

**Handbook  
of the  
Society for the Psychology of Women  
Division 35 of the  
American Psychological Association**

August 2000

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**Bylaws****Society for the Psychology of Women  
Division 35 of the  
American Psychological Association**

August 2000

## Article I - Name and Purpose

1. The name of this organization shall be the Society for the Psychology of Women, Division 35 of the American Psychological Association.
2. The purpose of this organization shall be:

*To integrate feminist theory and findings on the psychology of women.*

*To recognize and support women's rights within the discipline, within APA, and throughout society.*

## Article II - Membership

1. Membership of the Society shall include four classes, viz., Fellows, Members, Associates and Affiliates. The requirements for these classes shall be those provided by the *Bylaws* of the APA except as noted below. All applications for membership must present evidence, satisfactory to the Society membership, of accomplishment, participation, or sustained interest in furthering the goals of the Society.
2. In the case of Affiliates, and Associates or Members of the APA applying for Society membership in the same status held in the APA, they may be submitted to the Society by unanimous vote of the Membership Committee subject to approval of the Society at its annual business meeting.
3. In the case of Members being nominated for Fellowship in the Society for the Psychology of Women, evidence must be presented of unusual and outstanding contributions to the research and study of women. All candidates for Fellow must be endorsed by at least one Fellow of the Society.
4. Fellows and Members shall have the right to vote. Associate and Affiliate members shall have equal voting rights with members on all matters and decisions of the Society for which they are eligible under *APA Bylaws*.

[NOTE: Associate members are not eligible to participate in the election of Society Representatives to the APA Council of Representatives until they have been Associate members of APA for five consecutive years. Affiliate members are not eligible under *APA Bylaws* to participate in the election of Society Representatives to APA Council.]

5. The minimum membership dues are set by the Council of Representatives and paid to the Society by APA from the members' annual assessments. Additional dues or assessments may be imposed by vote of the Society.

## Article III - Officers

1. The officers of the Society shall consist of a Society President, President-Elect, Past President, a Secretary, and a Treasurer. Each shall perform the usual duties of the respective office and specific duties provided elsewhere in these *Bylaws* or assigned by the Executive Committee. The Society President, President-Elect, and Past President shall serve for a one year period, the Secretary for a two-year period, and the Treasurer for a three-year period.
2. There shall be Society Representatives to the Council of Representatives of the APA in numbers permitted by the *Bylaws* of the APA, who shall be elected for terms of three years, the terms being staggered in such a manner as to provide continuity in representation on the Council.
3. There shall be a representative to the Executive Committee elected from among Associate and Affiliated Professional members. This is an elected office with a two-year term. The representative must be either an Associate member or an Affiliated Professional member of the Society.

4. There shall be a representative to the Executive Committee elected from among Student Affiliate members. This is an elected office with a two-year term. The representative must be a Student Affiliate of the Society and will chair a student committee of the Society.
5. Candidates for office in the Society shall be Fellows or Members of the Society. With the exception of the Treasurer, who shall be elected by the Executive Committee, officers and Society Representatives shall be elected by preferential mail ballot to members.
6. In the case of a vacancy in an elected office, the Executive Committee shall select a replacement to serve until the next regular election.

#### Article IV - Committees

1. The Committees of the Society shall consist of such standing committees as may be provided by these *Bylaws* and such special committees as may be established by the Executive Committee. In accordance with Article V, Section 7 of the *Bylaws* of the APA, all committees shall be subject to review by the APA Board of Directors.
2. The President, the Past President, the President-Elect, the Secretary, the Treasurer, the Associate Representative, the Affiliate Representative, the Society Representatives to APA Council, and the Presidents of the Sections shall constitute the Executive Committee.
3. The Executive Committee shall have general supervision of the affairs of the Society, performing the duties and abiding by the limitations specified in these *Bylaws*. Actions of the Executive Committee affecting Society policy are subject to approval by majority vote of the members voting. The voting on such matters shall be conducted at an annual meeting or by special mail ballots as decided by the Executive Committee. In the case of actions taken at the annual meeting, a special mail ballot to review such actions may be requested by fifty (50) members of the Society. A clearly stated request based on the issues concerned in the actions shall be sent to the President within thirty (30) days following the annual meeting. The ballot, accompanied by pro and con statements of the issue, shall be circulated to the membership of the Society.
4. A Membership and Recruitment Committee, with the Chairperson named by the Society President, shall be appointed to serve a two-year term. It shall be the responsibility of this Committee to secure and review evidence concerning the qualifications of all candidates for membership or changes in membership status in the Society and to recruit new members for the Society.
5. A five-person Fellow Selection Committee comprised of three (3) Fellows of the Society and two (2) Members whose interests differ and represent those of the membership shall be appointed for terms of three (3) years. The terms shall be staggered to provide continuity in representation.

The Fellow Selection Committee shall review all nominees received from the membership. Nominees receiving the endorsement of the majority of member of the Fellow Selection Committee shall be forwarded to the APA Membership Committee. All nominees for Fellow status in the Society shall be informed in writing of the decision of the Committee.

6. A Nominations and Governance Committee, with the Chairperson named by the Society President, shall be appointed annually. The Nominations and Governance Committee shall secure nominations by mail ballot from the members and shall ascertain whether the nominees are qualified and willing to serve if elected. The list of nominees shall be reported to APA Central Office for inclusion in the election ballot issued by APA at a date specified by APA. The Nominations and Governance Committee shall make a preferential count of the election ballots and report the results to the Central Office of APA via the Society Secretary.

The Chair of the Committee shall be appointed annually by the Society President. The Past President of the Society shall be a member of the Nominations and Governance Committee. Additional members shall be recruited by the Chair.

7. An APA Program Committee, with the Chairperson named by the Society President, shall be appointed annually. This Committee shall plan the professional program of the Society. It shall seek to coordinate its programs with, and participate in, the program of the APA. There shall be two Chairpersons, each serving two-year staggered terms. The President-Elect shall select the one serving during her term.

8. The Publications Committee shall be responsible for recommending policies regarding the establishment and management of publication activities for the Society. Specifically, the Publications Committee will make recommendations to the Executive Committee concerning the terms of publishing contracts and agreements, the appointments of Editors and Editorial Boards, and the specifications of policies other than editorial. Members of this Committee shall be appointed by the President and serve for three (3) years with terms staggered to provide continuity.
9. There shall be a Committee on the Concerns of Hispanic Women, with the Chairperson appointed annually by the Society President. The Committee will identify substantive issues confronting Hispanic women as well as professional issues confronting Hispanic women scholars. It will recommend action to the Society.
10. There shall be a Committee of Lesbian Issues, with the Chairperson appointed annually by the Society President.
11. There shall be an Awards Committee to consolidate various award areas. The Committee will have the tasks of reporting to the August Executive Committee meeting and planning for funding ongoing awards. Members of this committee shall include the chairs of the Sherif award, the psychotherapy research award, the Section on Black Women award, and a representative from the History Task Force. The President shall appoint the chair of the Committee. There will be a Carolyn Wood Sherif Award, honoring her contributions in teaching, mentoring and research. There will be an Award for Research on Women in Psychotherapy given for the best unpublished paper on this topic presented during the year.
12. There shall be a Finance Committee to oversee the financial affairs of the Society. The members of the Committee shall include the Secretary, the Treasurer, the President, the President-Elect, the Past President, the Chair of the Publications Committee, and two additional members to be selected by the Society President. The terms of the appointed members shall be two years, with the appointments staggered to provide continuity.
13. Fellows, Members, Associates, and Affiliates may serve on and/or chair committees.
14. There shall be a Continuing Education Committee. There shall be two Chairpersons, each serving two-year staggered terms. The President-Elect shall select the one serving during her term.
15. There shall be a Society representative to the Liaison/Consultation Group of the APA Office of Professional Practice (OPP)<sup>1</sup>. This person shall be appointed by the Society President in consultation with the President of the Section on Clinical Training and Practice. This person shall be a member of the APA who pays the special assessment for Licensed Health Service Providers. If more than one seat on the Liaison/Consultation Group is allocated to the Society in a year, as a result of favorable ballot allocation, at least one of the two representatives shall be an ethnic minority psychologist who pays the special assessment for Licensed Health Service Providers. The representative(s) shall serve for a term of one (1) year, and may be reappointed for up to three (3) years.
16. There shall be a Heritage Committee to document the roles of women in psychology and the American Psychological Association, as well as select the winner of the Heritage Award. The Committee shall include the chair, an archivist appointed by the President for a minimum of three (3) years, and a Heritage Awards chair. The terms of these three (3) people shall be staggered.
17. There shall be a Committee on Global/International Perspectives on the Psychology of Women with the Chairperson appointed annually by the President of the Society. The Committee will propose and implement an agenda reflecting substantive issues in the lives of women and girls across global contexts and explore connections between how these issues are addressed by US feminist psychologists and feminist and other psychologists and social/behavioral scientists/practitioners in various countries and regions of the world.
18. There shall be a Standing Committee on Student Affairs of the Society. It will be chaired by the elected Student Affiliate Representative. All student affiliates will automatically become members of this standing committee upon joining the Society, and during the term of their education. The committee is charged with identifying the needs of Student Affiliates and communicating them to the Society.
19. The Society shall establish a Committee on Feminist Professional Training and Practice. The Committee shall have as specific goals to develop and support feminist perspectives and projects on issues affecting training in and the practice of professional psychology, to create and/or support products which describe and advance the implementation of those perspectives, and to monitor and advocate for those perspectives with decision-making bodies inside and outside of the APA, especially the Practice Directorate and the Education Directorate.

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<sup>1</sup> currently the Committee for the Advancement of Professional Practice (CAPP)

1. The Society shall establish a Section on the Psychology of Black Women.
  - a. The Section shall have as specific goals to increase the scientific understanding of those aspects of culture and class which pertain to the psychology of Black women, and to increase the quality of education and training in the psychology of Black women.
  - b. The Section shall be disestablished if membership falls below one percent (1%) of the Society membership for two (2) consecutive years.

Article VI - Activities

1. The annual meeting of the Society shall take place during the annual convention of the APA, 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 the Society's interest. The Society shall seek to coordinate its program with, and participate in, the program of the APA.
2. The Society may issue a newsletter, a journal or other publications for purposes of coordinating and sharing news or for other purposes.

Article VII - Amendments

1. These *Bylaws* may be amended by two-thirds (2/3) vote of the members who reply to a mail ballot of the total Society membership provided the replies number at least two hundred (200) or one-fourth (1/4) of the total Society membership, whichever number is smaller.

Article VIII - Dissolution

1. In the event that the Society for the Psychology of Women of the American Psychological Association ceases to exist or dissolves, all assets shall be transferred to the Association for Women in Psychology.

Article IX - Rules of Order

1. The Society shall follow R. E. Keeseey's *Modern Parliamentary Procedure* as its rules of order.

Table 1: Society for the Psychology of Women Governance

**Executive Committee** (EC, voting members)

President (elected by Society members)  
 President-Elect (elected by Society members)  
 Past President (elected by Society members)  
 Secretary (elected by Society members)  
 Treasurer (elected by Executive Committee)  
 Representatives (elected by Society members)  
     Representatives to APA Council  
     Associate/Professional Representative  
     Student Affiliate Representative

Section President(s) (elected by Section members)

**Standing Committees**

Membership and Recruitment (Chair appointed to a two-year term by the President)  
 Fellow Selection (Chair is selected annually by the President from among the  
 Nominations and Governance  
     Nominations and Elections (Chair appointed annually by the President)  
     Governance (Chair appointed annually by the President)  
 APA Program (There shall be two Chairpersons, each serving two-year staggered terms.  
 Publications and Products (Co-Chaired by the Past President and previous Past President)  
     *Psychology of Women Quarterly* Editor  
     *Psychology of Women Newsletter* Editor  
     Book Series Editor  
 Concerns of Hispanic Women (Chair appointed annually by the President)  
 Lesbian Issues (Chair appointed annually by the President)  
 Awards (Chair appointed annually by the President)  
     Carolyn Wood Sherif Memorial Lectureship  
     Research Award on Psychotherapy with Women  
     Association for Women in Psychology/Division 35 Student Research Prize  
     Barbara Strudler Wallston Award for the Representation of Underrepresented Groups in  
     the Publication Process  
     Graduate Student Award Focusing on the Psychology of Black Women  
     Heritage Awards  
     Florence L. Geis Foundation Award  
     Janet Shibley Hyde Student Research Grants  
 Finance (Chair is not specified in the *Bylaws*)  
     Investment  
 Continuing Education (Chair appointed for a two year term by the President.  
 Heritage (Chair is not specified in the *Bylaws*)  
     Archivist  
     Heritage Awards Chair  
 Global/International Perspectives on the Psychology of Women (Chair appointed annually  
 Student Affairs Committee  
 Feminist Professional Training and Practice (Chair appointed annually by the President)

**Special Committee(s)** (Chair(s) of committees created by Executive Committee)**Section**

Psychology of Black Women

**Task Forces** (topics and chairs selected annually by President)**Monitors and Liaisons** (appointed annually by the President)

APA  
 Other Organizations

**H a n d b o o k**  
**Society for the Psychology of Women**  
**Division 35 of the**  
**American Psychological Association<sup>2</sup>**

P R E F A C E

The formal rules and regulations of Society for the Psychology of Women, Division 35 of the American Psychological Association, are set down in the *Bylaws*. The purpose of this *Handbook* is to augment the formal rules with further detail about the operations of the Society which have been developed by convention. To facilitate finding of relevant policies and procedures, the descriptions of in the *Handbook* are ordered for consistency with the *Bylaws*. Relevant motions from Executive Committee meetings are included as footnotes. Each motion, policy, and resolution is preceded by the year and the order in which it occurred. At the end of each motion, policy, and resolution is the date of the meeting at which the vote took place. For example, 79-2 was the second motion in the calendar year 1979; action on the motion was completed on September 1, 1979. All motions are included in the Appendix at the end of the *Handbook* for easy reference. Wherever possible, procedures and duties for officers and committees are delineated with an annual timetable. It was felt that this information would be especially useful to those assuming new roles in the Society.

Those who serve the Society should feel bound only by those rules stated in the *Bylaws*, not the procedures described in the *Handbook*. Revisions and updates of the *Handbook* reflect the evolution of the Society. Every effort has been made to provide comprehensive information; if there are omissions, we ask that we be informed so that future records can be complete.

P U R P O S E O F T H E S O C I E T Y F O R T H E P S Y C H O L O G Y O F W O M E N

The Society for the Psychology of Women, Division 35 of the American Psychological Association, was established in 1973. As per its *Bylaws*, the purpose of Society is:

*To integrate feminist theory and findings on the psychology of women.*

*To recognize and support women's rights within the discipline, within APA, and throughout society.<sup>3</sup>*

The Society is devoted to providing an organizational base for all feminists, women and men of all national origins, who are interested in teaching, research or practice in the psychology of women. The Society recognizes that an integral part of its goal is the understanding of women's diverse experiences as a result of various factors, including ethnicity, culture, language, socioeconomic status, age, and sexual orientation.

Diversity of approaches and interests is encouraged among the membership of the Society. Research, theory development, teaching, clinical service delivery, policy formation, and other applications are important in addressing the problems of women in the world. The Society provides a forum for the development of a comprehensive approach to understanding women's psychological and social realities. It also facilitates the presentation of women's studies results to the larger community of psychologists, to potential consumers, and to public policy makers. The activities of the Society also encourage the recognition of the importance of women psychologists and of work on the psychology of women<sup>4</sup>

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<sup>2</sup> The name of the Society officially changed in 1999. Some of the documentation in this Handbook includes quotation of official motions and policies which included the words "Division" and "Division 35"; in such instances, the earlier terms are preserved.

