directors with the right to vote. If, for any reason, the Past President cannot complete his/her/their term of office, the office shall remain vacant through the balance of the year in which the vacancy occurs.

E. **The Secretary** shall be an Early Career Member or Student Member of the Section elected for a term of three years with the option to renew for a second three-year term upon approval of the Board of Directors. During his/her/their term, he/she/they shall be a member and the Secretary of the Board of Directors with the right to vote, shall safeguard all records of the Section, shall keep the minutes of the meetings of the Section and of its Board of Directors, shall codify the policy actions of the Board of Directors as published rules, shall assist the President in preparing the agenda for business meetings of the Section and of its Board of Directors, shall maintain coordination with the Central Office of the Society and the American Psychological Association, shall issue calls and notices of meetings, shall inform the membership of action taken by the Board of Directors, shall keep an updated membership mailing and/or email list and shall perform all other usual duties of a Secretary.

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

G. **The Communications Chair** shall be an Early Career or Student Member of the Section elected for a term of three years with the option to renew for a second three-year term upon approval of the Board of Directors. During his/her/their term, he/she/they shall be a member of the Board of Directors with the right to vote, shall maintain and modify the section website as needed, as well as oversee nominations for the following term. He/she/they shall distribute the conference highlights and information on the following year's conference. The Communications Chair shall manage listserv members and communication and ensure that relevant documents of the Section are available to members.

H. **Justice, Equity, Diversity, and Inclusion (JEDI) Chair** shall be an Early Career Member or Student Member of the Section and is elected for a term of three years with the option to renew for a second three-year term upon approval of the Board of Directors. He/she/they shall be a member of the Board of Directors with the right to vote, be responsible for actively promoting and overseeing initiatives that ensure fair treatment, equitable access, diverse representation, and an inclusive environment within the Section.

I. **Professional Development Chair** shall be an Early Career Member or Student Member of the Section and is elected for a term of three years with the option to renew for a second three-year term upon approval of the Board of Directors. He/she/they shall be a member of the Board of Directors with the right to vote, be responsible for actively promoting professional development opportunities within the Section by identifying and addressing professional development needs of clinical psychology students and early career professionals.

J. **Networking and Marketing Chair** shall be an Early Career Member or Student Member of the Section and is elected for a term of three years with the option to renew for a second three-year term upon approval of the Board of Directors. He/she/they shall be a member of the Board of Directors with the right to vote, be responsible for actively promoting and overseeing initiatives that publicize activities of the Section, its leadership, and members either in person or through social media channels of the section.

K. **The Section's Representative to the Board of Directors of the Society** shall be a Student or Early Career Member of the Section and is elected for a term of three years with the option to renew for a second three-year term upon approval of the Board of Directors. He/she/they shall be a member of the Board of Directors with the right to vote and perform the duties specified in Article III of the Bylaws of the Society.

L. Newly elected officers shall assume their positions **on January 1st** 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 voting privileges.

M. An elected officer is eligible to run for another office in the Section only during the last year of his/her/their term of office. No individual may serve more than two (2) consecutive terms as a Board member of the Section. In the case of death, incapacity, or resignation of any officer, except the President or Past President, the vacant office shall be awarded to the candidate for the position who was, at the time of the most recent past election, the first runner-up for the office in question. If the runner-up declines to serve or is, for any other reason, unavailable, the Board of Directors of the Section shall, by majority vote, elect a successor to serve for the remainder of the calendar year.

ARTICLE IV BOARD OF DIRECTORS

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

1. The elected officers of the Section as specified in Article III, Sections A through M of these Bylaws.
2. Such other members who, in addition to the elected officers, are Chairs of Committees, who shall be ex officio members of the Board of Directors without voting privileges.

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

1. Exercising general supervision over the affairs of the Section and the transaction of the necessary business of the Section provided, however, that the actions of the Board of Directors shall not conflict with these Bylaws;
2. Reporting of its activities to the Society;
3. Filling such vacancies in any Office of the Section, as so empowered under the terms of Article III, Section K, of these Bylaws;
4. Advising the President regarding the appointment of Chairpersons and members of Committees of the Section in accordance with these Bylaws;
5. Advising the Officers of the Section regarding the performance of their duties;
6. Advising the Section Representative to the Society as to matters concerning the relationship between the Section and the Society and/or the American Psychological Association and on issues either currently before or which may be desirable to place before the Society;
7. Recommending or approving the disbursement of funds of the Section in accordance with Article VIII of these Bylaws;
8. Electing new members in accordance with Article II, Section E, of these Bylaws;
9. Setting policies for the conduct of its own affairs or for the affairs of the Section, provided, however, that such policies are not in conflict with any of the terms of these Bylaws;
10. Authorizing the adoption and publication of rules and codes for the transaction of the business of the Section, provided the same do not conflict with the Bylaws of the American Psychological Association, the Society, or the Section.

C. The Board of Directors will aim to meet monthly, or more often as needed. Additional meetings may be called by the President with the concurrence of a majority of the members of the Board of Directors.

