

OPERATIONS MANUAL  
March, 2006

THE SOCIETY FOR GENERAL PSYCHOLOGY,  
DIVISION 1 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

I. OFFICERS AND OTHER OFFICIALS

- A. The officers of the Society are the President-Elect, the President, the Past President, the Secretary, the Treasurer, the Council Representative(s), and three elected Members-at-Large of the Executive Committee.
- B. The Historian, the Journal Editor, the Newsletter Editor and the APAGS Representative are appointed for renewable three-year terms by the Executive Committee.
- C. The officers, the Historian, the Journal Editor, the Newsletter Editor, and the APAGS Representative are all voting members of the Executive Committee.
- D. The Program, Fellows, and Membership Chairs are selected by the President-Elect with the approval of the Executive Committee at the time that their predecessors' terms of office expire.
- E. An Awards Chair is selected by the President-Elect (with the approval of the Executive Committee) from among the Members-at-Large at the time the office becomes vacant.

II. TERMS OF OFFICE

- A. Officers assume office at the end of the Annual Business Meeting during the year in which they were elected, except that Council Representatives assume office at the beginning of the calendar year following the year in which they were elected.
- B. Interim officers appointed by the Executive Committee to fill a vacated office assume office immediately upon appointment.
- C. The Program Chair, the Fellows Chair, the Membership Chair, and the Chair of the Nominations and Elections Committee assume office at the end of the Annual Business Meeting.

### III. DUTIES OF OFFICERS AND OTHER OFFICIALS

#### A. The President-Elect

1. Is elected by the membership of the Society.
2. Serves as a member of the Society's Executive Committee.
3. Decides whether a "midwinter" meeting of the Executive Committee will be held during the following year.
4. Performs the duties of the Society's President in the absence or incapacity of the latter.
5. Chairs the William James Award process and sends formal notification to the recipient of the Award.
6. Designates a person to serve as Program Chair-Elect who becomes Chair during the following year.
7. Should attend the APA's Division Leadership Conference; if unable to attend, should designate an alternate as a substitute.

#### B. The President

1. Presides at all meetings of the Society.
2. Chairs the Executive Committee of the Society.
3. Assists the Awards, Fellows, Membership, and Program Chairs in the performance of their duties.
4. Serves as Chair of the George A. Miller Award process and sends formal notification to the recipient of the Award.
5. Supervises the affairs of the Society with the consultation of the Executive Committee.
6. Designates a substitute for a Council Representative who is unable to attend a meeting of the Council.
7. Prepares the annual Division Report to the Council of Representatives.
8. Consults as appropriate with the President-Elect and Past President on routine matters, and keeps the Executive Committee informed of all actions taken. The President must consult with the members of the Executive Committee before taking action on any matter with policy or budgetary implications.

C. The Past President

1. Serves as a member of the Executive Committee.
2. Performs the duties of the Society's President in the absence or incapacity of both the President and the President-Elect.
3. Serves as Chair of the Ernest R. Hilgard Award process and sends formal notification to the recipients of this Award.
4. Serves as Chair of the Nominations and Elections Committee.

D. The Council Representative(s)

1. Are elected by the membership.
2. Serve as voting members of the Executive Committee.
3. Report to, and seek guidance from, the Executive Committee concerning upcoming matters in Council. From time to time, Council Representatives have sought instructions from the Executive Committee. It has been the practice of this body to discuss issues coming before Council, but to avoid providing direct instructions, except in rare cases.
4. Report to the Executive Committee concerning actions taken in Council that are of interest to the Society. If the timing of Council and Executive Committee meetings precludes oral report of either Council agenda items or actions in a timely fashion, the information may be mailed or sent electronically to the members of the Executive Committee.
5. Prepare a written report to the Society on all meetings of the APA Council of Representatives; this report is normally published in the Society's Newsletter, "The General Psychologist."

E. The Secretary

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as secretary and voting member of the Executive Committee.
3. In consultation with the President, prepares the agenda and minutes for all Executive Committee and Society Business meetings.
4. Should attend the Division Leadership Conference at the beginning of the term of office.
5. Maintains the records of the Society and deposits them with the Historian.
6. Prepares an annual roster of Society officers and officials, and a calendar of Society deadlines and duties.