<sup>3</sup> [Motions: 79-2 That council approve the recommendation that a core curriculum in the psychology of women be required for psychologists providing psychological services to women and direct the Committee on Accreditation to include it in graduate curriculum requirements in the Accreditation Standards. Passed unanimously. The motion will be presented to the Business Meeting (where it did pass also). (September 1, 1979)  
 80-7 Division 35 write to the Board of Directors asking that the resolution [psychology of women in core curriculum] be postponed until January 1981 while we work on it. Passed unanimously. (April 25 - 26, 1980)]

<sup>4</sup> [Motions: 86-4 That a statement be put in the *Handbook* concerning the importance of minority representation. Passed. (February 21-22, 1986)]

## MEMBERSHIP

The Society for the Psychology of Women welcomes the membership of all people supportive of its goals.

The categories of Fellow, Member, and Associate are consistent with the classes of membership within the American Psychological Association (APA). In addition, the Society has an Affiliate membership status.

1. Fellow. Fellows are Members of APA who have been recommended by their Society for recognition of their unusual and outstanding contribution or performance in psychology. Fellows must have been Members of APA for one full year, have at least five years of acceptable experience beyond their doctorates in psychology, and be Members of the Society.<sup>5</sup>

2. Regular and Associate Members. Regular<sup>6</sup> and Associate<sup>7</sup> Members must hold comparable status in APA, as stated in APA's *Bylaws*. Regular and Associate Members may be elected to Society membership once a year, at the time of the Society's annual meeting. Membership becomes effective the following January, contingent upon payment of the Society assessment and APA dues. Subscriptions to the *Psychology of Women Quarterly* and the *Psychology of Women Newsletter* are included in the membership dues<sup>8</sup>. Regular and Associate Members of the Society participate and vote in Society and APA affairs.

3. Affiliate Members. Affiliate members are student members of APA or persons who do not belong to APA but have an interest in the psychology of women. Affiliate members assume payment of Society dues for which they are billed annually. Subscriptions to the *Psychology of Women Quarterly* and the *Psychology of Women Newsletter* are included in the membership dues. Affiliates may not participate in APA elections.<sup>9</sup>

90-7 Policy 7: The Division guarantees that funds will not be a barrier to the full participation of ethnic minority women in Division 35. Passed unanimously. (January 26 - 28, 1990)

97-5 Brown, with the approval of the EC, added a final sentence to the division description used by APA: "Women and men are equally welcome" and added the word "researchers" to the description of types of psychologists who are members. (August 14, 1997)]

<sup>5</sup> [Motion: 90-11 All members must subscribe to *Psychology of Women Quarterly*. Passed unanimously. (January 26 - 28, 1990)]

<sup>6</sup> According to the APA *Bylaws* ( Amended 1994) "Members of the Association shall be persons who are interested in the advancement of psychology as a science and as a profession and who have met the standards described below. The designation Member as used in these Bylaws shall be deemed to include Fellows, except where there is an express provision to the contrary. The requirements for election as a Member may be waived by the Membership Committee, in special cases, for persons of distinction in fields other than psychology.

The minimum standard for election to Member status shall be the receipt of the doctoral degree based in part upon a psychological dissertation, or the doctoral degree based on other evidence of proficiency in psychological scholarship from a program primarily psychological in content and conferred by a graduate or professional school that is regionally accredited, or that has achieved such accreditation within five years of the year the doctoral degree was granted, or one of equivalent standing outside the United States. Candidates for Member status shall be engaged in study or professional work that is primarily psychological in nature." (p.2)

<sup>7</sup> According to the APA *Bylaws* ( Amended 1994) "Associate members shall be persons who are interested in the advancement of psychology as a science and as a profession and who have met the standards described below. Associate members may not vote or hold office in the Association, but shall be entitled to all rights and privileges of the Association not specifically denied them in these Bylaws.

The minimum standard for election to Associate member status shall be (a) completion of at least 2 years of graduate work in psychology in a regionally accredited graduate or professional school; or (b) the master's degree in psychology from a regionally accredited graduate or professional school plus a year of acceptable experience in professional work that is psychological in nature. Candidates for Associate member status shall be engaged in professional or graduate work that is primarily psychological in nature." (p. 3)

<sup>8</sup> [Motion: 90-11 All members must subscribe to *Psychology of Women Quarterly*. Passed unanimously. (January 26 - 28, 1990)]

<sup>9</sup> [Motions: 80-15 Amend Article II Section 4 by inserting "and Affiliate" after the word "Associate". Amend Article II Section 4 by adding "Affiliate members are not eligible under APA Bylaws to participate in the election of Divisional Representatives to APA Council" after the words "five consecutive years". Passed. (April 25 - 26, 1980)

90-11 All members must subscribe to *Psychology of Women Quarterly*. Passed unanimously. (January 26 - 28, 1990)]

## Procedure for Membership

1. Fellow. Nominations for Fellowship are made by members of the Society upon presentation of evidence of unusual and outstanding contributions to the research and study of women. Candidates for Fellow must be endorsed by at least one Fellow of the Society. Nominations for Fellow are reviewed by the Fellow Selection Committee, and the names of applicants endorsed by the Committee are then sent to the APA Membership Committee.

2. Member, Associate, and Affiliate. To join Society, applicants complete the Membership Application Form, available from the membership chair. The application information includes name, address, office and home telephone numbers, desired level of membership, and interest in joining the Section on the Psychology of Black Women, Task Force on Asian Women, Task Force on Native American Women, Committee on Hispanic Women, and/or Committee on Lesbian Issues. Completed application forms are sent to the membership with checks for dues for the current calendar year. New members receive back issues of the *Psychology of Women Newsletter* and *Psychology of Women Quarterly*. Regular and Associate members will have the same voting privileges as Affiliate members during the application year. Membership is for the calendar year. After the application year, Regular and Associate members will be billed for Society dues on the annual APA dues statement and Affiliate members will be billed each fall for renewal. Subscriptions to the *Psychology of Women Quarterly* and the *Psychology of Women Newsletter* are included in the membership dues {rev. 8/95}.

## Section Membership

The Society has established a Section on the Psychology of Black Women. Membership in the Section is separate from membership in the Society, in that Section members need not be members of the Society, in the same way that Society members need not be members of APA. Persons wishing to join the Section should contact the Membership chair of the Section.

## Dues

Minimum membership dues for Members and Associates are set by the APA Council of Representatives and paid to the Society by the Association from Members and Associates annual dues assessments. The Society also assesses additional dues, at levels determined by vote of the Society. The assessment, billed as part of APA dues, includes the costs of subscriptions to the *Psychology of Women Quarterly* and to the *Psychology of Women Newsletter*. Only after a Member or Associate becomes an official member of the Society will the dues assessment from APA include the Society dues.

Dues for Affiliates are billed in October of each year and are payable before the following January. A minimum fee category is available for Affiliates who are economically disadvantaged.<sup>10</sup>

## Elections

The Society solicits names for nominations through a call to the general membership. The call appears in the Winter *Psychology of Women Newsletter*. Deadline for nomination is February 15. The Election Committee determines eligibility and willingness of individuals to serve as nominees. Biographical sketches of all nominees appear in the Spring *Psychology of Women Newsletter*. The final election ballot, mailed as part of the official APA ballot, is issued to all members. The APA Central Office mails and counts the ballots and reports the results to the Society.

A preferential balloting system is used by APA and Society. The voter does not choose only one candidate for a given office, but rather ranks the choices. In counting ballots, the first choice votes are first counted. If any candidate receives more than half of the votes, that candidate wins. If no candidate has more than half of the votes, the candidate with the fewest number of first-choice votes is eliminated and votes for that candidate redistributed among the remaining candidates according to the second choice indicated on the ballot. Subsequent rounds of counting are initiated for each slot to be filled. All ballots are used in each round (e.g., if one's first choice candidate is eliminated in the first round, one's second choice candidate is used in the second round). This process of eliminating candidates and assigning next-choice votes is repeated until one candidate has more than half of the votes on that count. It should be noted that the system does not "dilute" support for the first choice candidate. Rather, it gives the voter subsequent choices if the first choice candidate is eliminated.

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<sup>10</sup> [Motion: 90-10 There will continue to be a limited means category for affiliate members. Passed unanimously. (January 26 - 28, 1990)]

## Voting Privileges

Associate or Affiliate members are not eligible to vote for Society representatives to APA Council. All membership categories are eligible to vote on all other matters within Society, and for all other officers.<sup>11</sup>

## C O M M I T T E E S

Committees consist of the Executive Committee of elected officers, Standing Committees established by the Society *Bylaws*, and Special Committees created by the Executive Committee. Any member of the Society may serve on or chair committees. Chairs of committees and task forces are encouraged to provide reports on their activities during the year, and to send these reports as submissions to the meetings of the Executive Committee. Relationships among committees are illustrated in Table 1.

For some of the committee chairs (Fellow Selection, APA Program, Publications and Products, Finance Committee, Continuing Education, and Heritage), there are staggered terms, which allow for preparation/training. For other committee chairs, it is expected that the incumbents will provide their successors with information about the procedures of the office<sup>12</sup>.

## E x e c u t i v e C o m m i t t e e ( E C )

**Duties:** General supervision of the affairs of the Society, performing the duties and abiding by the limitations specified in the *Bylaws*. Actions of the Executive Committee affecting Society policy are subject to approval by majority vote of the members voting. The voting on such matters shall be conducted at an annual meeting or by special mail ballots as decided by the Executive Committee.

**Composition:** The voting members are President, the President-Elect, the Past President, the Secretary, the Treasurer, the Society Representatives to APA Council, the Associate/Professional Representative, the Student Affiliate Representative, and the President(s) of the Section(s) shall constitute the Executive Committee. If there is a vacancy in the offices of President-Elect, Secretary-Elect, Treasurer-Elect, Student Affiliate Representative, or Associate/Professional Representative, the Executive Committee chooses a replacement to serve until the next regular election.

Actions of the Executive Committee which affect Society policy, are subject to approval by majority vote of the membership (either by mail ballot or at the annual meeting, at the Executive Committee's discretion). Executive Committee decisions which involve amendment of the Bylaws require approval of two-thirds (2/3) vote of the members who reply to a mail ballot of the total Society membership provided the replies number at least two hundred (200) or one-fourth (1/4) of the total Society membership, whichever number is smaller.

The business meetings of the Executive Committee include the voting members of the Executive Committee, Section president(s), Standing Committee chairs, Special Committee chairs, *Psychology of Women Quarterly* editor, editorial board members, Newsletter editor, liaisons, monitors, and Task Force chairs. In general, all Society members attending participate fully in the business before the Executive Committee. Formal voting, however, only includes the elected officers and the Treasurer. Exceptions are decisions which include confidential information, such as the selection of the *Psychology of Women Quarterly* editor. Such decisions are made by the formal Executive Committee, as listed above.

Initially, three Executive Committee meetings had taken place: in December, April, and during the APA Convention in August. Due to the high costs of travel and severe constraints on travel funds experienced by many members, the Executive Committee has met twice per year since 1984: during the APA Convention in August and in either January or February, sometimes coinciding with the APA Council of Representatives meeting. The timing of

<sup>11</sup> [Motion: 80-15 Amend Article II Section 4 by inserting "and Affiliate" after the word "Associate". Amend Article II Section 4 by adding "Affiliate members are not eligible under APA Bylaws to participate in the election of Divisional Representatives to APA Council" after the words "five consecutive years". Passed. (April 25 - 26, 1980)]

<sup>12</sup> [Motion: 85-7 That each officer or chair of a longstanding committee prepare a description of procedures to be passed along to the next person to fill their position. Such documentation exists for some but not all positions. Passed. (February 3 - 4, 1985)]

the midwinter (January or February) maximizes the opportunity for the Executive Committee to provide guidance to Council Representatives prior to the February meeting of the Council of Representatives. All Executive Committee meetings are announced in the *Psychology of Women Newsletter* and are open to the general membership for both attendance and the submission of agenda items. Members are encouraged to attend Executive Committee meetings.

## O F F I C E R S

The officers of the Society are the President, the President-Elect, the Past President, the Secretary, the Treasurer, the Society Representatives to APA Council, the Associate/Professional Representative, the Student Affiliate Representative, and the President(s) of the Section(s) (see Table 1). The duties of each officer are specified in the Society *Bylaws*. Additional duties may be assigned by the Executive Committee. Candidates for Division offices must be Fellows or Members; except that the candidates for Treasurer may be Fellows, Members, or Associates; for Associate/Professional Representative must be associate or professional affiliate members; and for Student Affiliate Representative must be student affiliates. The President, Secretary, Associate/Professional Representative, Student Affiliate Representative, and Representatives to APA Council are elected by the Society membership. Treasurer is elected by the Executive Committee. A roster of past Society officers is included in the Appendix. {rev. 2/00}

One of the goals of the Society is to increase the opportunities for women to participate in the governing structures of organized psychology. Therefore, by tradition, no individual can hold two elective offices concurrently.

For some of the offices (President, Secretary, and Treasurer), there are formal training/preparatory periods. For other offices, it is expected that the incumbents will provide their successors with information about the procedures of the office<sup>13</sup>.

## P r e s i d e n t

{rev. 8/00}

The President serves a one-year term. President-Elect becomes President at the end of the annual Society business meeting held during the APA Convention. The duties of the President include the following:

### First August:

- Take office
- Write the President's letter for the Fall issue of the *Psychology of Women Newsletter*.
- Ensure that a call for volunteers for committees (see Table 1) and tasks forces be included in the fall *Psychology of Women Newsletter*, and that volunteers should contact the chairs of the respective committees and task forces
- Typically arrange the Midwinter Conference, in conjunction with an appointed local arrangements person, and/or the program chair, arrange a one day conference, identify a site, and plan for the midwinter meeting, usually beginning with dinner on the Friday evening of the conference, extending until noon on Sunday.
- Sunset inactive task forces

### Fall – Winter:

- Write the Society's *Annual Report to APA Council*, due December of each year to the APA Central Office. A copy of the annual report is to be filed with the Secretary of the Society.
- In conjunction with the Secretary, assemble an agenda for each Executive Committee meeting and plan each meeting and its associated activities, including the Midwinter Conference<sup>14</sup>.
- Arrange for invited speakers for the APA convention<sup>15</sup>. Provide the Program Chairs with complete information about the invited speakers (names, titles of addresses, mailing addresses, e-mail addresses, telephone numbers, topic categories, etc.)

<sup>13</sup> [Motions: 85-7 That each officer or chair of a longstanding committee prepare a description of procedures to be passed along to the next person to fill their position. Such documentation exists for some but not all positions. Passed. (February 3 - 4, 1985) 93-1 Increase funding for an officer of the Division to obtain APA Leadership Training to \$500.00 and to send two officers if budget resources permit. Passed. (January 30 - February 1, 1993)]

<sup>14</sup> [Motion: 95-8 That the Midwinter CE Conference be a budgeted item. The conference is expected to generate income for the Division. Motion passed unanimously. (February 4, 1995)]

<sup>15</sup> [Motion: 99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for

- o Work with administrative office to make local arrangements for midwinter Executive Committee meetings.

