

DIVISION 18, PSYCHOLOGISTS IN PUBLIC SERVICE

AMERICAN PSYCHOLOGICAL ASSOCIATION

POLICY AND PROCEDURES MANUAL

MAY 2002

**Second Draft
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Chapter 1.

EXECUTIVE COMMITTEE MEMBERSHIP ROSTER

President

President-elect

Past President

Secretary/Treasurer

Membership Chair/ Listserv Administrator

Council. Representative

Newsletter Editor

Program Chair

Webmaster

Section Chairs:

APAGS Student Representative

Community/State

Criminal Justice

Evaluation

Police/Public Safety

VA

2002-2003 Executive Committee

President

Steve Nisenbaum, PhD, JD

Past-President

Robert K. Ax, PhD

President-Elect

Robert D. Kerns, PhD

Secretary-Treasurer

Barbara J. Powell, PhD

Newsletter Editor

Kathy J. Harowski, PhD

APA Council Representative(s)

1. Edmund J. Nightingale, PhD

2. Kathleen McNamara

Membership Chair/Listserv Administrator

Bill Safarjan, PhD

Member-at-Large (Convention Program Chair)

Dawn Cisewski, Psy.D.

Member-at-Large (Fellowship)

Jeannette M. Jerrell, PhD

APAGS Representative

Susan Enck

Section Chairs

Community & State Hospital

Harriet A Lehman, PhD

Napa, CA

Criminal Justice

Gil Sanders, PhD

Psychologists in Indian Country

Jamie Davis Hueston, PhD.

Police & Public Safety

Andrew H. Ryan, Jr., Ph.D.

VA

Dolly Sadow, Ph.D.

2001-2002 EXECUTIVE COMMITTEE

President

Robert K Ax, PhD
Shrinkart@aol.com

Past-President

Randy R Taylor, PhD, MBA
email: RandyTaylor@hq.med.va.gov Or Rtaylor530@aol.com
Washington, D.C.

President-Elect

Steve Nisenbaum, PhD, JD
snisenbaum@partners.org

Secretary-Treasurer

Barbara J. Powell, PhD
[emai:mBarrickwel@aol.com](mailto:mBarrickwel@aol.com)
Overland Park, KS

Newsletter Editor

Kathy J. Harowski, PhD
Kharowski@aol.com

Council Representative

Edmund J. Nightingale, PhD
Edmund.nightingale@med.va.gov. Or <mailto:Night002@tc.umn.e>

Membership Chair/Listserv Administrator

Bill Safarjan, PhD
bsafarjan@tcsn.net

Member-at-Large [Convention Program Chair]

Dawn Cisewski, Psy.D.
dmcisewski@hotmail.com

Member-at-Large (Fellowship)

Jeannette M. Jerrell, PhD
jjerrell@medpark.sc.edu

APAGS Representative

Uyen.Huynh
ukhuynh@hotmail.com

Section Chairs

Community and State Hospital

Harriet A. Lehman, Ph.D.
lehmansis@cs.com

Criminal Justice

Gilbert Saunders, Ph.D.
[saunders@bigplanet.com](mailto:sanders@bigplanet.com)

Evaluation

Michael S. Neale, PhD
michael.neale@med.va.gov

Police and Public Safety

Andrew H. Ryan, Jr., Ph.D

ahryan@msn.com

Veterans Administration

Dolly Sadow, Ph.D. ABPP

dolly.sadow@med.va.gov

MAJOR RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

President

Term: Three years total, commencing with the year as president-elect, which begins at the conclusion of APA convention.

Assumes office at conclusion of the APA convention.

Provides an appropriate token of appreciation for outgoing president.

Assumes responsibility for all goals and operations of the division.

Maintains contact with other EC members to ensure that their duties are being discharged in a timely manner, e.g., that the newsletters are being published on time.

Prepares agendas for midwinter and summer meetings of the EC. Conducts these meetings as well as open business meetings at the AP convention.

Maintains communication between APA, particularly Division Services, and the EC.

Move issues, sometimes on short notice, through EC when these cannot wait until the midwinter or summer meetings.

President-elect

During the first year of office, learns the functions and operations of the Executive Committee [EC] Division 18 and APA.

Introduces his/her agenda, combining it with existing initiatives,

Builds cooperative relationships within the division and with other divisions.

Sets priorities for Division issues.

Contributes items for the mid-winter meeting agenda.

Attends a dinner at the mid-winter meeting, traditionally held in conjunction with APA's Division-Leadership Conference.

Networks with other presidents-elect.

Attends pertinent meetings at the APA Convention

Takes a leadership role in assuring the successful completion of the divisions goals and needs.

Past-President

Responsible for nominations for division offices.

Responsible for the awards [except for student award] that are given out each year at the APA Convention.

Follows through with any unfinished initiatives of former division Presidents.

Serves as counsel to existing President, EC and division members.

Secretary/Treasurer

Elected by Division 18 members for a period of three years.

Processes requests for reimbursements of Executive Committee [EC] and other expenses, ensuring that they are appropriate and that original receipts accompany requests.

Sends reimbursement requests to APA [currently Kathy Gebe] within 10 days of receipt.

Accepts checks from the Membership Chair, endorses each check with the notation "For Deposit Only, Division 18" and forwards to APA [currently Kathy Gebe] within 10 days of receipt.

Maintains a summary budget plan and actual expenses for a 3-year period, and brings this plan to the EC for approval at the Mid-Winter meeting.

Maintains all fiscal records, including copies of reimbursement requests as well as quarterly statements from APA.