D. The President shall preside over the meetings of the Board of Directors, and the Secretary shall act as recording Secretary. A majority of the voting members of the Board of Directors shall constitute a quorum, following due notice of the meeting. Each member present shall have one vote, and no member may vote by proxy. All decisions of the Board of Directors shall require assent by majority of those voting, except as otherwise noted in these Bylaws.

E. Any Officer may be removed from office before the expiration of his/her/their term by a two-thirds (2/3) vote of the Board of Directors members present at a special meeting. This meeting will be called with at least two weeks notice with an opportunity for the Officer in question to participate in the discussion.

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

ARTICLE V COMMITTEES

A. The Committees of the Section shall consist of the Committee on Nominations and Elections, ad hoc Committees or task forces, and other Committees as shall be established by the President with the concurrence of the Board of Directors. Unless reconstituted for a subsequent year or years, the existence of an ad hoc Committee shall terminate at the close of the year in which it was established. In the conduct of Committee business, the Chair of the Committee shall cast a vote only in the case of ties.

B. Except as otherwise provided in these Bylaws, the Chairs and all members of the Section's Committees shall be appointed on an annual basis by the President in consultation with the Board of Directors and shall serve until their successors are appointed and qualify. In the case of a vacancy on a Committee, such a vacancy shall be filled in the same manner as initial appointments.

C. Each Committee shall have the privilege of recommending procedures, new policy or policy changes, and/or amendments to these Bylaws to the Board of Directors.

D. All persons serving on Committees of the Section must hold one of the classes of membership in the Section. All persons serving as Chairs or entitled to vote on matters of concern to a Committee must be Early Career or Student Members of the Section.

E. It shall be the responsibility of the Chair of each Committee to submit a report on its operations and recommendations to the Board of Directors as required.

ARTICLE VI NOMINATIONS AND ELECTIONS

A. The Committee on Nominations and Elections shall consist of the Past-President ex officio as Chair and Secretary and Communications Chair of the Section unless one of the individuals is running for a position on the Board of Directors. In the case of the death, resignation, or incapacity of the Past-President, the President shall assume the duties of the Chair. The Committee shall be responsible for implementing the policies required for the nomination and election of Officers.

B. The Committee on Nominations and Elections shall distribute invitations for nominations for the Board of Directors via the Section listserv. The Committee will participate in interviewing candidates and develop a slate of candidates for a vote by current dues paying Early Career and Student Members **by September 15** of each calendar year for positions opening the following year.

C. The nominations shall be verified as willing to serve by the Committee on Nominations and Elections. The Committee on Nominations and Elections shall aim to receive nominations for at least two candidates for each position to be filled in a given year. Except as otherwise provided in

these Bylaws, any member who is willing to stand for election shall be eligible to be placed on the ballot. In assigning places on the election ballot, the Committee on Nominations and Elections shall be guided by the number of nominations received by the various nominees who are willing to stand for election, using its discretion in creating slates and nominating candidates for any remaining spaces.

D. After a proposed final election ballot and its slate of nominees has been composed for submission to the membership by the Committee on Nominations and Elections, the Chairperson shall submit a report on its actions to the Board of Directors.

E. The Committee on Nominations and Elections shall be responsible for overseeing the mailing or emailing of nomination materials, developing a slate of candidates, the count of the votes, the notification of results to the members whose names appeared on the ballot, and the notification to the Section membership of the results of the election.

ARTICLE VII MEETINGS

A. The Section shall hold monthly Board meetings at a place and time of their choosing for matters related to the Section's interests. The Section Board Meeting attendance shall be mandatory for the members of the Board of Directors.

B. Other scientific, professional, and/or business meetings of the Section may be called by the President with the concurrence of the Board of Directors.

ARTICLE VIII FINANCES

A. Membership dues are established each year by the Board of Directors and are paid annually to the Section. Dues are based on the calendar year. Members are encouraged to pay their **dues before December 31st**, preceding the calendar year for which they are applying or renewing.

B. The assessment of any additional or special membership fees beyond the annual dues shall be recommended by a two-thirds (2/3) vote of the Board of Directors.

C. The Treasurer shall prepare an annual budget of anticipated income and expenditures that shall be presented for the review of the Board of Directors at first meeting of each calendar year.

D. Disbursement of funds of the Section shall be made as follows:

1. The Board of Directors shall authorize disbursements within the amounts of the approved budget for purposes that are consistent with the Bylaws.

2. The Treasurer, with the concurrence of the President, is authorized to reallocate unexpended funds from one category of the approved budget to another, provided only that the total expenses for the year are not exceeded.

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

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

F. All contracts and other financial documents, other than checks, necessary to undertake programs approved by the Board of Directors in accordance with these Bylaws shall be executed jointly by the President and the Treasurer.

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

encumbered funds shall be transferred and administered by Division 12.

ARTICLE IX AMENDMENTS

These Bylaws shall be amended only by mail or email ballot. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition signed by at least five percent (5%) of voting Section Members presented to the Board of Directors. An affirmative vote of a majority of the Section membership shall be required to ratify the amendment, which shall then be effective immediately.