November:

- o Write the President's letter for the Winter issue of the *Psychology of Women Newsletter*.

Midwinter Executive Committee Meeting:

- o Chair each Executive Committee meeting. The President receives reimbursement for the Midyear Executive Committee meeting.

February:

- o Write the President's letter for the Spring issue of the *Psychology of Women Newsletter*.

May:

- o Write the President's letter for the Summer/Convention issue of the *Psychology of Women Newsletter*.
- o Communicate endorsement of APA presidential candidate(s) through a letter and as "forwardable" e-mail on POWR-L<sup>16</sup>.

Spring-Summer:

- o Work with administrative office to make local arrangements for convention Executive Committee meetings and Social Hour(s) and inform Program Co-Chairs.
- o In conjunction with the Secretary, assemble an agenda for each Executive Committee meeting and plan each meeting and its associated activities.
- o With the Secretary, assemble an agenda for the annual Society business meeting held during the APA Convention.

Second August:

- o Chair the annual Society business meeting<sup>17</sup>.
- o Give Presidential Address at APA Convention.
- o Thank Presidential appointees at the end of their terms to provide closure and pave the way for the new appointments of the incoming President. Give awards/certificates as appropriate to outgoing Executive Committee members, such as editor of the *Psychology of Women Quarterly*.
- o A plaque will be awarded at the Open Business Meeting at the APA Convention by the President to all outgoing editors of *Psychology of Women Quarterly*, *Psychology of Women Newsletter*, and the book series. A plaque or paper certificate, as appropriate, will be awarded at the Open Business Meeting at the APA Convention by the President to all outgoing elected officers (Secretary, Treasurer, APA Council Representative, Student Affiliate Representative, and Associate/ Profession Representative); chairs of standing committees (Membership, Fellow, Nominations and Governance, APA Program, Publications and Products, Hispanic Women, Lesbian Issues, Awards Coordinator, Finance, Continuing Education, Heritage, Global/International, and Feminist Practice and Training; and others as designated by the outgoing President<sup>18</sup>.

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invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

<sup>16</sup> [Motion: 99-2 A communication from the division president endorsing APA presidential candidate(s) will be issued as both a letter (perhaps with the annual apportionment letter) and "forwardable" e-mail to POWR-L and through APA's Division 35 e-mail listserv (if possible). (January 30, 1999)]

<sup>17</sup> [Motion 99-10 Madden moved that hotel expenses, up to \$1000 each, for the president and program chair at the APA convention be paid by the division. The motion passed unanimously by voice vote. (January 31, 1999)]

<sup>18</sup> [Motion 99-9 Yoder moved that awards be grouped into two categories: recognition awards (for division service) and Division Awards (as designated in the handbook). She outlined a procedure for preparing for and presenting these awards that is to be included in the handbook. The Executive Committee made three modifications to this proposal: (1) the president should not present all the Division Awards; (2) the appropriate monetary award should be presented along with each certificate (except for the Geis award); and (3) a deadline be added to the procedure for chairs of Division Awards committees to provide names to the Treasurer who will issue checks. Yoder's motion to approve policy and procedure for Recognition and Division Awards was unanimously approved as modified by voice vote. (January 30-31, 1999)]

o Up to \$1,000.00 of the outgoing President's hotel expenses will be paid by the Society<sup>19</sup>.

Throughout the year:

- o Conduct official business of the Society and authorize use of administrative office<sup>20</sup> assistance<sup>21</sup>.
- o Reply or coordinate replies to correspondence from: a) APA Central Office, Boards, Committees, Council, etc.; b) Society task forces, officers, committees, monitors, etc.; c) membership; d) other organizations.
- o Serve as a member of the Finance Committee.
- o Review the *Handbook* to assure that the current version reflects the current practices of the Society.
- o Appoint replacements for elected officers who are unable to complete their terms<sup>22</sup>. If a Representative is unable to attend a meeting, the Society President, in consultation with the Society Representatives to APA Council, shall appoint a replacement. Individuals to be considered shall be: a) Society Members or Fellows; b) former Council Representatives from any Society, with a preference given to those who have served most recently on Council.
- o Respond promptly to members' requests for information or comments.

#### P r e s i d e n t - E l e c t

{rev. 8/00}

In the case of the death or incapacity of the President, the President-Elect assumes all duties of the President. At the conclusion of the original President's term, the President-Elect assumes a full term as President. The President-Elect serves as a member of the Finance Committee and selects one chair of the APA Program Committee.

Midwinter Executive Committee Meeting:

- o Attend the Midwinter Executive Committee Meeting. The President-Elect receives reimbursement for the Midyear Executive Committee meeting.

Prior to taking office as President:

- o Create task forces.
- o Appoint Chairs of all Society committees (see Table 1) and task forces as needed, in consultation with other officers of the Society, and write to them about the appointment, including responsibilities, filing of expenses, and budget process. Provide names of Chairs of all Society committees and task forces to Secretary.

<sup>19</sup> [Motion 99-10 Madden moved that hotel expenses, up to \$1000 each, for the president and program chair at the APA convention be paid by the division. Vasquez, de las Fuentes, Katz, and Canetto left the room to allow for open discussion led by Judy Worell. The motion passed unanimously by voice vote. (January 31, 1999)]

<sup>20</sup> At the time of the August 2000 revision, the Administration Office services were provided by:

Keith Cooke  
 Division 35 Central Office, American Psychological Association  
 750 First Street, NE, Washington, DC 20002-4242  
 Work Phone: 202-336-6197, Fax: 202-218-3599  
 Email: div35@apa.org

<sup>21</sup> [Motion: 95-11 That the use of The Administrators (Administrative Office; administrative services purchased by the Division) be cleared through the Division President. Approved. (February 5, 1995)]

<sup>22</sup> [Motions: 83-2 That [an] alternate [council representative] should be appointed by the President rather than be the runner-up in the election for council representative. Passed. (April 15 - 16, 1983)

87-7 That the alternate Council Representative would be appointed by the President in consultation with current Division council representatives. The President and Nominations and Elections Chair will develop specific wording for recommended bylaws change. Passed. (February 20 - 21, 1987)

87-11 To recommend changing the bylaws concerning unexpired terms of elected Division officers. The intent is to allow the President to make appointments until the next regular election. Passed. (February 20 - 21, 1987)]

- o Appoint monitors and liaisons to other groups within APA and outside of APA (e.g., Committee on Women in Psychology Network, Association for Women in Psychology, other divisions, APA boards, etc.).
- o In consultation with the Chair of the Committee on Clinical Practice and Training, appoint (or reappoint for up to three years) a Society representative to the Liaison/Consultation Group of the APA Committee for the Advancement of Professional Psychology (CAPP). Ensure that, in the event the Society is allocated more than one seat on the Liaison/Consultation Group, at least one of two representatives is an ethnic minority psychologist who pays the special assessment for Licensed Health Service Providers.
- o Solicit volunteers for all Society activities each year and keep a volunteer list from which appointments may be made. A call typically appears in the Spring issue of the newsletter.

## August:

- o At the annual Society business meeting, the President-Elect will award a plaque to the President<sup>23</sup>.
- o At the annual Society business meeting, the President-Elect will acknowledge all incoming officers, editor(s), committee chairs, and task force chairs

## P a s t P r e s i d e n t

{rev. 8/99}<sup>24</sup>

The Past President serves as a member of the Executive Committee, the Finance Committee, Publications and Products Committee (for 2 years), and Nominations and Governance Committee where the experience of the Past President helps to provide continuity to the functioning of the Society.

## Midwinter Executive Committee Meeting:

- o Attend the Midwinter Executive Committee Meeting. The Past President receives reimbursement for the Midyear Executive Committee meeting.

## S e c r e t a r y

{rev. 8/00}<sup>25</sup>

The Secretary serves a two-year term, preceded by six months as Secretary-Elect. Specifically, the Secretary-Elect becomes Secretary at the end of the midyear Society Executive Committee meeting following election to office. It is the duty of the Secretary to:

## August:

- o Circulates roster for corrections and additions at Executive Committee meetings. Obtain list for people to request stationery and envelopes. Stationery ordering will be handled by the administrative office.
- o Make a brief report at Society Business meeting at APA.

## Fall – Winter:

- o Prepares unapproved minutes for distribution and voting at the next Executive Committee meeting. Prepare a brief article of the Executive Committee minutes for publication in the Fall and Spring *Psychology of Women Newsletters* (deadlines are September 1 and March 1).

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<sup>23</sup> [Motion 99-9 Yoder moved that awards be grouped into two categories: recognition awards (for division service) and Division Awards (as designated in the handbook). She outlined a procedure for preparing for and presenting these awards that is to be included in the handbook. The Executive Committee made three modifications to this proposal: (1) the president should not present all the Division Awards; (2) the appropriate monetary award should be presented along with each certificate (except for the Geis award); and (3) a deadline be added to the procedure for chairs of Division Awards committees to provide names to the Treasurer who will issue checks. Yoder's motion to approve policy and procedure for Recognition and Division Awards was unanimously approved as modified by voice vote. (January 30-31, 1999)]

<sup>24</sup> [Motion: 91-6 That the Past President will be a member of Nominations and Governance Committee. The bylaws change will be referred to the membership. Passed. (February 23 - 25, 1991)]

<sup>25</sup> [Motions: 88-5 The office of the Secretary/Treasurer be split into two positions. Motion carried unanimously. (February 19 - 20, 1988)  
88-6 The office of Secretary be elected for a two-year term with the Secretary taking office at the mid-winter meeting of the Executive Committee. Motion carried. (February 19 - 20, 1988)]

- o Prepares agenda with the President and make schedule adjustments as necessary. A call for agenda items and reports need to be sent 2 months before a meeting.

Midwinter Executive Committee Meeting:

- o Circulates roster for corrections and additions at Executive Committee meetings. Obtain list for people to request stationery and envelopes. Stationery ordering will be handled by the administrative office.

Spring-Summer:

- o Prepares unapproved minutes for distribution and voting at the next Executive Committee meeting. Prepare a brief article of the Executive Committee minutes for publication in the Fall and Spring *Psychology of Women Newsletters* (deadlines are September 1 and March 1)
- o Prepares agenda with the President and make schedule adjustments as necessary. A call for agenda items and reports need to be sent 2 months before a meeting.

June to January/February at end of term:

- o Prepare the Secretary-Elect to take over the duties of the office during the 6 month overlap in terms from June to January/February. Both Secretary and Secretary-Elect receive reimbursement for the Midyear Executive Committee meeting.

Throughout the year:

- o Keep records of all meetings of the Executive Committee and of the annual Society business meeting and to have such records subject to call.<sup>26</sup> The Secretary's Minute book contains a copy of prior minutes. Send the approved minutes and written reports submitted for the midwinter and APA Executive Committee meetings to the Society Archivist.
- o Directs the publication of records, reports and proceedings as authorized by the *Bylaws*.
- o Conducts the official correspondence of the Society. Forwards requests for information from APA, Society members, and others to appropriate Executive Committee members.
- o Issues official calls or notices of meetings that include time, location of meeting, and dates. Obtain incoming members' names from Incoming President for the Executive Committee meeting at APA. The administrative office will assist in mailings to Executive Committee members approximately 2 weeks before the APA meeting. Reports of Executive Committee members need to be coordinated with administrative office to be copies, bound, and sent to Executive Committee members. Members who have not sent a report 2 weeks prior to the meeting sent the 50 copies for the Executive Committee members to the location of the meeting in care of the Secretary.
- o With administrative office assistance, send approved minutes, corrected Executive Committee addresses, and requested stationery to Executive Committee members.
- o Works with the President and administrative office to facilitate *Handbook* revisions, by supplying current motions and rosters.
- o Serves on Executive Committee, Finance Committee, and Publications and Products Committee.

### S e c r e t a r y - E l e c t

{rev. 8/99}

The Secretary-Elect works with the Secretary. The six-month term of office (from June to January/February) is intended to provide a transition period for learning the duties of the office of Secretary.

Midwinter Executive Committee Meeting:

- o Attends Midwinter Executive Committee Meeting as part of assumption of Secretary's duties. Both Secretary and Secretary-Elect receive reimbursement for the Midyear Executive Committee meeting.

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<sup>26</sup> In keeping with rules of order as outlined in R. E. Keesey's *Modern Parliamentary Procedure* (1994): "The exact statement of motions passed should be recorded; the names of participants in the discussion of the motion need not be. It is desirable to include in the minutes the major arguments for and against a motion, but these should not be identified with speakers proposing them since the privilege of discussing a motion freely is jeopardized when what is said becomes a part of public record...likewise, motions proposed, discussed, and voted down may or may not be entered in the minutes. Complete records must be kept, of course, of all referrals, postponements, and appeals." (p. 84).

{rev. 8/00}<sup>27</sup>

The Treasurer is elected by the Executive Committee, is a voting member of the Executive Committee, and serves a three-year term, preceded by a six-month term as Treasurer-Elect. Specifically, the Treasurer-Elect becomes Treasurer at the end of the midyear Society Executive Committee meeting following election to office. It is the duty of the Treasurer to:

Fall – Winter:

- o Prepare the Society budget statement for the Executive Committee meetings and Finance Committee's considerations. Current financial status is reported at Executive Committee meetings.
- o Complete state forms for tax exemption as needed for conference and midwinter meeting expenses.

Midwinter Executive Committee Meeting:

- o Distribute a budget of prior, current, and projected years to Executive Committee members. This budget or its summary might need to be published in the *Psychology of Women Newsletter* once a year.

Spring-Summer:

- o Prepare the Society budget statement for the Executive Committee meetings and Finance Committee's considerations. Current financial status is reported at Executive Committee meetings.
- o Complete state forms for tax exemption as needed for conference and midwinter meeting expenses.
- o Prepare the U.S. income tax statement, which is submitted to APA to be filed with APA's group return. Prepare U.S. Form 990T for unrelated business expenses (typically only newsletter advertising income) and submit it to the IRS by April 15<sup>th</sup>. Prepare the Washington DC arena registration form for unrelated business expenses and submit it to DC.

Annual Society Business Meeting (August):

- o Distribute a budget of prior, current, and projected years to Executive Committee members. This budget or its summary might need to be published in the *Psychology of Women Newsletter* once a year.

June to January/February at end of term:

- o Prepare the Treasurer-Elect to take over the duties of the office during the 6 month overlap in terms from June to January/February. Both Treasurer and Treasurer-Elect receive reimbursement for the Midyear Executive Committee meeting.

Throughout the year:

- o Maintain a general ledger of Society income and expenses.
- o Pay all of the bills for approved Society activities. Keep original receipts of expenses by Executive Committee members over twenty-five dollars (\$25.00).
- o Prepare books for auditing by independent sources.
- o Serve on Executive Committee, Publications and Products Committee, and Finance Committee.
- o Work with the treasurer(s) of Section(s) to maintain a record of Section finances. Consult with officers and committee and task force chairs about budgets, the appropriateness of expenditures, expenditures in past years, and related matters.
- o Transfer funds between investment and cash accounts, as indicated by the chair of the Investment Committee.