Responsible for reviewing all fiscal records and recommending to the EC those that should be archived by APA.

Responsible for the minutes of the Midwinter EC session as well as those from the EC and Division 18 business meetings at the APA Convention. Edits minutes and submits them in timely fashion for publication in the division Newsletter.

Prepares request for Student Award [\$500] and forwards to APA so that the check will be available to present to the student at the Convention.

Updates Policy and Procedure Manual on a yearly basis and presents to the EC for approval at the Mid-Winter meeting.

Membership Chair

Maintains the official membership database, including name, title, current mailing g and email address, APA member number, membership status in the Division, section status, and eligibility to receive the Division Newsletter and Journal.

Purge the database of non-renewing members.

Supply current names and addresses of members eligible to receive the Division 18 Newsletter and the Journal to those responsible for distributing the publications as well as to Section Chairs, other Board members or to other entities, subject to Board approval.

Sends annual dues renewal statements to Affiliate, Student and Student, Affiliate members.

Sends assessment 'statements annually to dues-exempt' members who wish to receive the Newsletter or the Journal.

Submits articles to the Newsletter Editor regarding membership issues including the Annual Report to the General Membership.

Answers questions pertaining to membership that originate from the general membership, from the Board, from APA membership and from APA Division Affairs, including supplying routine reports on request.

Refers specialty questions originating from the general membership to the appropriate Section Chair or other members of the Board.

Submits an annual budget to the Division Secretary/Treasurer that covers expenses associated with retention/recruitment.

Additional duties

Update and maintains the Division 18 Information/Application Brochure, interface (with the Division 18 Webmaster to' ensure that the Internet Membership Application is up-to-date and accurate.

Ensure that Section Chairs utilize recruitment information and assist them in setting individual goals for membership development.

Provide APA with information/Application Brochures for distribution at the Annual Convention and as requested.

Process membership applications, which includes entering demographic information in the membership data base, seeking Board approval of prospective members, reporting the new member to APA, sending membership dues to the Division Secretary/Treasurer, the President and the Section Chairs so that they may make the initial contacts welcoming the new member.

Submit lists of new members to the Newsletter Editor for publication in the next edition of the Newsletter.

Assist Section Chairs and other members of the Board in their efforts to recruit new members.

Supply the listserv address of new members who are interested in becoming part of the Division 18 listserv to the Listserv Administrator.

APA Council Representative[s]

Elected for a three-year term, assuming the Division retains its seat[s] on APA's council through the apportionment ballot conducted by APA.

Attends 2-3 day meetings of APA's Council twice yearly, typically during February and August [the APA Convention].

Prepares for Council meeting by reviewing the agenda and other extensive documents relevant to the business at hand on very short notice.

Prepares motions [new business] for APA's Council related to the concerns of the members of the division, its component sections, and of members of the Association as a whole.

Garners support of other Divisions and Coalitions for issues of importance to Division 18.

Attends the Division 18 Mid-Winter meeting to update the members.

Seeks the guidance of the Divisions Board of Directors on issues that affect its welfare, or that of its members, and casts ballots accordingly.

Writes an article for the Division Newsletter twice yearly informing the membership of the actions of Council, especially as it affects members' concerns.

Program Chair

Advertises, solicits and invites submissions from Division 18 members for presentation at the APA convention.

Provides the initial review of submissions and forwards these to appropriate Executive Committee members for input and/or a final decision.

Notifies the authors of the submissions of the status of their proposals.

Organizes and plans the Division 18 program for the APA convention.

Assists with the organization of the Division events at APA.

Student Representative

Develops plan for selection of APAGS representative.

Increases student membership and involvement in Division 18

Assists the Chair, Nominations Committee to identify the individual for the annual Student Award.

Create s a clearinghouse of information to Graduate Schools regarding the activities of Division 18, e.g., the prescribing initiative, and proficiency in the treatment of the seriously mentally ill.

Fellowship Chair

Requests nominations for Fellowship from section chairs or through the Newsletter throughout the calendar year.

Mails application packets to those who inquire and helps them decide if/what to put together to apply.

The completed applications must be received by the end of the calendar year.

Committee members review the applications and vote by the end of January. {Edit note: who are these committee members?}

The Fellowship Chair writes a letter of support from the Division and forwards the nominations to APA by Feb 20th of each year.

If the APA Membership Committee defers or disapproves a nomination, the Fellowship Chair works with the applicant to address any specific issues that are raised and responds to APA, and the final vote is taken in August at the annual meeting.

If APA does not raise any issues, it can generally be assumed that the applicants will be approved.

Section Chief responsibilities [Generic]

Member of the Division 18 Executive Committee and Chair of the Section.

Chairs the Section meeting at the APA Convention.

Appoints members to subsection committees, as needed

Furthers the mission of the Section by:

promoting membership

submitting articles of Section activity to the Division Newsletter

CHAPTER 2.

APA BYLAWS

Article VI: Divisions

1. Divisions may be organized to represent major scientific and professional interests that lie within the Association.

2. Any Member of the Association may apply for membership in one or more Divisions under the rules of eligibility and election established by the Division. Associate members or Members may remain Associate members or Members without divisional affiliation. A Division may include in its membership those who do not qualify for or do not desire membership in the Association. It may determine its own qualifications for its membership classes, provided that the designation Fellow shall be reserved for members of the Division who are Fellows of the Association.