F. The Treasurer

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as treasurer and voting member of the Executive Committee.
3. Has custody of all funds and property of the Society.
4. Collects any special assessments as they may be voted in accordance with the bylaws, or requests APA to do so.
5. Makes disbursements as authorized by the Executive Committee.
6. As conditions warrant, may recommend members of a Budget Committee for confirmation by the Executive Committee, and serves as Chair of this committee.
7. Prepares a preliminary budget for the coming year for consideration by the Executive Committee at its August meeting, and a revised budget for presentation at the "midwinter" meeting, if one is held.
8. Prepares financial reports for APA Central Office as needed, or on request of the Executive Committee.

G. The Historian

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as a member of the Executive Committee.
3. Receives records, documents, and other relevant materials from the outgoing officers and committee chairs and, in consultation with the Executive Committee, determines which should be preserved, and in which depository.
4. Reports at least annually to the Executive Committee.

H. The Newsletter Editor

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as a member of the Executive Committee.
3. Prepares and edits at least two issues of the Society's Newsletter, "The General Psychologist," each year.

I. The Journal Editor

1. Is appointed by the Executive Committee to a mutually agreed-upon term.
2. Prepares and edits the Society's Journal, "Review of General Psychology."

J. The Members-at-Large of the Executive Committee

1. Are elected by the membership of the Society.
2. Serve as members of the Executive Committee.
3. Are normally appointed by the President, with the approval of the Executive Committee, to perform some specific tasks for the Society (such as chairing awards, serving on committees or task forces or acting as liaisons to various groups, assisting in the generation of appropriate items for the Society's annual convention program, etc.).

K. The APAGS Representative represents the interests of students to the Executive Committee.

L. The Listmaster oversees and maintains the Division Listserv.

M. The Webmaster oversees and maintains the Division Website.

IV. COMMITTEES

A. The Society's Committees are the Executive Committee, the Nominations and Elections Committee, and the Program Committee. Other ad hoc committees and task forces may be appointed, as needed, by the President with the concurrence of the Executive Committee.

B. The Society has Chairs for Awards, Fellows, and Membership.

C. Executive Committee

1. Meets twice at the annual APA convention, once by itself near the beginning of the convention to conduct business and to plan for the Annual Business Meeting, and again as part of the Business Meeting of the members. Other meetings may be scheduled at the discretion of the President.
2. A "midwinter meeting" of the Executive Committee, or some subgroup thereof, may be held at a time and place specified by the incoming President for the purpose of conducting business and planning.

D. The Nominations and Elections Committee, in consultation with the Executive Committee and the APA Elections Office, processes nominations and prepares slates of nominees for elected Society offices.

E. The Program Committee prepares the annual convention program for the Society.

- F. Liaisons to boards, committees, and other groups may be appointed by the President or President-Elect with the approval of the Executive Committee. Other task forces and ad hoc committees may also be appointed by the President or President-Elect. Such groups report to the Executive Committee no later than at the first Executive Committee meeting at the APA Annual Convention, or at an earlier time, if so requested by the Executive Committee. The roster of all officers, chairs, officials, and liaisons will be revised annually and attached to the minutes of the Executive Committee.

## V. CHAIRS

- A. The President-Elect appoints the Fellows and Membership Chairs when these offices become open. The President-Elect also appoints the Program Chair-Elect who becomes Program Chair the following year.
- B. The Awards Chair oversees the Society's awards programs (see Section VI. DIVISION AWARDS).
- C. The Fellows Chair solicits and processes nominations for Fellow status through the Division, and makes recommendations to the Executive Committee about both new Fellows candidates and candidates for Fellow in the Division who already are APA Fellows through other divisions.
- D. The Membership Chair monitors and administers the Society's membership, and develops and carries out strategies and recruiting drives intended to enhance the number of members of the Society. Officers and members of the Society are encouraged to recruit new members for the Society, and to propose strategies for increasing the Society's membership.
- E. The Program Chair-Elect, appointed by the President-Elect, becomes Program Chair the following year.
- F. Chairs present written reports to the Executive Committee at least annually.

## VI. DIVISION AWARDS

- A. The Chair of the Awards Committee is responsible for publicizing the awards and for coordinating the various processes involved in determining the recipients of the awards, which currently include the William James Book Award, the Ernest R. Hilgard Award for Lifetime Achievement in General Psychology, the George A. Miller Award for an Outstanding Article in General Psychology, and the Arthur W. Staats Lectureship in Unifying Psychology.
  - 1. In the Fall, the Chair sends notices of the William James Book Award to publishers with information about the award, deadlines, and addresses for submission and for further information; the Chair also sends similar notices about all Society awards to the APA Monitor, the American Psychologist, the Editor of the Society's Newsletter and to newsletter editors of all other APA divisions.