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<sup>27</sup> [Motions: 88-5 The office of the Secretary/Treasurer be split into two positions. Motion carried unanimously. (February 19 - 20, 1988)

88-7 The office of Treasurer be appointed by Executive Committee for a three-year term with the Treasurer taking office at the mid-winter meeting of the Executive Committee. Motion carried. (February 19 - 20, 1988)

88-8 The Treasurer will be a voting member of the Executive Committee. Motion defeated. A recall of the motion resulted in the motion being carried. (February 19 - 20, 1988)]

Procedure for processing funds received by the Society:

Membership dues and continuing education fees: The administrative office sends checks for dues for new members and student members, and checks for fees for continuing education workshops to the Treasurer along with an itemization of the transaction for each check and submits a deposit slip and accounting of each deposit to the treasurer. (Because our Merrill Lynch account will not accept any checks drawn on non-US banks, even if they are in US funds, all non-US checks must be sent deposited in a local bank that does accept such funds.)

Funds received by sections: The Section Treasurer either deposit checks to the Society account directly and sends an accounting of deposits to the Society Treasurer, or sends checks to the Society Treasurer to deposit in the account.

Other funds received: Other committee or task force chairs who receive checks for activities (e.g., newsletter editor for advertisements or continuing education chair for fees) sends those to the treasurer for deposit.

Reimbursement of expenses:

The Treasurer will issue checks for the reimbursement of expenses when receipts are submitted by the executive committee member incurring the expense, in accordance with the reimbursement and budget policies described in section. It is preferred that the Society reimbursement form is used (see Appendix). Executive Committee members may submit reimbursement requests directly to the treasurer at any time after expenses are incurred, but note that the reimbursement policy states that the Society may refuse to pay expenses not submitted by the semi-yearly deadlines (July 15 for expense incurred from January to June and January 15 for expenses incurred From July through December).

Preparation of taxes:

The accounting office of APA will send a form for the treasurer to complete. While officially due April 15, APA often receives extensions from the IRS and sends the forms much later.

In addition to the Society's form with the IRS, the Treasurer must submit Form 990T to the IRS for "unrelated business activity", which at present consists solely of income from advertisements in the Society newsletter. In 1999, income over \$2,500.00 was to be reported.

The Society is liable for taxes on unrelated business activity in the state in which the majority of the expenses are incurred, according to APA's 1998 auditors. Since unrelated business activity has been newsletter advertising, that state at present is Washington, DC, as the Society pays APA to print and mail the newsletter from there. In DC, that tax is called the "arena tax", submitted with DC form FR-1000.

Banking and Investment Accounts:

The Society has a number of accounts for general funds:

- Merrill Lynch cash/money funds (checking) account
- Merrill Lynch investment account
- Schroder & Co. investment account
- TCF North Shore Bank checking account (local account used for deposit of foreign funds)

In addition two accounts contain money earmarked for special purposes:

- Merrill Lynch account for the Sherif award
- Schroder & Co. account for the FL Geis Award

The *Psychology of Women Quarterly* Editor and Book Series Editor also have accounts for their functions and submit semi-annual reports.

#### T r e a s u r e r - E l e c t

{rev. 8/99}

The Treasurer-Elect works with the Treasurer. The six-month term of office (from June to January/February) is intended to provide a transition period for learning the duties of the office of Treasurer.

Midwinter Executive Committee Meeting:

- o Attends Midwinter Executive Committee Meeting as part of assumption of Treasurer's duties.
- Both Treasurer and Treasurer-Elect receive reimbursement for the Midyear Executive Committee meeting.

## Representatives to APA Council

{rev. 8/99}

1. Society Representatives to APA Council. The number of Society representatives to APA Council is determined annually by APA membership allocations. Representatives are elected by the membership for three (3)-year terms. The terms of representatives are staggered, in order to preserve continuity. The APA Council of Representatives meets at the annual APA Convention and in February, as stipulated in the APA Constitution and *Bylaws*. Special meetings may be called by vote of the APA Board of Directors.

In the event that a Council Representative is unable to complete her/his term, the Society President will appoint a replacement<sup>28</sup>.

The Society has demonstrated its commitment to encouraging the participation of underrepresented groups in APA governance by agreeing to designate one Society Representative position to be held by a member of an ethnic minority group whenever two or more positions are available. Ethnic minority group members are encouraged to run for election for any Society Representative opening.

Special Note on Council of Representative Replacement: If a Representative is unable to attend a meeting, the Society President, in consultation with the Society Representatives to APA Council, shall appoint a replacement. Individuals to be considered shall be: a) Society Members or Fellows; b) former Council Representatives from any Division, with a preference given to those who have served most recently on Council {rev. 8/95}.

August:

- o The APA Council of Representatives meets at the annual APA Convention, as stipulated in the APA Constitution and *Bylaws*.
- o The Council Representatives give reports at the Executive Committee meeting during the APA annual convention.

Midwinter Executive Committee Meeting:

- o The Council Representatives give reports at the Executive Committee meeting during the midwinter meeting. The Council Representatives receive reimbursement for the Midyear Executive Committee meeting.

February:

- o The APA Council of Representatives meets in February, as stipulated in the APA Constitution and *Bylaws*.

May:

- o The Council Representatives make reports available for publication in the Summer *Psychology of Women Newsletter*.

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<sup>28</sup> [Motions: 83-2 That [an] alternate [council representative] should be appointed by the President rather than be the runner-up in the election for council representative. Passed. (April 15 - 16, 1983)

87-7 That the alternate Council Representative would be appointed by the President in consultation with current Division council representatives. The President and Nominations and Elections Chair will develop specific wording for recommended bylaws change. Passed. (February 20 - 21, 1987)

87-11 To recommend changing the bylaws concerning unexpired terms of elected Division officers. The intent is to allow the President to make appointments until the next regular election. Passed. (February 20 - 21, 1987)]

Associate/Professional Representative<sup>29</sup>

{New 8/99; revised 8/00}

This is an elected office with a two-year term. The representative must belong to the associate or affiliated professional membership category. Duties for the Associate/Professional Representative include:

August:

- o Take office.

Midwinter Executive Committee Meeting:

- o The Associate/Professional Representative gives a report at the Executive Committee meeting during the midwinter meeting. The Associate/Professional Representative receives reimbursement for the Midyear Executive Committee meeting.

Throughout the year:

- o The Associate/Professional Representative represents the associate and affiliated professional members of the Society, encourages their participation in the division, and brings forward action items pertinent to that constituency.

Student Affiliate Representative<sup>30</sup>

{New 8/99}

This is an elected office with a two-year term. The representative must belong to the student affiliate membership category. Duties of the Student Affiliate Representative include:

August:

- o Take office.
- o Write a short article or update for the Fall issue of the *Psychology of Women Newsletter*.

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<sup>29</sup> [Motion: 97-3 Nancy Young, Nominations Chair and Laura Brown, President, on the basis of dramatic demographic shifts in APA's Associate Membership category, proposed a motion to put bylaws changes on the ballot in order to eliminate the separate category of Associate and Affiliate Representatives and to create a special Student Affiliate position. The proposed changes were as follows:

1. Eliminate the position of Associate Representative to Division 35 Executive Committee.
2. Eliminate the position of Affiliate Representative to Division 35 Executive Committee. To replace them as follows:
3. There shall be a Professional Representative to the EC elected from among Associate and Affiliated Professional members. This is an elected office with a two-year term. The Representative must be either an Associate member or an Affiliated Professional member of Division 35.
4. There shall be a Representative to the EC elected from the among Student Affiliate members. This is an elected office with a two-year term. The Representative must be either a Student Affiliate of Division 35 and will chair a student committee of the Division.
5. There shall be a Standing Committee on Student Affairs of Division 35. It will be chaired by the elected Student Affiliate Representative. All student affiliates will automatically become members of this standing committee upon joining the Division, and during the term of their education. The Committee is charged with identifying the needs of student affiliates and communicating them to the Division.

The motion to place these bylaws changes on a divisional ballot was passed. (February 1, 1997)]

<sup>30</sup> [Motion: 97-3 Nancy Young, Nominations Chair and Laura Brown, President, on the basis of dramatic demographic shifts in APA's Associate Membership category, proposed a motion to put bylaws changes on the ballot in order to eliminate the separate category of Associate and Affiliate Representatives and to create a special Student Affiliate position. The proposed changes were as follows:

1. Eliminate the position of Associate Representative to Division 35 Executive Committee.
2. Eliminate the position of Affiliate Representative to Division 35 Executive Committee. To replace them as follows:
3. There shall be a Professional Representative to the EC elected from among Associate and Affiliated Professional members. This is an elected office with a two-year term. The Representative must be either an Associate member or an Affiliated Professional member of Division 35.
4. There shall be a Representative to the EC elected from the among Student Affiliate members. This is an elected office with a two-year term. The Representative must be either a Student Affiliate of Division 35 and will chair a student committee of the Division.
5. There shall be a Standing Committee on Student Affairs of Division 35. It will be chaired by the elected Student Affiliate Representative. All student affiliates will automatically become members of this standing committee upon joining the Division, and during the term of their education. The Committee is charged with identifying the needs of student affiliates and communicating them to the Division.

The motion to place these bylaws changes on a divisional ballot was passed. (February 1, 1997)]

November:

- o Write a short article or update for the Winter issue of the *Psychology of Women Newsletter*.

Midwinter Executive Committee Meeting:

- o The Student Affiliate Representative gives a report at the Executive Committee meeting during the midwinter meeting. The Student Affiliate Representative receives reimbursement for the Midyear Executive Committee meeting.

February:

- o Write a short article or update for the Spring issue of the *Psychology of Women Newsletter*.

May:

- o The Student Affiliate Representative makes a report available for publication in the Summer *Psychology of Women Newsletter*, highlighting student events at the upcoming APA convention.

June (When new student affiliate is elected):

- o Update welcome page for the student e-mail list with new Student Affiliate Rep contact information. This is located in two places on the welcome page.
- o Update the <http://www.apa.org/divisions/div35/> web page with new contact information.
- o Update ownership of e-mail list if necessary.

Throughout the year:

- o Advocating for the needs of students within the Society.
- o Maintaining liaisons with other APA divisions and committees.
- o Posting of relevant information to the student e-mail list.
- o Adding, removing and updating e-mail addresses for the student e-mail list.

### Standing Committees<sup>31</sup>

{rev. 8/99}

The standing committees, their duties, and composition are listed below. Relationships among standing committees are illustrated in Table 1. Standing committees are established in the *Bylaws*, and represent ongoing concerns of the Society. Each successive committee chair is strongly encouraged to maintain ongoing documentation about the activities of the committee in order to provide for continuity in committee functioning.

#### Membership and Recruitment Committee<sup>32</sup>

Duties: Secure and review evidence concerning the qualifications of all candidates for membership or changes in membership status of the Society\.

Composition: Chair appointed to a two-year term by the Society President. Additional members recruited by Chair.

<sup>31</sup> [Motion: 99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

<sup>32</sup> [Motions: 87-2 Initiate a bylaws change to extend the term of Membership Chair to two years. Passed. (February 20 - 21, 1987)

94-1 Membership recruitment investment with minimum of \$8,000.00 to \$10,000.00 but no cap on expenses now and a minimum goal of 5,000 new members with a cap of 9,000 people. Motion approved with unanimous vote. (January 22 - 23, 1994)]

Fellow Selection Committee<sup>33</sup>

Duties: Review all nominees for Fellow status and forward endorsements to APA. Chair seek nominations of candidates and serves as liaison between Fellows Selection Committee and Membership Committee of APA.

Composition: 5 members: 3 Fellows of the Society and 2 Members, whose interests shall differ and represent the composition of the Society. Members are appointed for three year terms, with appointments staggered to provide continuity. Chair is selected annually by the Society President from among the Fellows on the Committee.

Recognition of Fellows: By July 3<sup>rd</sup>, the Fellows Chair will provide the administrative office with names and a brief biography of each Fellow who is new to the Society.

Nominations and Governance Committee<sup>34</sup>

The Committee currently functions as 2 separate committees: (1) Nominations and Elections, and (2) Governance.

## Nominations and Elections Committee

Duties: Secure and review nominations for Society offices. Provide APA Central Office with list of final nominees for inclusion on APA election ballots. Manage balloting for Society Bylaws amendments.

Composition: Chair appointed annually by Society President. The Past President of the Society shall be a member of the Nominations and Governance Committee. Additional members recruited by Chair.

Duties for Nominations/Elections Chair:

August:

- o Announce positions that are open at the annual Society Business Meeting.

Fall:

- o Place a full page "call for nominations" in the Society Winter *Newsletter*. Consult with the editor about the content; check Society By-laws for accuracy.

January:

- o Via e-mail, send a call for nominations to the Society list and to POWR-L. (Remind readers that nominees must be members of the Society)

February:

- o Society Midwinter Meeting: Announce positions that are open. Gather additional nominations. Consult with other Society Executive Committee members about nominations.
- o Ask each candidate for permission to run for office and to submit a statement of 100 words to be published in the *Psychology of Women Newsletter* by a specific date. Forward all statements to newsletter editor.
- o Forward all nominees to APA office of Elections. This office will check for accuracy of list before they send out ballots.

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<sup>33</sup> [Motions: 79-8 The Fellow Selection Committee meet at a time and place of least expense, with expenses not exceeding \$550.00. In the coming year we will reexamine fellow issues. Passed with one person opposing. (September 4, 1979)  
99-9 Yoder moved that awards be grouped into two categories: recognition awards (for division service) and Division Awards. She outlined a procedure for preparing for and presenting these awards that is to be included in the handbook. The Executive Committee made three modifications to this proposal: (1) the president should not present all the Division Awards; (2) the appropriate monetary award should be presented along with each certificate (except for the Geis award); and (3) a deadline be added to the procedure for chairs of Division Awards committees to provide names to the Treasurer who will issue checks. Yoder's motion to approve policy and procedure for Recognition and Division Awards was unanimously approved as modified by voice vote. (January 30-31, 1999)]

<sup>34</sup> [Motions: 79-3 The division will always report the complete results of all elections in the newsletter. Passed. (September 1, 1979)  
88-2 The Division 35 Recruitment brochure will be redesigned as a three-page tear-off, single process brochure with no postage provided. Motion carried. (February 19 - 20, 1988)  
91-6 That the Past President will be a member of Nominations and Governance Committee. The bylaws change will be referred to the membership. Passed. (February 23 - 25, 1991)]

June:

- o APA Office of Elections will forward results of elections to Nominations Chair. Send notices to all nominees informing them of the results. Offer Congratulations to winners and thanks to all for running. Notify the *Psychology of Women Newsletter* editor of the results so that they can be published in the next Newsletter. After informing all nominees, announce the results through e-mail on POWR-L and the Society List.

Actions for *Bylaws* Changes:

Nominations chair manages bylaws amendments. The *Bylaws* may be amended by two-thirds vote of the members who reply to a mail ballot of the total Society membership provided the replies number at least two hundred or one-fourth of the total Society membership, whichever number is smaller. The Secretary sends a copy of the proposed bylaws amendments to the Nominations chair, who is responsible for getting them published in the *Psychology of Women Newsletter*; people respond with a mail-in ballot.

Duties: Secure and review nominations for Society offices. Provide APA Central Office with list of final nominees for inclusion on APA election ballots. Manage balloting for Society *Bylaws* amendments.

Governance Committee

Duties: Oversee the relationship between the Society and the rest of APA. Nominate individuals to boards and committees within APA structure, soliciting self nominations and recommendations from the membership and the Executive Committee. Consult with other divisions and organizations to coordinate such nominations. Oversee the Division's endorsement of APA presidential candidates according to the policy listed in this handbook.