3. A Division shall be established whenever one percent or more of the Members of the Association petition for it and Council approves. A two-thirds vote of those present at the mid-winter meeting of Council is required for the establishment of a new Division. Council may create such Divisions provided that (a) they represent an active and functionally unitary interest of a group of Members, (b) their proposed objectives fall within the scope of those specified in Article 1, (c) the membership is not restricted on any basis other than psychological interest and qualifications and (d) the establishment of any new Division is not inimical to the welfare of any other Division already established. Divisions, when formed from existing societies or organized as new societies, may use a society name.

4. NOTE: [Temporarily Unavailable]

5. A Division remains autonomous in all matters within its field that are not reserved to the Association and Council by these Bylaws or Association Rules. Divisions may not establish or enforce standards for ethics, accreditation, certification, or credentialing of specialty recognition. Divisions must comply with all APA Bylaws, Association Rules and current policies.

6. A Division shall have a President and a Secretary and such other officers as it may desire. The qualifications for its officers and the method of their election shall be determined by the Division. A Division may determine what persons among its membership shall have the right to vote in divisional matters.

7. Each Division shall draw up and maintain its own Bylaws and rules of procedure within the framework of these Bylaws. Each Division may elect such officers, appoint such committees, develop such local chapters and/or sections, and adopt such rules of procedure for the conduct of its business as it may desire, except

that its committee and governance structure is subject to review by the Board of Directors of the Association. Divisions shall oversee the activities of their sections and/or chapters and monitor for their compliance with the APA Bylaws, Associations Rules, and current policies. Each Division shall file with the Central Office a copy of its current Bylaws; rules of procedure; communities and governance structure; and chapter and section information, including their Bylaws and rules of procedure. Local chapters and sections of Divisions must comply with APA Bylaws, Association Rules and current APA policy. Annually, each Division shall submit to the Board of Directors a report which covers the activities of the Division and its chapters and sections during the preceding year.

8. NOTE: [Temporarily Unavailable]

9. A Division shall own or operate a journal only with the approval of Council. The managing and editing of such divisional journals shall be delegated, through the Publications and Communications Board, to the governance of that Division. The editor of each Division journal shall file a report with the Publications and Communications Board annually. The Publications and Communications Board shall advise the Divisions, Board of Directors and Council of Representatives regarding Divisional journals.

10. Notwithstanding any other provision of these Bylaws or the Association Rules to the contrary, the Board of Directors may, at its discretion, recommend to Council, and Council may adopt, appropriate sanctions where divisions have failed to comply with Bylaws, Association Rules or policies of the Association. Council may also dissolve a Division for good and sufficient reason by a two-thirds vote of those present at an Annual Meeting. Before the imposition of sanctions or dissolution of a division, the reasons for sanctions or dissolution shall be stated in writing to the membership of the Division and the Division membership, through their Executive Committee, shall be given a full opportunity to respond.

Division of Psychologists in Public Service [Division 18] Bylaws

Article 1. Name and Purpose

1. The name of this organization shall be the Division of Psychologists in Public Service of the American Psychological Association.

2. The members of the Division are principally involved in public service through their common responsibilities to carry out programs that are publicly legislated, publicly funded, and accountable to the public.

- a. As psychologists, we share these missions common to all organized groups of psychologists to:
 - provide a forum for psychological information exchange, develop psychological knowledge through research,
 - communicate psychological knowledge through education and training,
 - apply psychological knowledge through services to the public, develop and maintain standards, and advance psychology and psychologists in the public interest
- b. As psychologists in the public service, we have specific additional missions to:
 - promote the ability of psychologists to serve the public interests, communicate within the American Psychological Association about professional issues and programs in the public interest that concern all psychologists, study the psychological effects of public policies on various sectors of the public as well as on individuals,
 - use psychological knowledge to develop and implement public policies in the public interests, and serve as advocates for the public and for psychologists with complex and frustrating bureaucracies by assisting the latter to understand psychological implications of their procedures and means of becoming more responsive to the public interest.

Article II. Membership

1. Introduction

- a. Membership in the Division of Psychologists in Public Service of the American Psychological Association shall be limited to persons who at the time of application for membership are actively interested in the application or study of psychology in public service.

- b. Membership of the Division shall consist of three classes: Fellows, Members, and Associates. Sections that so desire may also accept two categories of non-voting members: Student members of APA, and Affiliates who are not members of the Association.
- c. On all matters calling for action by the membership of the Division' voting eligibility shall be in accordance with the provisions of the Bylaws of the American Psychological Association.

2. Members, Associates, Students and Affiliates

- a. Members and Associates must meet the minimum standards prescribed by the American Psychological Association.
- b. New Members and Associates of the Division shall be elected by a majority vote of the Board of Directors upon nomination by the Membership Committee.
- c. Students may become non-voting Division members by submitting an application to the Membership, Chair of the Division. Student members may affiliate with Sections. Names of interested student applicants shall be submitted to the Board of Directors and elected by a majority vote upon nomination by the Membership Committee.
- d. Non-APA members who meet APA standards for Associate or Member status may apply for affiliation with the Division and with all Sections that accept non-APA members. Affiliates pay the same Division and Section dues as Division members, but cannot vote on Division issues or hold Division offices. Names of individuals, interested in affiliating with Division 18 or one of its sections shall be submitted to the Board of Directors and elected by a majority vote upon nomination by the Membership Committee.

3. Fellows

Fellows shall be characterized by outstanding contribution or performance in the field of public service.