2. The Chair coordinates with the individual award chairs the receipt and distribution of materials for judging the awards. The judging process must be completed for all awards before the first Executive Committee meeting at the annual APA convention.
  3. The Chair coordinates award addresses with the Program Chair.
  4. The Chair is responsible for the printing of the award certificates and for having award checks prepared and distributed to the person who chairs each award address and introduces the speaker.
- B. Members of the Executive Committee are not eligible for the Society's awards during their term as member of the Executive Committee.
  - C. The President-Elect is Chair of the William James Book Award process, the Past President is Chair of the Ernest R. Hilgard Lifetime Achievement Award process, and the President is Chair for the George A. Miller Award for an Outstanding Article in General Psychology. A Chair (usually the past, Past President) is appointed for the Arthur W. Staats Lectureship. All Chairs of specific award committees are encouraged to solicit, at their discretion, the assistance of additional individuals in the task of selecting the final recipient for each award.
  - D. An additional award for exceptional service to the Society, the C. Alan Boneau Award, is occasionally bestowed by the Society; this award is at the discretion of the Executive Committee.

#### VII. SOCIETY NEWSLETTER

- A. The Editor of the Newsletter, "The General Psychologist," is appointed for a three-year renewable term by the Executive Committee, and serves ex officio as a voting member of the Executive Committee.
- B. The Editor of the Newsletter is responsible for preparing the contents of each issue of the Newsletter in their final form, and arranging for timely electronic distribution, printing, and mailing of the Newsletter. Typically, two issues are prepared annually.
- C. Officers and other officials of the Society are encouraged to seek out, or generate themselves, articles for potential publication in the Newsletter.

#### VIII. SOCIETY JOURNAL

- A. The Society sponsors a journal, "Review of General Psychology." The Executive Committee appoints the Editor of the journal, and the Editor, who serves ex officio as a voting member of the Executive Committee, is expected to report periodically (at least annually) to the Executive Committee.
- B. The financial arrangements of the journal are between the Editor and the APA, not between the Editor and the Executive Committee or the Society, so the financial concerns and fate of the journal are irrelevant to the financial concerns of the Society.

- C. Officers and other officials of the Society are encouraged to seek out, or generate themselves, articles for potential publication in the journal.

#### IX. REIMBURSEMENT POLICIES

- A. When authorized by the Executive Committee, the Society reimburses expenses which cannot be otherwise reimbursed from such sources as grants, institutional travel funds, etc.
- B. Except for discretionary funds (see sections D. 4 and 5 below), original receipts must be submitted for reimbursement of any expenses from the Society's account administered by the APA.
- C. Requests for reimbursement are submitted to the Treasurer, who forwards them to the APA.
- D. Continuing Authorizations
  - 1. Executive Committee: Transportation to (and from) and lodging for any "midwinter" meeting of the Executive Committee, or costs of a conference call if no physical "midwinter" meeting is held; travel costs for Council Representatives to the meeting of the Council of Representatives that are not covered by the APA; travel costs to various APA Leadership Conferences for designated attendees that are not covered by the APA; clerical and telephone costs incidental to carrying out assignments from the Executive Committee; and (modest) refreshments served during meetings of the Executive Committee.
  - 2. Program Committee: Transportation costs to the APA Annual Convention for the current and incoming Program Chair, and up to \$75 per diem at the annual convention for the current Program Chair; transportation and lodging for the "midwinter" Executive Committee meeting (if there is one) for the current Program Chair; and an annual budget of up to \$2500 to cover clerical, telephone, and mailing expenses, social hours, a New Fellows reception (if one is held), and other expenses associated with the annual convention program.
  - 3. Newsletter Editor: A budget of up to \$1000 annually for clerical assistance, plus a stipend as determined by the Executive Committee.
  - 4. Secretary: A budget of \$1000 for use as a discretionary fund.
  - 5. Treasurer: A budget of \$1000 for use as a discretionary fund.
- E. Every person receiving travel reimbursement from the Society must report to the Executive Committee on the purpose and substance of that travel.
- F. Every Chair who receives a lump sum budget allotment must provide an annual financial report, including receipts or other appropriate documentation, to the Treasurer.