Composition: Chair appointed annually by Society President. The Past President of the Society shall be a member of the Nominations and Governance Committee. Additional members recruited by Chair.

APA Program Committee<sup>35</sup>

Duties: Plan the professional program of the Society for the annual meetings of the APA and coordinate the schedule for the AWP/Division 35 hospitality suite with the AWP liaison.

Composition: There shall be two Chairpersons, each serving two-year staggered terms. The President-Elect shall select the one serving during her term. Additional members recruited by Chairs. The functions of the Chairs are:

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<sup>35</sup> [Motions: 83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)

85-9 Two hours of APA program time to be allocated permanently for the symposia on Hispanic Women as a regular part of the program. Passed. (August 23, 1985)

87-9 To disband the Task Force on Division Products with thanks to the task force for its work. The functions of the task force will be transferred to the Publications Committee. Passed. (February 20 - 21, 1987)

90-18 Program co-chairs with a two year staggered term so that one co-chair could learn the ropes from her predecessor. The current President would need to allow the President-Elect to select the co-chair, so that the program would continue to reflect the interests and objectives of the president each year. The Executive Committee passed unanimously that co-chairs serving a two year staggered term would be selected, with the President-elect selecting the one serving during her term. (August 9 - 10, 1990)

91-18 Eliminate paper sessions from the [APA Convention] program entirely. Passed. (August 15 - 16, 1991)

99-10 Madden moved that hotel expenses, up to \$1000 each, for the president and program chair at the APA convention be paid by the division. The motion passed unanimously by voice vote. (January 31, 1999)

99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

## June:

- o Ensure that the correct contact information for the incoming Chairs is communicated to the APA Convention Office and the *Monitor*.
- o Contact Society President-Elect to discuss initiatives and priorities for the convention program.

## August:

- o Contact APA Convention Office to obtain program software and other materials.
- o Write a call for reviewers for publication in the *Psychology of Women Newsletter* and on POWR-L. Include categories of expertise.
- o With the Society President(-Elect), write a call for proposals for publication in the *Psychology of Women Newsletter* and on POWR-L, including the President's initiatives that will be given priority.
- o Distribute sign-up sheets for reviewers at the Business meeting and Executive Committee meetings. Include categories of expertise.
- o Obtain APA Convention software and begin practice with data entry of officers' participation in Executive Committee and Society Business meetings<sup>36</sup>.

## Fall:

- o Obtain list of recent reviewers from previous Program Chairs.
- o Develop strategy for preparing proposals for review.
  - Black markers or correction fluid to remove identifying information
  - Numbering system for proposals
  - Labels to identify proposed presentation format
  - Organization by topical areas
  - Instructions for reviewers
- o Develop strategy for efficient ranking of proposals based on reviewer's ratings. Develop/obtain and print rating forms.
- o Write prototypes of letters:
  - instruction/cover letters to reviewers
  - acceptance letters
  - rejection letters
  - reviewer thank you letter/notes
  - acknowledgment letters to co-sponsoring Divisions
- o Obtain information from President regarding invited speakers.
- o Determine who the AWP contact person is for the Division 35/AWP Suite program.
- o Enter Task Force Chairs' participation in Executive Committee and Society Business meetings into APA Convention software.
- o Send reminder to Executive Committee members, via Society EC e-mail, that committee and Task Force proposals must all be submitted by the program deadline<sup>37</sup>.

## November to December:

- o Organize list of reviewers by areas of expertise.
- o Receive convention proposals. Remove identifying information from proposals. Number proposals. Distribute proposals, review forms, and instruction/cover letters to reviewers. Ensure that reviewers do not receive their own proposals.

## December to January:

- o Forward workshop proposals to Continuing Education Committee.
- o Forward discussion session proposals to the AWP contact person for the Division 35/AWP Suite program.

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<sup>36</sup> Officers and other members of the Executive Committee should be entered as participants in the Division Executive Committee and Business meetings in order to ensure that they are not scheduled for presentation and other activities during those meetings.

<sup>37</sup> [Motion: 99-6 All APA convention presenters will be held to the program deadline, including those who have hours committed by the EC. (January 30, 1999)]

- Contact Section program chair(s) to obtain complete information about Section program(s). Note that Section programs undergo internal review and are not reviewed by the Society reviewers.
- Receive information about miniconventions.
- Receive reviews.
- Rank order proposals based on reviews.
- Invite chairs for poster sessions and roundtables. As needed, invite chairs for symposia developed from individual paper/poster submissions.
- Contact Program Chairs from other divisions to coordinate co-sponsorship and co-listing.
- Contact President, Treasurer, and Program Chairs from other divisions to coordinate expenses for Social Hours.
- Enter final program information into APA Convention software.
- Submit appropriate accepted proposal information to APA Committee and/or Directorate contacts for inclusion in miniconventions.

## Midwinter meeting:

- Provide overview of program to Executive Committee.
- Meet with incoming Program Co-Chair to discuss duties.

## January to February:

- Send completed convention software to APA Convention Office.
- Send acceptance and rejection letters to proposal respondents.
- Send thank you letters/notes to reviewers; include invitations to review for the following year.
- Send program highlights to the editor of the *Psychology of Women Newsletter* for publication in the Spring issue.
- Send acknowledgment of reviewers, with listing of individual names, to the editor of the *Psychology of Women Newsletter* for publication in the Spring issue.

## March:

- Send program highlights to the editor of the *APA Monitor* for publication in the May issue.

## Spring:

- Coordinate the Division 35/AWP Suite program with the AWP contact person. Have Task Force chairs provide AWP contact person with information needed to coordinate meetings in the Division 35/AWP Suite.
- Prepare/arrange for table tents for roundtables.
- Coordinate with President and administrative office for catering for convention Executive Committee meetings and Social Hour(s).

## May:

- Send the complete program to the editor of the *Psychology of Women Newsletter* for publication in the Summer/Convention issue.

## August:

- Attend poster sessions to individually thank presenters. Invite students and nonmember presenters to join the Society.
- Up to \$1,000.00 of the hotel expenses of the chair with primary responsibility for the program will be paid by the Society<sup>38</sup>.

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<sup>38</sup> [Motion 99-10 Madden moved that hotel expenses, up to \$1000 each, for the president and program chair at the APA convention be paid by the division. Vasquez, de las Fuentes, Katz, and Canetto left the room to allow for open discussion led by Judy Worell. The motion passed unanimously by voice vote. (January 31, 1999)]

Publications and Products Committee<sup>39</sup>

Duties: Oversee the finances, contractual arrangements and general business affairs of publications and products of the Society. The Publications and Products Committee serves as search committee for the Book Series Editor, editor of the *Psychology of Women Newsletter*, and the editor of *Psychology of Women Quarterly*<sup>40</sup>.

Composition: *Psychology of Women Quarterly* Editor, *Psychology of Women Newsletter* Editor, Secretary, Treasurer, Book Series Editor, Co-Chaired by the Past President and previous Past President.

Committee on the Concerns of Hispanic Women<sup>41</sup>

Duties: Identify substantive issues confronting Hispanic women as well as professional issues confronting Hispanic women scholars. Recommend action to the Society.

Composition: Chair appointed annually by the Society President.

## Committee on Lesbian Issues

Duties: Address issues involving lesbian issues in psychological practice, research, and participation in organized psychology.

Composition: Chair appointed annually by the Society President. Additional members recruited by Chair.

Awards Committee<sup>42</sup>

Duties: Consolidate various award areas. The Committee will have the tasks of reporting to the August Executive Committee meeting and planning for funding ongoing awards. The Award Coordinator is to provide the names of winners to the administrative office by July 3<sup>rd</sup>.

Composition: Chairs of the Carolyn Wood Sherif award, the Research Award on Psychotherapy with Women the Section on the Psychology of Black Women award, Student Research Prize, Barbara Strudler Wallston Award for the Representation of Underrepresented Groups in the Publication

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<sup>39</sup> [Motion: 92-3 Publications Committee will reimburse authors up to \$50.00 per chapter upon request and will not share royalties with authors. Passed. (January 31 - February 2, 1992)]

<sup>40</sup> [Motion: 99-5 Succession of an editor for the book series will follow the procedure adopted by *PWQ* whereby a slate of candidates, derived from nominations from the membership, is prepared by a search committee, appointed by the president, and is presented to the voting officers of the division. (January 30, 1999)]

<sup>41</sup> [Motions: 83-1 To change the task force on Hispanic Women to a Committee on Concerns of Hispanic Women. Passed. (April 15 - 16, 1983)

83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)

85-3 Development of a minority slate to fill the additional [fourth] Division 35 seat [on APA Council]. Passed. (February 3 - 4, 1985)

86-2 That the Division plan and carry out a membership drive to increase the participation of Hispanic women in the Division. Passed. (February 21 - 22, 1986)]

<sup>42</sup> [Motions: 90-15 That the chairs of the various awards committees now form a new award committee [for] (1) Reporting at the August Executive Committee meeting a plan on how this committee will function; (2) Reporting at the August Executive Committee meeting a plan for funding ongoing awards. Members of this committee will include the chairs of the Sherif award, the psychotherapy research award, the Section on Black Women award, and a representative from the History Task Force. Unanimously passed. (January 26 - 28, 1990)

91-1 To add an Awards Committee as Standing Committee. The bylaws change will be referred to the membership. Passed. (February 23 - 25, 1991)

94-4 Award should be rotated between Professional Contributions and Heritage. Passed with 1 abstention. (January 22 - 23, 1994)

95-5 That the Bylaws be changed to reflect the increased number of awards granted by the Division. Motion passed unanimously. The Nominations and Election Committee will place the issues before the membership for a vote. (February 4, 1995)]

Process, the Heritage Awards, and the Geis Foundation Award. The President shall appoint the chair of the Committee.

#### Carolyn Wood Sherif Memorial Lectureship Committee

**Duties:** Solicit nominees, gather supporting documentation and information, and select the recipient of the Carolyn Wood Sherif Memorial Lectureship. In consultation with the APA Program Committee and the honoree, arrange, the year FOLLOWING the selection of the person for which she was the chair of the committee, for the plaque and check recognizing the award and presents them THAT FOLLOWING YEAR to the honoree during the Society's award ceremonies at the APA Annual Convention. That following year, the chair also introduces the honoree before the memorial lecture. Manage the funds in the Memorial account. This Committee coordinates its work with the Heritage Awards Committee. The Committee Chair is responsible for coordinating with the Treasurer for tracking payment of awards. The award chair is to provide the names of winners to the Awards Coordinator by June 30<sup>th</sup>.

**Composition:** Chair appointed annually by the Society President. Additional two members are recruited by the Chair. Typically the committee is chaired by the person who gave the Sherif Award Address two years earlier. Thus, if the address was presented in 1998, that person would chair the committee for 1999-2000, announce that awardee at the social hour in August 2000, and present the plaque and introduce the awardee in August 2001. Award Process Guidelines:

#### January:

- o Sherif Award Committee Chair recruits two additional members to serve on the Committee.

#### October-February:

- o Nominations are solicited from Society members (past/sample announcements will be passed from the outgoing Chair to the incoming Chair). Announcements should go in the fall and spring Society newsletters and be distributed on appropriate list serves. Nomination materials should include the letter of nomination, the nominee's curriculum vita (3 copies), copies of two or three selected publications, and three additional letters in support of the nominee. The deadline for receipt of nomination materials is April 30<sup>th</sup>.

#### March-April:

- o As materials arrive, photocopy recommendation letters as necessary to provide a copy for each committee member. Make three file folders for each nominee that contain the nomination letter, the nominee's vitae and copies of the recommendation letter. These will be sent to each Committee member. Make one file folder for each candidate's selected publications. The publications can be reviewed at a meeting of the Committee, or sent to a member upon request. It is helpful to track materials in a simple chart/database (past/sample charts/databases will be passed from the outgoing Chair to the incoming Chair).

#### May-June:

- o After the April 30 deadline, distribute files to Committee members along with a copy of the guidelines and a Rating Form. These forms should be available from the previous chair.

#### June:

- o Set a meeting to decide on the recipient. This can be done in person or via a conference telephone call.

#### August:

- o Send regret letters to nominees not selected and award letter to recipient. The name of the recipient is to remain confidential until the formal announcement at the Annual Meeting.

#### September:

- o Send relevant materials to new chair.

## Committee on the Research Award on Psychotherapy with Women

Duties: Solicit submissions, select the review panel and identify the recipient of the award. Announce the award and present the honoree. The Committee Chair is responsible for coordinating with the Treasurer for tracking payment of awards. The award chair is to provide the names of winners and the titles of submissions to the Awards Coordinator by June 30<sup>th</sup>.

Composition: Chair appointed annually by the Society President. Review panel selected by the chair.

Committee on the Association for Women in Psychology/Division 35 Student Research Prize<sup>43</sup>

Duties: Solicit submissions, select the review panel and identify the recipient of the award. Manage the funds for the award. Announce the award and present the honoree. The award chair is to provide the names of winners and the titles of submissions to the Awards Coordinator by June 30<sup>th</sup>.

Composition: The committee members are members from the Association for Women in Psychology and the Society. The Committee Chair is responsible for coordinating with the Treasurer for tracking payment of awards.

## Committee on the Barbara Strudler Wallston Award for the Representation of Underrepresented Groups in the Publication Process

Duties: Coordinate the review of professional textbooks and journals for innovative, progressive, and/or outstanding inclusion of underrepresented groups in the content, authorship, and/or editorship. Arrange for presentation of the award to deserving publisher(s). The award chair is to provide the names of winners to the Awards Coordinator by June 30<sup>th</sup>.

Composition: Chair appointed by President. The Committee Chair is responsible for coordinating with the Treasurer for tracking payment of awards.

## Committee on the Section on the Psychology of Black Women Award

Duties: The Chair of the Research and Special Products Committee of the Section on the Psychology of Black Women is responsible for soliciting submissions, arranging anonymous review, announcing the award, and presenting the honoree. The award chair is to provide the names of winners and the title of the winning submission to the Awards Coordinator by June 30<sup>th</sup>.

Composition: Chair appointed annually by the Chair of the Research and Special Products Committee of the Section on the Psychology of Black Women. Additional members recruited by Chair. The Committee Chair is responsible for coordinating with the Treasurer for tracking payment of awards.

## Heritage Awards Committee

Duties: Solicit nominations, elect the winners of the Heritage Awards. This Committee coordinates its work with the Carolyn Wood Sherif Memorial Committee. The award chair is to provide the names of winners to the Awards Coordinator by June 30<sup>th</sup>.

Composition: Chair is appointed annually by the Chair of the Heritage Committee. The Committee Chair is responsible for coordination with the Treasurer for tracking payment of awards. Traditionally, the Chair also invites the Sherif Committee Chair and the Heritage Committee Chair to serve on the Heritage Awards Committee.

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<sup>43</sup> [Motion: 81-4 That the Division take an active role in publicizing the AWP Student Research Prize both by publishing announcements in the *Newsletter* and by requesting the APA Office of Women's Programs to assist in identifying and encouraging applicants and judges. Passed. (April 2 - 3, 1981)]

Committee on the Florence L. Geis Foundation Award<sup>44</sup>

Duties: Solicit submissions, select the review panel and identify the recipient of the award. Manage the funds for the award. Announce the award and present the honoree. The award chair is to provide the names of winners to the Awards Coordinator by June 30<sup>th</sup>.