- a. Fellows must meet the minimum standards prescribed for Fellows of the American Psychological Association. Fellows of the American Psychological Association, and qualified Members with one year's membership in the Division of Psychologists in Public Service, are eligible for nomination as Fellows of the Division of Psychologists in Public Service.
- b. The Fellowship Committee of the Division shall have the responsibility of reviewing the applications of Division candidates for Fellow status on behalf of the Division 18 Board of Directors. In accordance with APA requirements, the Committee shall forward to APA the names of persons recommended for Fellow status in the Division and in the APA. Such recommendations shall require a majority vote of the members of the Fellowship Committee of the Division. Upon notification to the Division of election by the APA, successful applicants will become Fellows of the APA in the Division of Psychologists in Public Service.
- c. All Fellows in the Division of Psychologists in Public Service shall be designated by the name "Fellows in the Division of Psychologists in Public Service."

Article III. Officers

1. The officers of the Division shall be President, President-elect, Past-President, Secretary-Treasurer, the Chairs from each Section, Division 18's representative(s) to the American Psychological Association Council of Representatives, the Division 18 Newsletter editor and up to three Members-at-Large OR appointed Chairs of Division 18 Committees for Convention Programming, Membership, and Fellowship/CEU). A representative of Division 18 students (APAGS) will be a non-voting member.
2. The terms of office for the President, President-elect, and Past President shall be for one year; for the Secretary-Treasurer three years; for Members-at-Large three years; for each Chair of a Section two years; for Newsletter editor three years; for appointed Committee Chairs one year; for APAGS representative one year, for Division Representative(s) to Council as determined by the Rules of Council. (Appointed Committee Chairs and Newsletter editor may be re-appointed by President-elect, subject to confirmation by the officers of the Division.)
3. It shall be the duty of Members-at-Large to chair committees at the direction of the President and to serve as members of the Board of Directors. If the President or President-elect appoints a standing committee chair from the membership, with confirmation of the Board of Directors, that appointee shall serve as a voting member of the Board of Directors so long as the number of Members-at-Large has diminished (by vacancy), by one member for each chair to be appointed. At no time will there be more voting members of the Board of Directors than provided for under Section 1 of this Article.

Article IV. Board of Directors

1. There shall be a Board of Directors of the Division consisting of the President, the Secretary-Treasurer, Representative(s) to the Council of Representatives, the President-elect, the Past President, up to three Members-at-Large, and Section Chairs. Chairs, other than elected members of the Board of Committees for the APA Convention Program, Membership, and Fellowship/CEU, nominated by the President or President-elect and confirmed by the Board of Directors will be full voting members of the Board of Directors. The editor of the Newsletter shall be a full voting member of the Board of Directors.

2. The President may designate each of the Members-at-Large to chair one of the Standing Committees. If a Division 18 (non-elected) member has been nominated by the President or President-elect and confirmed by the Board of Directors to chair a Standing Committee (Convention Program, Membership or Fellowship/CEU), a Member-at-Large will not chair that Standing Committee.

Article V. Committees and Function

1. There shall be a Fellowship Committee whose duty is to receive nominations for Fellow status, to examine the credentials submitted with special reference to unusual and outstanding contribution to, or performance in, public service, and to make recommendations in accordance with the requirements set forth in Article II of these bylaws. The Fellowship Committee shall consist of at least three members, a majority of whom are Fellows. The Fellowship Committee will be responsible for maintaining Division 18 APA CEU accreditation sponsorship.

Article V. Nominations and Elections

1. The officers of the Division shall be elected in accordance with procedures specified by the Bylaws of the American Psychological Association.

2. There shall be a Nominations and Elections Committee that shall solicit nominations of Fellows or Members of the Division for the offices of President-elect, Secretary-Treasurer, Division Representative(s) and Members-at-Large of the Board of Directors. The Committee shall report to the Secretary-Treasurer the final list of at least three nominees for the office of President-elect and at least two nominees for each of the other offices.

3. The Chairperson of the Nominations and Elections Committee shall submit the names of persons nominated for each office and willing to serve to the Election Committee of the American Psychological Association for inclusion in the election ballot issued annually by the Association, in accordance with the Bylaws of the American Psychological Association.

4. Election results shall be announced at the annual business meeting of the Division.

5. Division Representative(s) to the Council of Representatives shall assume and hold office in accordance with the Bylaws of the American Psychological Association. All other officers shall assume office on the first day following the close of the annual meeting at which they are elected and shall hold office until their successors are elected and assume office. If an officer shall be unable to accept election, the Board of Directors shall by majority vote elect a Fellow or Member to hold that office until a successor shall be elected by the Division.

Article VI. Meetings

1. The annual meeting of the Division shall take place during the annual convention of the Association, and in the same locality, for the transaction of business, the presentation of scientific papers, and the discussion of professional matters in the field of psychology. The Division shall coordinate its program with, and participate in the program of the Association.

Article Val. Committees and Functions

1. The committees of the Division shall consist of such standing committees as may be provided for by these Bylaws and such special committees as may be established by vote of the voting members of the Board of Directors. Committee chairpersons shall be appointed by the President with concurrence of the Board of Directors.

2. There shall be a Membership Committee whose duty is to encourage psychologists interested in public service to apply for membership, to receive applications for membership, to examine the credentials submitted, and to recommend those qualified for membership to the Board of Directors.

3. There shall be a Fellowship Committee whose duty is to receive nominations for Fellow status, to examine the credentials submitted with special reference to unusual and outstanding contributions to, or performance in, public service, and to make recommendations in accordance with the requirements set forth in Article II of these bylaws. The Fellowship Committee shall consist of at least three members, a majority of whom are Fellows.

4. There shall be a Program Committee whose duty is to make arrangements for the program and annual meeting of the Division and to coordinate the program with the Association Board of Convention Affairs. The committee shall consist of the Board member who has been assigned the Convention Program responsibilities by the President as Chairperson, and the Section Chair or a representative of each Section as determined by the Section Bylaws.

Article VIII. Dues

1. Annual dues and assessments shall be recommended by the Board of Directors and decided by two thirds majority vote of the membership at the annual business meeting of the Division or by mail ballot at other times during the year.

2. Affiliates must pay annual Division dues to maintain membership.

Article IX. Sections

Sections may be established within the Division by members with similar interests and goals.

1. Procedures for establishing Sections

a. Organization of Sections from existing formal or informal groups

1. Organized groups with officers or committees already in existence may petition the Board of Directors to become a Section. The Board of Directors shall determine by majority vote at its next business meeting the suitability of such a Section and shall invite the current officers to serve as a provisional organizing committee for the purposed Section. The Section will formulate its own name that will be subject to Board of Director's approval.

2. If several groups with similar interests petition the Division, the provisional organizing committee will consist of principal officers of the several groups to determine feasibility of joining as one Section.

3. The provisional organizing committee will hold an organizational meeting at the annual meeting of the American Psychological Association and will call for nominations of at least two candidates for Chairperson of the Section. Procedures for election of other officers and appointment of committees and preparation of Section bylaws will be formulated.

b. Organization of Section where no organized group exists

1. An interested member of the Division may write a letter to the Newsletter outlining the conception and functions of a proposed Section and invite those interested to reply. The resulting group may petition the Board of Directors to appoint a provisional organizing committee.

2. Upon approval of the Board of Directors, the provisional organizing committee will hold an organizational meeting at the next annual meeting of the American Psychological Association and will call for nominations of at least two candidates for the Office of Section Chairperson. Procedures for election of other officers and appointment of committees and preparation of Section Bylaws will be formulated. The Board of Directors shall be supplied proof by the provisional organizing committee that at least 50 persons have expressed interest and will become members of the Section upon its establishment.

3. Upon presentation to the Board of Directors of its roster of officers, Bylaws and its membership list, the Section shall become an official part of the Division effective on the January 1 following acceptance by a majority vote of the Board of Directors at a regular meeting or by a mail ballot of the membership of the Division.

c. Internal Organization of Sections

1. A Section shall elect its own officers and appoint its own committees. It shall have at least a Chairperson and Secretary-Treasurer, each elected for a two-year period.

2. The Chairperson will serve on the Board of Directors.
3. A Section may, if its members so indicate by a majority vote, collect dues from its Section members in addition to Division dues.
4. Each Section may request a proportional amount of Association program time (based in, part upOn the ratio of the number of its Division 18 members to the membership of the Division as a whole), but additional program time may be allocated to a Section by negotiation with the Division Program Committee, subject to review by the Board of Directors. Sections may also submit suggestions for specific program proposals to the Program Committee. Final decisions on all programs shall be reserved for the Division Program Committee.
5. Sections shall establish no policies that are contrary to the policies of the Division or the Association.
6. Minutes of the Section business meetings shall be filed with the Division Secretary-Treasurer and published in the Division Newsletter.
7. Sections that so desire may have Affiliates who are not members of the Association. Such Affiliates may neither become members of the Division Board of Directors nor vote on Division-issues.

c. Dissolution of a Section

Consideration for dissolution of any Section by the Board of Directors will be undertaken:

1. when its membership falls below 50; or
2. upon decision of majority of these Section members voting in a mail ballot; or
3. upon recommendation of the Board of Directors and a two- thirds vote of those members of the Division voting in a mail ballot.

Any assets of the Section including monies in its treasury will, after meeting any financial obligations of the Section, become a part of the Division treasury.

Article X. Amendments

1. Amendments may be proposed by the Board of Directors or by a petition signed by 30 members of the Division.
1. Proposed Amendments to the Bylaws must be mailed to the membership of the Division at least 45days prior to the closing date for receipt of ballots.
3. The Division by a two-thirds vote of those members voting by mail ballot shall adopt such amendments to these bylaws.

Date: August 2001

Fiscal Guidelines

1. PURPOSE

To establish guidance and direction for the disbursement of the division's funds in support of its activities.

2. POLICY

The Division funds are maintained, 'monitored and disbursed by the Division Treasurer within, the guidelines established by the Executive Committee of .the Division. The Treasurer will exercise judgment to ensure a positive cash balance at all times and notify the President in advance of any decisions necessary to maintain a positive cash balance.

3. PROCEDURES

- a. The Executive Committee will be responsible for establishing the budget and when necessary changing the guidelines for fund disbursement.
- b. The Treasurer will be responsible for preparing and monitoring the annual budget and for reporting fund balances to those who need to know.