Composition: Chair appointed annually by the Society President. The committee shall be composed of 3 members of Division 35 serving in staggered 3-year terms, each affiliated with an academic institution and having published empirical research in the field of feminist psychology. At least two of the three members of the committee will come from a social psychological background. The Finance Chair of the Division, or her/his designee, will serve as an ex-officio member of the committee. The Committee Chair is responsible for coordinating with the Treasurer for tracking payment of awards.

Committee for the Janet S. Hyde Graduate Student Research Grants<sup>45</sup>

Duties: Solicit submissions, select the review panel and identify the recipient of the award. Manage the funds for the award. Announce the award and present the honoree. The award chair is to provide the names of winners to the Awards Coordinator by June 30<sup>th</sup>.

Composition:

Post-Award Follow-up Procedures:

Recipients of the Hyde Graduate Student Research Grant are expected, as a term of the grant, to provide a summary or progress report on their research 18 months after receipt of the grant. The procedure for post-award follow-up are:

- o A cumulative list containing the following information is to be kept by and passed on from committee chair to committee chair:
    - Name and address of award winner
    - Name of research proposal
    - Date of award
    - Date summary is due
    - Date reminder letter is sent, if appropriate
    - Whether or not summary was received and date of receipt
  - o Each chair is to send the cumulative list and above information for each award winner during the time she chairs the committee to the Awards Coordinator and the administrative office, which will maintain these records, so that there is a central information file should problems arise. This information is to be forwarded to a new committee chair.
- It is the responsibility of the present chair to follow-up on past award winners. This includes:
- o Sending reminder letters about the summary and progress report
  - o Sending acknowledgment/thank you letters when the summary is received and making arrangements to have a summary published in the *Psychology of Women Newsletter*, if appropriate.
  - o Assuring the administrative office is informed of the status of the follow-up so that records are kept up-to-date.

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<sup>44</sup> [Motion: 96-4 That the Geis Foundation award be funded to support dissertation work in the area of Psychology of Women. A standing committee, composed of 3 people with staggering 3 year terms is to be created. Each member of the committee should be affiliated with an academic institution and have published empirical research in the field of feminist psychology. At least two of the three members of the committee should come from a social psychology background. The Finance Chair of the Division, or designee, will serve as an ex-officio member of the committee, overseeing the investments and advising on the size and number of awards. A bylaws change will be put before the general membership. (August 8, 1996)]

<sup>45</sup> [Motion: 98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)]

Finance Committee<sup>46</sup>

Duties: Oversee financial affairs of the Society, including publications, the journal, and the general activities of the Society.

Composition: The Secretary, Treasurer, President, President-elect, Past President, Chair of the Publications Committee, and two additional members to be selected by the Society President. The terms of the appointed members shall be two years, with the appointments staggered to provide continuity.

Investment Committee<sup>47</sup>

Duties: Oversee investments of the Society, including selection of management professionals and investment of major gifts and reserve monies.

Composition: Three-member subcommittee of the Finance Committee. The terms of the appointed members shall be three years, with the appointments staggered to provide continuity. Appointments are made jointly by the Society President and the Finance Committee Chair.

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<sup>46</sup> [Motions: 85-6 Create a standing finance committee, composed of the President, President-elect, Secretary-Treasurer, Secretary-Treasurer-Elect, Publications chair and two members appointed by the President to staggered terms of two years each. The bylaws change will be referred to the membership. Passed. (February 3 - 4, 1985)  
99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

<sup>47</sup> [Motions: 94-10 That a permanent Investment Committee be set up as a subcommittee of the Finance Committee. Approved unanimously in principle pending final wording. (August 11 - 12, 1994)  
94-13 The Investment Committee, a sub-committee of the Finance Committee, is responsible to plan the Division's investment strategies and select management professionals for investing its major gifts and reserve monies. Major decisions, such as change in overall strategy or an investment professional or firm, will be made in consultation with the Finance Committee. In turn, the Finance Committee may elect to forward to the Executive Committee for its review and/or vote, any Investment Committee actions or recommendations.  
The Investment Committee is authorized to conduct the day-to-day consultation with its management professionals without consultation and is responsible to report its activity through the Treasurer to the Executive Committee for its biannual meetings or upon special request of the Executive Committee. Whatever strategy or firm, all funds are to be placed in socially responsible enterprises.  
The Finance Committee Chair, in consultation with the President, will appoint three members of the Investment Committee for three-year terms to be staggered.  
Finally, the Investment Committee is charged to monitor and evaluate its early experience in order to prepare a bylaw proposal to formalize its structure and function. Passed unanimously. (August 11 - 12, 1994.)]

Duties: Plan continuing education activities under the sponsorship of the Society. These activities may be held in conjunction with the annual meetings of the APA or at other times and places during the year. A 5 year report is required by APA. The next report is due in 1999.

Composition: Chair appointed for a two year term by the Society President. A co-chair is appointed for a two year term on a staggered basis. Additional members recruited by Chair.

#### Heritage Committee<sup>49</sup>

Duties: Document the roles of women in psychology and the American Psychological Association, as well as select the winner of the Heritage Award.

Composition: The Committee shall include the chair, an archivist appointed by the President for a minimum of three (3) years, and a Heritage Awards chair. The terms of these three (3) people shall be staggered.

#### Archivist<sup>50</sup>

Duties: The Archivist collects and maintains Society records, and forwards them, when appropriate, to the Society Archives that are located at the Psychology Archives at the University of Akron. The Archivist may also conduct or provide information for historical projects. The Archivist serves a support, rather than a policy-making, function and does not serve on the Society Executive Committee or attend Executive Committee meetings on a regular basis.

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<sup>48</sup> [Motions: 87-10 To change the status of the Continuing Education Task Force to a standing committee, requiring a bylaws change. Passed. (February 20 - 21, 1987)

89-3 The Chair of Continuing Education will serve a 2 year term with a co-chair appointed in a staggered fashion to ensure continuity in office. Motion passed unanimously. (February 9 - 10, 1989)

91-12 That there be two Continuing Education co-chairs with staggered terms, one for preconvention workshops and one for nonconvention programs. Passed. (February 23 - 25, 1991)

91-13 The CE chair should negotiate payment for presenters as follows: 1) For APA members payment should be one night at conference hotel (double occupancy) for out of town presenters who have to arrive a day early to do a workshop, plus \$200.00 per half day session or \$400.00 for full day session to be divided among speakers as they see fit. 2) For nonmembers, chair can negotiate compensations. 3) Nonconvention workshop compensation can be negotiated on an individual basis. (February 23 - 25, 1991)

94-3 An explicit discount rate for CE workshops to be published in the *Psychology of Women Newsletter* with early discount of 10%, have \$40.00 or \$25.00 for students and \$75.00 for other registrants in the workshops. Unanimously approved. (January 22 - 23, 1994)

97-11 Jean Lau Chin, Chair of the Continuing Education Committee, recommended the following changes to EC policy: (1) a two-step submission procedure be implemented whereby Jeannie Beeaff first reviews proposal to see if they meet the criteria established by APA then are forwarded to the committee for review; (2) the division increase its co-sponsor fee to match that of APA (\$200); and (3) the work of the CE committee be divided into three areas: mid-year conference, pre-convention, and miscellaneous. The EC approved the first two, and the third was left to the discretion of each CE Chair. (August 15, 1997)

98-4 The EC approved the following definition of Continuing Education activities: "Workshops, lectures, and other CE activities of up to 8 hours offered as a single Colloquium Series will be considered as a single activity. These may be offered on multiple days as long as the total CE credits/hours do not exceed 8. CE workshops run concurrently during a conference or one day prior to a conference of an association/organization will be considered as a single activity. Each full day (i.e., 8 hours) or multi-day course would be counted as a single activity." The following fee schedule was approved: co-sponsoring fees are \$200 per activity, with an additional \$5/person for each participant over 40. (February 8, 1998)]

<sup>49</sup> [Motions: 80-10 The Archives of the History of American Psychology serve as the depository for the Division 35 archives. Passed unanimously. (April 25 - 26, 1980)

91-4 That the Heritage Committee become a Standing Committee with at least 3 members (a chair, and archivist, and an awards chair). The archivist will be appointed by the President to a minimum term of 3 years and can be reappointed. Terms of all members should be staggered for continuity. Passed. (February 23 - 25, 1991)

94-4 Award should be rotated to Professional Contributions and Heritage. Passed with 1 abstention. (January 22 - 23, 1994)]

<sup>50</sup> [Motion 99-3 Division 35 will deposit archival records up through 1983 at Archives of the History of American Psychology (AHAP) in Akron, and archival records after 1983 at the APA Archives, Washington. (January 30, 1999)]

The APA Archives should receive 2 copies of newsletters, 3 copies of Division journals, and 2 copies of other Division publications.]

Composition: The Archivist is appointed by the President in consultation with the Executive Committee.

#### Global/International Perspectives on the Psychology of Women<sup>51</sup>

Duties: The Committee will propose and implement an agenda reflecting substantive issues in the lives of women and girls across global contexts and explore connections between how these issues are addressed by US feminist psychologists and feminist and other psychologists and social/behavioral scientists/practitioners in various countries and regions of the world.

Composition: Chair appointed annually by the Society President. Additional members recruited by Chair.

#### Student Affairs Committee<sup>52</sup>

Duties: The committee is charged with identifying the needs of Student Affiliates and communicating them to the Society.

Composition: Chaired by the elected Student Affiliate Representative. All student affiliates will automatically become members of this standing committee upon joining the Society, and during the term of their education.

#### Committee for Feminist Professional Training and Practice<sup>53</sup>

Duties: The committee will support feminist training projects (e.g., the Feminist Academy<sup>54</sup>, meetings of trainers at the APA convention) and advocacy (e.g., political action on issues relevant to women and supported by the Society, attendance at CAPP meetings for the committee chair). Past members of the former Section on Feminist

<sup>51</sup> [Motions: 83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)

94-9 Convert the Task Force on International/Global Perspectives to a Standing Committee(SC) of the Division. Tabled until August meeting of 1994. (January 22 - 23, 1994)

94-12 That the Executive Committee initiate the process for establishing a standing committee on Global Perspectives on Women. The bylaws change will be referred to the membership with wording specified by the Policy and Procedures Task Force. Passed unanimously. (August 11 - 12, 1994)

95-4 That the Bylaws be changed to reflect the status change from the Task Force on Global/International Perspectives on the Psychology of Women to the Standing Committee on Global/International Perspectives on the Psychology of Women. Motion passed unanimously. The Nominations and Election Committee will place the issue before the membership for a vote. (February 4, 1995)

98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)]

<sup>52</sup> [Motion 97-3, Section 5 There shall be a Standing Committee on Student Affairs of Division 35. It will be chaired by the elected Student Affiliate Representative. All student affiliates will automatically become members of this standing committee upon joining the Division, and during the term of their education. The Committee is charged with identifying the needs of student affiliates and communicating them to the Division.]

<sup>53</sup> [Motions: 98 The EC decided to sunset Section 2. (August 14, 1998)

98-7 The EC recommended that the bylaws be changed to create a Feminist Training and Practice Committee, that the chair of this committee be appointed by the president, that no more dues for Section 2 be collected, and that the committee and Finance Committee work together to disperse the current funds in ways consistent with their collection. (August 14, 1998)

98-9 Ellen Cole and Maggie Madden, Finance and Treasurer's reports, asked the EC to approve allocation of \$1,000 to the Academy for Feminist Practice from the budget of Section 2; the EC approved this unanimously by voice vote. (August 15, 1998)]

<sup>54</sup> [Motion: 99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

Professional Training and Practice understand that their dues will be used to fund special projects (perhaps as seed money) and advocacy efforts. Financial decisions will be made by a special committee consisting of the committee chair and the Society Finance Committee.

Composition: Chair appointed annually by the Society President. Additional members recruited by Chair.

The functions of the chair are:

- o Oversee requests for project and advocacy support and communicate them to the membership through the *Newsletter*.
- o Meet with the Society Finance Committee to make decisions regarding funding requests.
- o Act as a liaison for the Society President and Executive Committee to APA on practice issues and educational issues related to feminist training.
- o Act as a Society monitor to CAPP (attend meetings when financially feasible).
- o Write practice and training oriented column for the *Psychology of Women Newsletter*.
- o Sponsor symposium series at the APA annual convention.
- o Sponsor and chair annual meeting of feminist trainers and/or practitioners at the APA convention.
- o Monitor national training and practice issues for the Society Executive Committee and draft position statements, if needed.

### Special Committees<sup>55, 56</sup>

At the discretion of the Executive Committee, Special Committees can be created to carry on the work of the Society. Such Special Committees are created through a vote of the Executive Committee and need not be approved by the membership nor reflected in the *Bylaws* of the Society. Special Committees can be disbanded through a vote of the Executive Committee.

### SECTION<sup>57</sup>

#### *Section on The Psychology of Black Women*<sup>58</sup>

At the behest of a number of Society members concerned with the participation of Black women in organized psychology, a Section on the Psychology of Black Women was established in 1984. As stated in the *Society Bylaws*:

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<sup>55</sup> [Motion: 95-7 That the *Handbook* be updated to include Special Committees in addition to Standing Committees. Motion passed unanimously. (February 4, 1995)]

<sup>56</sup> The first Special Committee was the Policies and Procedures Committee which was implemented in 1995 and sunset in 1999. The committee's duties included documenting the policies and procedures of the Division, updating and revision of the *Handbook*, and provision of input on the application of parliamentary principles to the governance of the Division.

<sup>57</sup> The second section of the Division was the Section on Feminist Professional Training and Practice. The Section existed from 1990 through 1998.

<sup>58</sup> [Motions: 80-21 Changes regarding the Committee on Black Women's Concerns. Pam Reid suggested Article IV Section 10 be changed to state that a Chairperson shall be appointed by the Division President based upon the recommendation of the Committee and with the approval of the Executive Committee for a period of two years. The Executive Committee voted a sense of the Committee resolution that these changes are desirable but were not certain whether they should be in the bylaws or the rules of order. (April 25 - 26, 1980)

83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)

84-2 A bylaws Revision creating a section on Black Women. The revision will be referred to the general membership for a vote. Passed unanimously. (January 22 - 23, 1984)

84-3 Provide funds to send the section [on Black Women] President or the President's designee to the Executive Committee meeting. Passed. (January 22 - 23, 1984)

85-1 To approve bylaws of the new Section on the Psychology of Black Women. Passed. (February 3 - 4, 1985)

90-9 Bylaws Change was proposed and unanimously approved by the Executive Committee that section heads are voting members of the Executive Committee. A vote will go to the membership in the Spring. (January 26 - 28, 1990)

91-16 Section treasurers may not authorize expenditures greater than the amount the section has in its account. Passed. (August 15 - 16, 1991)

91-17 Regular section reports should appear in the Division 35 *Psychology of Women Newsletter*. Passed. (August 15 - 16, 1991)]

*The Section shall have as specific goals to increase the scientific understanding of those aspects of culture and class which pertain to the psychology of Black women, and to increase the quality of education and training in the psychology of Black women.*

Membership in the Section is separate from membership in the Society, although dual membership is strongly encouraged. The Section will establish its own *Bylaws* and its own governance structure. The Society will provide convention time to the Section, and other support as authorized by the Executive Committee.

Section funds are kept in the account with Society funds and managed by the Society Treasurer. The Secretary-Treasurer of the Section is responsible for arranging financial transactions of the Section with the Society Treasurer. Each Section is to provide a budget to the Executive Committee at each meeting of the Executive Committee<sup>59</sup>.