4. GUIDELINES:

a. Sections; The funding for Sections of the Division is on a fiscal year basis with no carry over from year to year. Each Section shall have available during the year:

- i. Up to \$300 per year for mailings.
- ii. Up to \$1.00 per member as needed for projects of the Section
- iii. Additional funding as approved by the Executive Committee.

b. APA Council Representative:

These individuals accept the responsibility of representing our Division's interests to APA. As such, he/she must attend two Council meetings per year—once in Washington at the APA Midwinter Meetings and once at the APA Convention in August. The Council Representative will have available:

- i. APA: airfare; ground transportation; hotel; per diem limited to \$30.00 per day only for the day(s) Council is in session.
- ii. Midwinter Meetings: same as .the Executive Committee.

c. Midwinter Meeting:

Only elected or appointed members of the Executive Committee will be authorized funding as follows:

- i. Airfare; ground transportation; hotel (3 days maximum)
- ii. Per Diem is limited to \$75.00 for the entire midwinter meeting.

d. APA Convention:

The Division will fund a Presidents/Hospitality Suite during the Convention (5 days maximum). Any Section or working group of members may schedule use of this suite during the Convention. The cost of the suite will be submitted to the Secretary/Treasurer. The Program Chair may be asked to pay for the cost of the Social Hour at the time it occurs.

e. Newsletter.

The Division Newsletter will be published at such times as the Executive Committee and Editor determine. Funding will be provided as per the annual budget. The Newsletter will be published minimally twice per year.

f. Interpretation.

The disbursement of funds is a major responsibility to the membership. Nothing in these guidelines shall preclude the additional expenditures of funds in support of the Division or its Section activities as directed by the Executive Committee as long as the funds are available in the contingency expense line.

Requests for reimbursement must be accompanied by the original receipt and submitted to the Treasurer within 90 days after the expense was incurred

All airfare and ground transportation should be obtained at the lowest rate available and should be made through the APA Travel Office

Executive Committee members are encouraged but not required to consider room sharing as a further method of reducing costs.

Barbara 1 Powell, PhD
Secretary-Treasurer

Date: Revised, December, 2000

CHAPTER 3

Budget

INCOME	Budget Plan				
	<u>2000 Plan</u>	<u>2000 Actual</u>	<u>2001 Plan</u>	<u>2001 Actual</u>	<u>2002 Plan</u>
Dues	18,750.00	22,513.00	20,000	21,202.00	24,000.00
Pol/Pub Safe Wkshp	1,800.00	0.00	6,000	7,525.00	7,700.00
Pre-Conv workshop			\$11,000	6,675.00	0
Interest	1,200.00	1,850.41	2,000	1,526.00	1,900.00
Dividends	0	0	0	0	0.00
Miscellaneous	2,000.00	387.86	0	500.00	0.00
special assess:newsletter					
Total	<u>\$23,750.00</u>	<u>\$24,751.27</u>	<u>\$39,000</u>	<u>37,978.00</u>	<u>34,400.00</u>
EXPENSES					
Newsletter 101	2,100.00	3,401.96	3,700.00	3,625.00	3,650.00
Travel					
Midwinter Mtg 201	11,000.00	10,734.71	12,700.00	9,147.00	9,800.00
CAPP Retreat 204	0	970.74	1,100	1,178.00	200
Council Rep 301	1,200.00	1,883.14	1,500.00	900.00	1,445.00
Rndtable 401	50	0	50	0.00	0
APA Suite 203	2,500.00	1534.3	2,600.00	1,895.00	1,800.00
Awards					
Unspecified 602	250	69.12	250	458.00	475.00
Student Award 601	500	500	500	500.00	750
Soc. Hr. Awards 603	1,200.00	1,260.74	1,500.00	1,036.00	1,200.00
<u>Section Expenses</u>					
APAGS			400	0.00	200.00
Evaluation 801	250	0	400	0.00	200
Criminal Justice 802	250	173.08	400	0.00	200.00
VA 803	500	415.4	400	385.00	400
Pol & Pub Safety 804	250	0	400	435.00	400.00
Community/State 805	250	250	400	0.00	200
<u>Miscellaneous Expenses</u>					
Breakfast San Fran			900	1,800.00	1,900.00
Pol. Workshop			4,000	6,120.00	5,800.00
DSM-IV Workshop			4,000	5,552.00	0.00
Membership 901	1,200.00	1,191.52	1,500.00	853.00	1,200.00
Postmaster 902	1,200.00	1,264.77	1,600.00	2,129.00	1,900.00
Journal	0	0	0	0.00	1,500.00
Other 904	250	250.9	250	74.00	100.00
CE Fee[s] 670	200	0	200	200.00	780.00
Caucus[5@\$50] 907	250	50	250	125.00	300.00
Total	<u>\$23,400.00</u>	<u>\$23,950.38</u>	<u>\$39,000.00</u>	<u>36,412.00</u>	<u>34,400.00</u>

Membership report

APA DIVISION 18 MEMBERSHIP REPORT 2002														
By Bill Safarjan, Ph.D. Division 18 Membership Chair														
SECTION			MEMBERSHIP CATEGORY BY SECTION AND YEAR											
			Non-Student			Student			Non-Student/Student Total					
			2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002
Community and State Hospitals			208	210	207	14	7	9	222	217	216			
Criminal Justice			151	164	149	20	18	24	171	182	173			
Health Services Evaluation			117	121	110	10	4	9	127	125	119			
Police and Public Safety			240	248	235	23	21	27	263	269	262			
Veterans Affairs			356	356	334	3	2	4	359	358	338			
Indian Health Services (Unofficial)					48			3			51			
SUMMARY OF MEMBERSHIP BY CATEGORY AND YEAR														
Fellows			Members			Associate Members			Affiliate Members			Student Members		
2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002
106	103	98	917	939	923	44	46	46	24	22	28	67	53	75
TOTAL MEMBERSHIP ALL CATEGORIES BY YEAR														
						2000	2001	2002						
						1158	1163	1169						
TOTAL DUES-PAYING AND DUES-EXEMPT MEMBERS BY YEAR														
				DUES PAYING				DUES EXEMPT						
				2000	2001	2002		2000	2001	2002				
				965	987	971		193	182	198				08/04/02

Over twice the number of psychologists joined Division 18 this year than in 2001 (168 vs. 79). At the same time, the number of members who “resigned” this year also doubled, largely because of a change in accounting procedures that removed members early if they failed to pay their dues. The new procedure was instituted as a cost-cutting measure and reduced the overall membership by about 70 people. Consequently, although the total number of members changed little in 2002, the marked increase in the number of new members indicates that Division 18 is alive and well.

In 2002, psychologists within the Indian Health Services (IHS) began recruiting members with the goal of establishing a new IHS Section within Division 18. Currently, the Division 18 bylaws requires 50 new members to establish a section, and the IHS Section is well on their way to being formed.

The Membership Chair bills first-year Members, Affiliate Members, and Students, along with Dues-Exempt Members who want the newsletter. This year, income from these sources approached \$5000, which greatly exceeds the \$3000 that was raised last year. Revenue generated from these sources has become a significant part of the Division 18 income stream, and the substantial increase is another indication that Division 18 is doing well. For further information about membership or the revenue it generates, please feel free to contact me by telephone at 805-468-2480 or by email at bsafarjan@tcsn.net.

CHAPTER 4.

Communications/Media

Editor, Division Journal [Information incomplete]

Maintains office and editorial support system for all operations pertaining to the new Division 18 journal, Psychological Services

Solicits and selects volunteers to serve as Editorial Board members and reviewers.

Establishes a policy and procedures manual for Psychological Services.

Designates Associate Editors.

Accepts and reviews manuscripts submitted for publication.

Listserv Administrator

Implements policies established by the Board and by APA that regulate the use of the Listserv both objectively and consistently.

Maintains regular contact with the APA Management Information Systems (MIS) to keep abreast of new developments in listserv practices.

Adds/deletes members from the Listserv in response to requests from the Membership Chair, the Board or from individual members.

Posts statements as directed by the Board regarding operation of the Division or of APA, including position statements of candidates running for APA or Division office.

Posts statements regarding Listserv use as directed by MIS.

Newsletter Editor

Selects companies who can provide the required support for the Newsletter, e.g., the layout artist [currently Tonia Miller] and the publisher [currently Lillie News].

Accepts, solicits and reviews articles and news items submitted for publication in the Newsletter. A significant role for the editor is involving members as well as outside contributors and making all welcome in sending in articles and to have the newsletter represent/mirror the broad areas of expertise and interest of the Division Assembles and gathers items into a format which can be used by those responsible for the layout of the Newsletter. Creates a theme for selected issues, e.g., timing the newsletters to either divisional events [EC meetings] or APA events [elections or the convention].

Coordinates the activities of the members/contributors, graphics/set up staffers, and the printer to get the four newsletter editions out in a timely manner, i.e., Winter [February 1st], Spring [April 1st], Summer [July 1st] and Fall [Mid October].

Interacts with the post office and maintains the bulk mailing permit. This involves completing an application for the permit and a Post Office requirement that each bulk mailing payment must be made in person.

Maintains a close working relationship with the Membership Chair to ensure that all new members are placed on the mailing list to receive the publication.

In addition, the bulk-mailing permit requires that the Division agree to certain specifications related to the organization of the mailing addresses. The Newsletter editor must keep in close contact with the membership chair who maintains the address database. The effort by both parties to maintain the most accurate address mailing list is a continuous and ongoing process.

This position is an ongoing job throughout the year with significant periods of time spent during the month before an edition goes out, e.g., proofreading and consulting on set up.

Webmaster

Responsible for maintaining and updating the Division 18 Website.

Reviews all website submissions for accuracy and appropriateness and exercises the authority to accept or reject submissions.

Coordinates technical issues with APA MIS Department and ensures that the website and content corresponds to APA policies and procedures.

Reports to the Division 18 President for oversight, clarifications and decisions related to the website.

Recruits other colleagues and students to assist with content and to comprise an editorial board and journalistic staff.

Coordinates joint web page initiatives with other Divisions and agencies, as needed.

Can manage Division election candidate balloting and surveys, if requested by the Division 18 Board of Directors.

**[content reproduced]
THE AMERICAN PSYCHOLOGICAL
ASSOCIATION DIVISION OF
PSYCHOLOGISTS IN PUBLIC SERVICE**

**Information Brochure/Membership
Application**

LOGO HERE

The Vehicle to:

- ◆ Enter organized psychology
- ◆ Network with colleagues nationally
- ◆ Increase competency through training
- ◆ Advance psychology and psychologists
- ◆ Advocate for persons with mental illness
 - ◆ Disseminate practice and ethical standards

Become Involved in Division 18

Division 18 is entirely volunteer driven. If you are interested in becoming part of the Division leadership team, check the interest area(s) that apply, and you will receive additional information.

- _____ Advocacy
- _____ Bylaws and Policy
- _____ Continuing Education
- _____ Convention Program
- _____ Membership
- _____ Newsletter
- _____ Section Affairs
- _____ Student Affairs (Students only)
- _____ Web Site Development

**Join
Your State
or Provincial
Psychologic
al
Association**

Most laws governing psychology are written by local legislators. Join your state or provincial psychological association to help protect and advance psychology in the public sector.