## T A S K F O R C E S

{Rev. 8/99}

Task Forces are initiated by the President with the approval of the Executive Committee. Typically one year in duration, their function is to study and advise the Society on matters of concern. Approved recommendations are published in the post-convention issue of the *Psychology of Women Newsletter*. Chairs of Task Forces should be familiar with the following guidelines:

### Society for the Psychology of Women Task Force Guidelines

Thank you for agreeing to head a Society Task Force. This document is designed to facilitate your work by outlining expectations and offering useful information. If you have a question that is not covered in this material, please contact the President or Secretary of the Society. Their addresses and phone numbers can be found on the Society address roster.

#### The Purpose of Society Task Forces

Society Task Forces are initiated by the President, often with the advice of the Executive Committee. They are formed to give intensive attention to a specific concern. A Task Force investigates and discusses the issue and provides the Executive Committee with concrete proposals for action. The specific charge to the Task Force affects its structure and functioning.

#### Task Force Membership

A list of Task Force volunteers or new members is sometimes provided for the Task Force chair. Members are recruited at the annual APA convention and by announcement in the *Psychology of Women Newsletter*. Those volunteers who follow up with the requested statement of skills and interests are invited to serve on the Task Force. The Task Force chair may augment this list if desired. The President maintains a general file of volunteers which can serve as one source of potential Task Force members. The basic principle for composition of the Task Force is to draw members from diverse regions of the nation. In some cases, however, the nature of the work may require that all members be in the same geographic area. The Task Force chair should provide the names and addresses of Task Force members to the Secretary. *Psychology of Women Newsletter* communications should acknowledge all working members.

Task Force reports should be sent to the Secretary. They will be distributed with the meeting agenda. Please send 60 copies. A sample format is included on the next page. It is only a suggestion, with the recognition that it will need to be modified to meet the special needs of some Task Forces. The format is available on diskette (text and RTF formats) from the administrative office.

#### Continuation of Task Forces

Task Forces are initially formed for only one year and are assumed to be dissolved at the end of that period, unless continuation is requested. In order to have the Task Force continued for the following year, the final report of the current year should state the rationale and the specific proposed activities for the coming year, as well as summarizing the activities of the past year and including the names of Task Force contributors.

#### Task Force Expenditures

Task Forces are automatically allocated \$50.00 for the year's expenses. Guidelines for reimbursement and a copy of the reimbursement form are in the Appendix. Only under rare circumstances will lump sum advances be made to the Task Force chair. This advance must be approved by the Executive Committee at its midyear meeting

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<sup>59</sup> [Motion: 91-15 Sections will present a budget to the Executive Committee at each meeting. Passed. (August 15 - 16, 1991)]

or, if time is pressing, by the President in consultation with the Treasurer and other elected Executive Committee members. Receipts and requests for reimbursement may be submitted to the Treasurer at any time. Most Task Forces are able to stay within their financial allocation. Measures which have been used to keep costs low including holding Task Force meetings during other regularly-scheduled meetings and the use of conference calls. The Executive Committee, at its midyear meeting, must approve requests for amounts above the \$50.00 limit. Such requests must be made in writing and placed on the agenda for the meeting.

## Table 2

## SAMPLE FORMAT FOR TASK FORCE REPORTS

Date

Task Force Chair: Name, Address, Phone

Contributing Members of Task Force: Names, Addresses, Phone Numbers

I. Information Items

- A. Background: Task Force charge, relevant history leading to the charge and new developments since Task Force formation
- B. General rationale for actions and recommendation

II. Action Items

- A. Recommendations for the Executive Committee to approve, prioritized if possible
  - 1. Goals--specific rationale for each recommendation
  - 2. Strategies and Procedures--the nature of the action being recommended.  
Be specific and operational
    - a. Requests for information or advice. Feel free to ask the Executive Committee for clarification or more direction in assisting the Task Force in resolving issues.
    - b. Requests for changes or additions to original charge.
  - 3. By whom action is required; e.g., Executive Committee, another division, etc.
  - 4. Toward whom the action is directed; e.g., advise the voting behavior of the Council of Representatives.
- B. Plans for evaluation of the outcome should be specified

III. Materials

- A. Description of materials generated; e.g., position papers, bibliography of correspondence with APA committees, etc.
- B. Listing of materials available, method and cost of obtaining them. Materials are not to be sold for profit.
- C. Suggested use of Task Force documents.

IV. Summary of Task Force expenses.

- A. Purpose of each expenditure
- B. Actual costs
- C. Costs charged to the Society

V. Final report only

Request termination or continuation, including specific rationale.

### Generating Funds

Executive Committee approval must be secured for major fund-raising (e.g., financing a conference). The Society may be eligible for designation as recipient of grant monies directly or as an institutional affiliate for grants through APA. This is subject to approval of the APA Board of Directors. Individuals should not seek grants designating the Society without APA as an institutional source. Other processes may be developed for the contribution of private money. Whatever the case, the Task Force works closely with the Executive Committee and relevant APA offices in seeking funds.

Individuals who have been involved in Society Task Force activities may seek funding for future activities at their own institutions. In such cases they should recognize direct contributions Society members have made and, when appropriate, donate any royalties or profit from activities to the Society. For example, a conference stimulated by your Task Force and made possible by Society member contributions might be published, its royalties then going to the Society.

### Getting Information and Feedback

Task Forces are encouraged to use the *Psychology of Women Newsletter* to inform members of interests and activities and to request information or participation. Such communication should be submitted according to editorial instructions in the most recent issue of the *Psychology of Women Newsletter*.

All Task Force chairs should receive a complete list of current Task Forces and their charges. A list of former Task Forces and Task Force chairs is listed in the Appendix of this *Handbook*. The Secretary maintains all final reports, and those from previous Task Forces may be useful resources.

Drafts of Task Force instruments may be circulated prior to approval of the final product, but such instruments should be clearly labeled "DRAFT". Although the time and resources of Society officers are limited, Task Force chairs are encouraged to consult them for information and feedback.

The Task Force should obtain Executive Committee approval for communication outside the Society. This may be done at regular meetings or, if time is pressing, permission may be given by the President in consultation with elected members of the Executive Committee.

### Stationery

Society stationery can be requested from the Secretary at any time. A request list is distributed at each Executive Committee meeting.

### Executive Committee Meetings

The Executive Committee meetings take place at midyear and at the APA convention. Task Force chairs are considered members of the extended Executive Committee and are encouraged to attend Executive Committee meetings and participate in all discussions as advisory members. (A few matters are restricted to the elected officers, primarily decisions on such positions as journal editor, which involve review of confidential materials.) Chairs receive the agenda and minutes of all Executive Committee meetings. All meetings are announced in the *Psychology of Women Newsletter* and are open to the general membership of the Society for both attendance and the submission of agenda items.

In the past, the midyear Executive Committee meeting has taken place either at APA headquarters or in the President's city of residence. At the midyear meeting, which takes place over two days, budget requests are considered for that calendar year. It is very important that Task Force chairs send any budget requests over the allocated \$50.00 to the Treasurer so that they may be considered during this meeting. It is also helpful for the Task Force to send a representative to answer questions about any budget requests. Written interim reports are also requested for this meeting.

Historically, two Executive Committee meetings (outgoing and incoming) took place at separate times during the convention. In 1987, however, these two meetings were combined into one four-hour session. This meeting includes Task Force reports and recommendations. First priority for discussion and decisions is given to Task Force reports received in time for distribution with the agenda. Task Forces that send no reports will be automatically dissolved with thanks. Recommendations of the Task Force that are approved by the Executive Committee are published in the post-convention issue of the *Psychology of Women Newsletter*. If action is requested, it is often quite important to have a representative of the Task Force present at the meeting in order to answer questions which might arise during discussion. The Task Force representative can also provide feedback to the Task Force from the members of the Executive Committee.

### Travel Funds

Travel reimbursement for attending Executive Committee meetings is possible only when the budget permits and the Society President explicitly requests the Task Force chair's presence. If you wish to attend the midyear meeting and finances are a problem, please communicate your needs to the President as early as possible.

While all Task Force chairs may feel that their attendance at the midyear meeting is crucial to the functioning of their respective Task Forces, the budget is extremely limited and travel reimbursement is not available for all. The Society does not provide any transportation costs to cover the meeting which coincides with the annual APA convention. The Travel Reimbursement Policy is in the Society Financial Policies section of this *Handbook*.

#### Task Force Summary:

Task Force chairs should receive:

- o Specific charges to the Task Force from the President
- o A list of volunteers
- o Copies of charges to other Task Forces
- o The Society for the Psychology of Women *Handbook*
- o An updated address/phone roster
- o A copy of the minutes from the most recent meeting of the Executive Committee
- o The prospective budget for the current year
- o Executive Committee meeting dates and deadlines for submission of Task Force reports
- o Stationery

Task Force chairs should provide:

- o Name and addresses of Task Force members to the Secretary
- o Interim report for the Midyear Executive Committee meeting (60 copies to the Secretary)
- o Final report for the Executive Committee meeting at the APA Annual Convention (60 copies to the Secretary)
- o Budget request (documentation to Treasurer prior to Midyear Executive Committee meeting)
- o Articles on Task Force activities to the *Psychology of Women Newsletter*
- o Representative(s) to attend Executive Committee meetings
- o Receipts and reimbursement forms to the Treasurer

## MONITORS AND LIAISONS

Monitors and liaisons are assigned annually by the President to oversee information and report on activities of groups to which they have been assigned. There are 2 groups of Monitors: (1) those assigned to APA boards and committees and (2) those assigned to other organizations. Historically, the President assigned liaisons, who were expected to attend meetings of the boards, committees, or organizations. Monitors were not expected to attend meetings, but instead received agendas and minutes, on which they reported to the Society. Liaison changed to Monitor status 2/87.<sup>60</sup> The Society does provide one liaison to the APA Committee on Women in Psychology.

### Committee on Women in Psychology Network

One liaison functions as a member of the American Psychological Association Committee on Women in Psychology Network. The Committee on Women in Psychology (CWP) Network works to enhance women and women's issues within APA by:

- o sending regular information to Network member
- o working with input from members

CWP urges each division and state and regional association to appoint a representative to CWP's Network. Representatives from organizations closely allied with APA are also members.

Responsibilities of CWP's Network Members:

- o Initiate issues and share information with CWP
- o Respond to inquiries from CWP as requested
- o Provide CWP with annual report of relevant division/state/regional activities
- o Contact president of division/state/regional association annually to determine continued service as Network representative or appointment of another representative. Inform APA's Women's Programs Office.
- o Attend Network meeting at APA annual Convention (or send a representative).

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<sup>60</sup> [Motion: 87-12 To change the term "liaison" to "monitor". This change will be made in the *Handbook* and the bylaws. Passed. (February 20 - 21, 1987)]

## Responsibilities of CWP:

- o Send minutes or meeting summary to each Network member following CWP meetings providing information on current CWP issues and decisions
- o Respond to initiatives from members
- o Coordinate APA's efforts to ensure equal opportunity for women psychologists are practitioners, educators, and scientists
- o Monitor the welfare of women as consumers of psychological services
- o Provide information and opportunities for Network members to become more active in APA governance

## ACTIVITIES

## Awards and Prizes

{rev. 8/99}

The Society participates in several awards and prizes which are awarded for work which furthers the goals of the Society. Coordination of the prizes will be managed by the Awards Committee <sup>61</sup>. Awards are grouped into two categories: Recognition Awards and Society Awards <sup>62</sup>.

## Recognition Awards

Initiated by the President to acknowledge service for the Society. The President will provide the names of members to be recognized to the administrative office by July 3<sup>rd</sup>.

At the annual Society business meeting, the President-Elect will award a plaque to the President. A plaque will be awarded at the Open Business Meeting at the APA Convention by the President to all outgoing editors of *Psychology of Women Quarterly*, *Psychology of Women Newsletter*, and the book series. A plaque or paper certificate, as appropriate, will be awarded at the Open Business Meeting at the APA Convention by the President to all outgoing elected officers (Secretary, Treasurer, APA Council Representative, Student Affiliate Representative, and Associate/ Profession Representative); chairs of standing committees (Membership, Fellow, Nominations and Governance, APA Program, Publications and Products, Hispanic Women, Lesbian Issues, Awards Coordinator, Finance, Continuing Education, Heritage, Global/International, and Feminist Practice and Training; and others as designated by the outgoing President.

The Secretary will coordinate with the administrative office to get the awards to the Open Business Meeting and will assist the President with their distribution.

## Society for the Psychology of Women Awards

These include the formal honorary and research awards described below: Carolyn Wood Sherif Memorial Lectureship, Research Award on Psychotherapy with Women, Association for Women in Psychology/Division 35 Student Research Prize, Barbara Strudler Wallston Award for the Representation of Underrepresented Groups in the Publication Process, Graduate Student Award Focusing on the Psychology of Black Women, Heritage Awards, Florence L. Geis Foundation Award, and Janet Shibley Hyde Graduate Student Research Grants. The President shall present each winner with a plaque or paper certificate, as appropriate, and the corresponding monetary award (except for the Geis award) at the Society's APA Social Hour. Award chairs are to provide the names of winners

<sup>61</sup> [Motions: 90-15 That the chairs of the various awards committees now form a new award committee [for] (1) Reporting at the August Executive Committee meeting a plan on how this committee will function; (2) Reporting at the August Executive Committee meeting a plan for funding ongoing awards. Members of this committee will include the chairs of the Sherif award, the psychotherapy research award, the Section on Black Women award, and a representative from the History Task Force. Unanimously passed. (January 26 - 28, 1990)

91-1 To add an Awards Committee as Standing Committee. The bylaws change will be referred to the membership. Passed. (February 23 - 25, 1991)

94-4 Award should be rotated between Professional Contributions and Heritage. Passed with 1 abstention. (January 22 - 23, 1994)]

<sup>62</sup> [Motion 99-9 Yoder moved that awards be grouped into two categories: recognition awards (for division service) and Division Awards (as designated in the handbook). She outlined a procedure for preparing for and presenting these awards that is to be included in the handbook. The Executive Committee made three modifications to this proposal: (1) the president should not present all the Division Awards; (2) the appropriate monetary award should be presented along with each certificate (except for the Geis award); and (3) a deadline be added to the procedure for chairs of Division Awards committees to provide names to the Treasurer who will issue checks. Yoder's motion to approve policy and procedure for Recognition and Division Awards was unanimously approved as modified by voice vote. (January 30-31, 1999)]

(and titles of submissions, where appropriate) to the Awards Coordinator by June 30<sup>th</sup>. The Awards Coordinator will provide the administrative office with all winners' names (and titles of submissions, where appropriate) by July 3<sup>rd</sup>. The administrative office will create a program listing this information, make copies for distribution at the Social Hour, and send these to the Awards Coordinator who will distribute them at the Social Hour. The administrative office will prepare all certificates, and the secretary will be responsible for bringing the certificates to the Social Hour and will assist the President with their presentation.

#### *Carolyn Wood Sherif Memorial Lectureship*

This award was initiated to honor the memory of Carolyn Wood Sherif and to encourage further contributions to feminist psychology. The criteria for selection of the honoree, as approved by the Executive Committee in August, 1984, are:

Evidence of excellence in teaching, research, and other scholarly activity, mentoring, and professional leadership. Relevant contributions to knowledge include empirical and theoretical work in feminist psychology on: 1) gender and the sex/gender system; 2) social values, attitudes, interaction processes, and social change; 3) the self system.