_____ Please provide information on how to join my state or provincial association.

_____ I'm not a member of APA. How do I join?

Membership Dues

Dues are listed separately and must accompany your application. Please send the completed application along with a check, made payable to APA Division 18, to Bill Safarjan, Ph.D., 5100 Cascabel Road, Atascadero, CA 93422-2345. Further information can be obtained by telephone at 805-468-2480 or by email at bsafarjan@tcsn.net.

APA DIVISION 18
Membership Application Form
[Please print]

Name [last] _____

[First] _____ [MI] _____

Address _____

City] _____

State _____ [zip] _____

[country] _____

Phone: _____

FAX: _____

E-mail: _____

Listserv: Would you like to become a member of the Division 18 Listserv? YES _____ NO _____

Education: [highest degree] _____

Date of Degree _____

Membership status requested:

Member _____ Affiliate _____

Associate _____ Student _____

APA Membership #: _____

Note: Members or Associate [MA level] Members are also Members of APA. Affiliate members are not APA members, but must meet the requirements. A student member must be enrolled at least halftime in a psychology-related field of study.

Division 18 has five specialty sections, please check the ONE that best represents your interests:

Community & State Hospital _____

Criminal Justice _____

Health Services Evaluation _____

Police & Public Safety _____

Veterans Affairs _____

Chapter 5.

Miscellaneous Information

Annual Awards

Harold H. Hildreth Award
Distinguished Achievement Award
Distinguished Services Award
Distinguished Contribution Award
Student Award

Apportionment strategies

Maintaining the second Council Representative for Division 18 should be a high priority and is likely to be more valuable than funding a rep to the Integration Committee. We should continue sending out postcards and otherwise exhorting the membership by e-mail and develop other strategies for maintaining votes for Division 18 Council Representatives.

CAPP Integration Committee

The stated purpose of the CAPP Integration Committee is to serve as a forum for bridging the gap between divisions and state psychological associations. The people in CAPP are mostly in private practice. The primary advantage it confers to Division 18 is representation for public service psychology at CAPP meetings and a chance to network; however, their agenda appears to be "set" and private practice-driven. It may or may not be worth the division's while to continue representation on this group. However, if we continue, public service psychologists who attend these meetings (the Council Rep and other public service folks on Council, the-CAPP Integration Committee Rep from Division 18, etc) should present a public service psychology agenda.

Deadlines for Submitting Materials to Newsletter/ Journal

Information unavailable at this time

Nominations and Elections: Terms of Office

President-Elect (term is first of three years)

Secretary-Treasurer (term is three years)

Council Representative (two to be elected. Term is as determined by the Rules of Council)

Member(s) at Large (elected members at large serve three-year terms)

Student Award Procedures

The Division 18 Student Award is given annually to an individual who has made outstanding contributions to public service through research, teaching, program development, and/or clinical practice. The student representative will become responsible for much of the process beginning in 2002. The past-president chairs the student award committee, which includes the student representative to the executive committee, and two other individuals who have agreed to serve for that year. Following is the procedure by which the award is given. Dates are approximate.

September 1st: Obtain two sets of mailing labels of all APA accredited programs in applied psychology from APA Education Directorate. Contact person is presently Betsy Horrocks: ehorrocks@apa.org. Mailing labels should be free to divisions. A copy of the call for nominations will probably be required, as APA wants to know how the labels will be used.

October 15th, the call for nominations is sent out to training directors. The call" is also posted on PUBSERV, the division listserv, and through the student representative, the APAGS listserv.

November-December: Periodic reminders are posted on PUBSERV and the APAGS listserv.

January 1st. Reminder. A postcard is mailed to training directors, noting that the deadline for receipt of nomination materials February 15th.

January 15th: Division 18 midwinter meeting. Should have a full committee (four members) by this time.

February 15th: Deadline for receipt of all materials. Training directors are required to submit materials in duplicate. These two sets can be shared among the four-committee members. The first two readers review the materials, make their selections, and then mail the materials to the second two readers. All ratings forms go to the committee chair (Past President).

April 1 st: The first two readers should have reviewed materials, completed their ratings forms, and sent the materials to the second two readers and their ratings forms to the committee chair. Ratings forms will also include recommendations for Certificates of Merit for those nominees who do not win, but are seen as deserving of some degree of recognition.

May 1st: The Committee chair has reviewed materials, made his/her ratings, and received rating forms from all other committee members. The winner and his/her training director are informed by e-mail and letter. Following this, other nominees are informed, including those to be given Certificates of Merit.

Summer: During this time, the following must be done. Except where noted, the responsibilities belong to the student representative.

1. The past-president has a plaque made for the award winner.
2. Certificates of Merit are printed for those who are to receive them.
3. A presentation, usually based on the nomination materials, is prepared for the past-president to use during the awards ceremony at the APA Convention.
4. A list is made of the nominees and the winner who will be able to attend the ceremony in person and/or those who need to have the awards mailed. (This tends to change closer to the convention.)
5. The past-president informs the division secretary-treasurer of the winner, so that he/she can request a check for \$500 for the winner and prepare appropriate IRS documentation.

For the APA Convention in August: The Student representative brings the Certificates of Merit to the Convention and has the president sign them. The Student Award and Certificates of Merit are given during the awards ceremony.

Meeting dates for Midwinter and APA Convention

2002

Midwinter Meeting, Division 18. January 18-20. Washington, DC.

APA. August 22-25. Chicago, IL.

2003

Midwinter Meeting, Division 18. TBA.

APA. August 7-10. Toronto, Canada

2004

Midwinter Meeting, Division 18. TBA .

APA . July 28-August 1, Honolulu, HI.