Evidence of interdisciplinary work is encouraged.

An honoree is selected annually by the Carolyn Wood Sherif Memorial Committee, which is responsible for seeking nominations and soliciting documentation supporting the nominations. The award consists of an honorarium provided for the presentation of a lecture at the annual meeting of the APA. The honorarium and other costs of maintaining the award process are funded through the Carolyn Wood Sherif Award fund, which was established through contributions from individuals from the Society.

#### *Research Award on Psychotherapy with Women*

This award is for the best unpublished paper on Psychotherapy with Women. Manuscripts on the broad topic of psychotherapy with women are eligible. Papers which have been submitted for publication or presented at professional meetings are eligible, along with papers which have been accepted for publication. In the latter case, the papers must be published after the May 1 submission due date. Research (quantitative and qualitative); clinical applications; clinical case studies, and theoretical review articles are welcome.

The \$250.00 cash award is funded by royalties donated by Drs. Annette Brodsky and Rachel Hare-Mustin from their book *Women and Psychotherapy: An Assessment of Research and Practice*.

The award is administered by the two co-chairs who solicit papers and arrange for anonymous reviews. A panel of psychologists with expertise on psychotherapy with women will read all of the entries, using a standard anonymous review procedure. Judging will be made on the basis of scholastic vigor, clinical impact, theoretical creativity and innovation, methodological skill, clarity and style of presentation, in addition to the judged importance to psychotherapy with women.

#### *Association for Women in Psychology/Division 35 Student Research Prize<sup>63</sup>*

The Association for Women in Psychology (AWP) and the Society for the Psychology of Women annually cosponsor an award in recognition of outstanding psychological research on women and gender roles done by students. Submissions are widely solicited, and the review process is shared among members of both organizations. Currently, the award is \$200.00.

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<sup>63</sup> [Motions: 81-4 That the Division take an active role in publicizing the AWP Student Research Prize both by publishing announcements in the *Newsletter* and by requesting the APA Office of Women's Programs to assist in identifying and encouraging applicants and judges. Passed. (April 2 - 3, 1981)

84-4 Continue co-sponsorship of the AWP/Division 35 Student Research Prize, including an allocation of \$100.00 for 1985. Passed. (January 22 - 23, 1984)

97-7 Ellen Cole and Maggie Madden, reporting for the Finance Committee, recommended approval of four budget requests: (1) from the Task Force on Women, Poverty, and Public Assistance for \$200 for photocopying and postage to disseminate their report; (2) from the AWP/35 Student Prize for a \$50 increase for a total of \$100; (3) to update bibliography on therapist-client sex (\$1,050); and from the Task Force on Feminist Telehealth for \$450. The EC approved all four recommendations. (August 14, 1997)]

This award is presented annually to the journal that has evidenced the most progress in increasing the representation of underrepresented groups in its publication process. The award is in memory of Barbara Strudler Wallston, for whom this issue was paramount.

*Graduate Student Award Focusing on the Psychology of Black Women*

This award is presented annually by the Section on the Psychology of Black women for outstanding original graduate research on basic or applied work in social, clinical, developmental, experimental, or any other area of psychology which has particular relevance to the increased understanding of gender role influences on the behavior of Black women. Currently, the award is \$250.00.

All entries are anonymously reviewed. Rating criteria for manuscripts are based upon originality, quality of the research (design, data analysis, interpretation), quality of the writing (organization, style, format, clarity), and contribution of the work to the substantive area of the psychology of Black women. To be considered for the award, an applicant must have been a graduate student at the time the research was conducted.

The application package should include:

- o three copies each of an abstract and the full length manuscript no longer than 15 typed, double spaced pages, and
- o self-addressed postcard to acknowledge receipt of the manuscript.

Manuscripts should be submitted no later than May 15.

*Heritage Awards*

The Division 35 (Society for the Psychology of Women) Heritage Award is given to a senior individual or individuals who have made distinguished, long-standing, and substantial contributions that pertain to women, gender, or related issues. Each Heritage Award is authorized in one of five (5) categories rotated yearly:

- APA Service Award [2004, 2009]
- Research/Publications Award [2002, 2007]
- Practice Award [2003, 2008]
- Policy Award [2000, 2005]
- Teaching [2001, 2006]

*Florence L. Geis Foundation Award*<sup>64</sup>

Dr. Florence Geis left a \$300,000.00 endowment to Division 35 for the specific purpose of supporting the graduate education of prospective academic psychologists in feminist social psychology. A standing committee is required to select the recipients of the award(s), determine the number of awards based on the investment income generated by the endowment, and monitor that the awardees are selected in accordance with Dr. Geis's intent to support the education of graduate students whose research in feminist psychology is rooted in social psychological theories and methodologies.

The Society has created a committee to review and present scholarships to qualified graduate students conducting research in feminist psychology. The committee shall be composed of 3 members of Division 35 serving in staggered 3-year terms, each affiliated with an academic institution and having published empirical research in the field of feminist psychology. At least two of the three members of the committee will come from a social psychological background. The Finance Chair of the Division, or her/his designee, will serve as an ex-officio member of the committee.

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<sup>64</sup> [Motion: 99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

Through the generosity of Janet Hyde, royalties from her book, *Half the Human Experience*, (5<sup>th</sup> edition), will be used to support four psychology graduate students feminist research projects annually, each up to \$500.00. A panel of psychologists will evaluate the proposals on the basis of theoretical and methodological soundness, relevance to feminist goals, applicant's training and qualifications to conduct the research, and feasibility of completing the project. Grant recipients are expected to submit a summary or progress report within 18 months of receipt of a grant. Doctoral students are eligible to apply for these grants.

Requirements:

- o Cover-sheet with title, investigator, address, phone, fax, and e-mail address;
- o A 100-word abstract;
- o A proposal (5-pages, double-spaced maximum) containing purpose, theoretical rationale, and procedures;
- o A 1-page statement of relevance to feminist goals and importance to field;
- o A dateline for progress and completion of the research;
- o A faculty sponsor's recommendation, including why the research cannot be funded by other sources;
- o An itemized budget (if additional funds are needed to ensure completion of the project, please specify sources);
- o The applicant's vita.

Submission Deadlines:

February 1 and July 1

5 copies are to be sent to the Chair of the Hyde Research Award Committee.

*Psychology of Women Quarterly*<sup>65</sup>

All Fellows, Members, Associates, and Affiliates receive the Society journal, *Psychology of Women Quarterly*, as part of their membership. The subscription is included in their dues.

The journal is published quarterly by Cambridge University Press (32 East 57<sup>th</sup> Street, New York, NY 10022). The Society owns the copyright and controls permission for quotations. Society funds are allocated for oral recordings for visually handicapped members.

Manuscripts may be submitted for review by mailing them to the Editor as specified in each volume. A \$10.00 processing fee is required for each manuscript to help cover processing costs. The Editor recruits a number of Associate Editors, each of whom represents a substantive area, and assigns manuscripts to the appropriate Associate Editor. Associate Editors secure at least two anonymous reviews for each paper, which include recommendations for acceptance or rejection along with critical comments. In cases of final acceptance, the Associate Editor forwards the recommendation to the editor, who must concur with the recommendation before a manuscript can be published. Manuscripts are typically published in order of acceptance. Editorial decisions are made by the Editorial Board, which consists of the Editor and the Associate Editors.

The Journal Editor is elected to a five-year term by the Executive Committee from a slate of candidates prepared by a search committee appointed by the President. The search committee solicits nominations from the membership and reviews qualifications<sup>66</sup>.

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<sup>65</sup> [Motions: 99-3 Division 35 will deposit archival records up through 1983 at Archives of the History of American Psychology (AHAP) in Akron, and archival records after 1983 at the APA Archives, Washington. (January 30, 1999)]  
The APA Archives should receive 2 copies of newsletters, 3 copies of Division journals, and 2 copies of other Division publications.

97-10 Annette Brodsky, Council Representative, gave the Council report highlighting the need for every published document that makes recommendations or sets policy to include a disclaimer relinquishing APA from responsibility. For the newsletter, this statement will read: "This publication represents the views of Division 35, not necessarily those of the American Psychological Association." Parallel statements need to be developed for other divisional publications and products. (August 15, 1997)]

<sup>66</sup> [Motions: 97-10 Annette Brodsky, Council Representative, gave the Council report highlighting the need for every published document that makes recommendations or sets policy to include a disclaimer relinquishing APA from responsibility. For the newsletter, this statement will read: "This publication represents the views of Division 35, not necessarily those of the American Psychological Association." Parallel statements need to be developed for other divisional publications and products. (August 15, 1997)]

99-5 Succession of an editor for the book series will follow the procedure adopted by *PWQ* whereby a slate of candidates, derived from nominations from the membership, is prepared by a search committee, appointed by the president, and is presented to the voting officers of the division. (January 30, 1999)]

General policy guidelines are set by the Executive Committee, which has ultimate responsibility for the *Psychology of Women Quarterly*. Ongoing management issues are handled by the Publications and Products Committee.<sup>67</sup>

The editor of the *Psychology of Women Quarterly* serves on the Publications and Products Committee.

### *Psychology of Women Newsletter*<sup>68</sup>

In 1988, the name of the Society *Newsletter* was changed to the *Psychology of Women Newsletter* to provide consistency in titles of Society products. The President and President-Elect appoint the *Psychology of Women Newsletter* editor(s) for a three-year term. Funds for the *Psychology of Women Newsletter* are included in the dues, and each member receives a subscription. Any member may submit for publication material which is reviewed for suitable content, length, etc. by the editor(s). The *Psychology of Women Newsletter* provides an outlet for organizational news, and serves as a forum for discussion of a variety of topics related to the psychology of women.

The *Psychology of Women Newsletter* is published quarterly. Deadlines for receipt of materials are: September 1 (Fall), November 15 (Winter), March 1 (Spring), and June 1 (Summer). Guidelines for copy submission and advertisement rates are printed in each issue of the *Psychology of Women Newsletter*<sup>69</sup>.

The editor of the *Psychology of Women Newsletter* serves on the Publications and Products Committee<sup>70</sup>.

<sup>67</sup> [Motions: 85-5 Spend up to \$150.00 for recording *Psychology of Women Quarterly* for visually handicapped members. Passed. (February 3 - 4, 1985)

97-10 Annette Brodsky, Council Representative, gave the Council report highlighting the need for every published document that makes recommendations or sets policy to include a disclaimer relinquishing APA from responsibility. For the newsletter, this statement will read: "This publication represents the views of Division 35, not necessarily those of the American Psychological Association." Parallel statements need to be developed for other divisional publications and products. (August 15, 1997)]

<sup>68</sup> [Motions: 97-10 Annette Brodsky, Council Representative, gave the Council report highlighting the need for every published document that makes recommendations or sets policy to include a disclaimer relinquishing APA from responsibility. For the newsletter, this statement will read: "This publication represents the views of Division 35, not necessarily those of the American Psychological Association." Parallel statements need to be developed for other divisional publications and products. (August 15, 1997)

99-3 Division 35 will deposit archival records up through 1983 at Archives of the History of American Psychology (AHAP) in Akron, and archival records after 1983 at the APA Archives, Washington. (January 30, 1999)]

The APA Archives should receive 2 copies of newsletters, 3 copies of Division journals, and 2 copies of other Division publications.

<sup>69</sup> [Motions: 79-3 The division will always report the complete results of all elections in the newsletter. Passed. (September 1, 1979)

80-3 The *Newsletter* accept paid advertising. The motion passed unanimously. (April 25 - 26, 1980)

81-4 That the Division take an active role in publicizing the AWP Student Research Prize both by publishing announcements in the *Newsletter* and by requesting the APA Office of Women's Programs to assist in identifying and encouraging applicants and judges. Passed. (April 2 - 3, 1981)

81-5 That the *Newsletter* will not be delayed beyond the scheduled deadlines for any but crucial business. There are to be no exceptions. Passed unanimously. (April 2 - 3, 1981)

83-3 To change the Division's current policy on publishing in the *Newsletter* the votes received by each candidate. Instead, the roster of candidates and winners will be listed. Passed. (April 15 - 16, 1983)

90-16 Rate increases for *Newsletter* advertising: Quarter page - \$100.00, Half page - \$150.00, Full page - \$250.00. Passed unanimously. (January 26 - 28, 1990)

94-3 An explicit discount rate for CE workshops to be published in the newsletter with early discount of 10%, have \$40.00 or \$25.00 for students and \$75.00 for other registrants in the workshops. Unanimously approved. (January 22 - 23, 1994)]

<sup>70</sup> [Motion: 99-5 Succession of an editor for the book series will follow the procedure adopted by *PWQ* whereby a slate of candidates, derived from nominations from the membership, is prepared by a search committee, appointed by the president, and is presented to the voting officers of the division. (January 30, 1999)]

## SOCIETY FOR THE PSYCHOLOGY OF WOMEN BOOK SERIES POLICY

{Rev. 8/95}

The objectives of the book series are to promote and distribute feminist scholarship focused on education, research, or practice that can contribute to advocacy and social change on behalf of women.

I The book series editor is appointed by the president following review and recommendations by the Publications and Products Committee<sup>72</sup>. The term ordinarily would be expected to be for five years.

II The series editor is appointed with the expectation that she will exercise initiative and leadership regarding the focus and direction of the book series, including:

- a) appointment of members of the editorial board
- b) acquisition and development of specific projects
- c) review and final oversight of both initial proposals and full manuscripts before they are forwarded to APA
- d) mediation of conflicts between volume editors and APA
- e) once a full manuscript has been forwarded to the series editor, she also arranges for the mediation of conflicts between volume editors and contributing authors should there be disagreement about the final preparation or disposition of chapters

III It should be expected that in some cases the book series editor might also function as a volume editor. In such cases the initial prospectus should receive exceptionally thorough review and additional consultation should be sought throughout the project.

- a) The initial review of the prospectus should include the president, past-president, and president-elect, as well as regular members of the editorial board. Additionally, at least two members of the editorial board should comment on the proposal, and one independent reviewer, not currently a member of the Executive Committee, should participate. Any of these individuals who are contributing authors on the project, should not participate in the review process. Anything less than a uniform endorsement of the project should require a conference call of executive members of Executive Committee or should involve an open discussion of the full Executive Committee at either the midwinter or annual meetings.
- b) An associate editor should be appointed to provide additional ongoing consultation and oversight on the project. The associate editor would assume the role of mediator in any subsequent conflicts of the type noted under general responsibilities of the series editor.

IV Functioning of the Editorial Board. The editorial board is appointed by the series editor and members may serve a variety of functions as advisor to the editor and occasionally in the capacity of recruiter or mentor to potential authors or volume editors. Functions may include the following:

- a) review and comment on book proposals and general projects, making recommendations on content, coverage, focus, and even recommending participants where edited volumes are involved.
- b) serving as reviewers or acquiring and coordinating reviews on specific manuscripts or elements of projects and forwarding this information to the series editor for appropriate communication to authors/editors
- c) making recommendations about the use of funds for development of unique or special projects over and above those funds allocated for minimal costs of preparing a manuscript.
- d) under unique circumstances, the editorial board might undertake some special project as a collective of editors/authors that could not be otherwise accomplished through recruiting other coordinators.

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<sup>71</sup> [Motion 99-3 Division 35 will deposit archival records up through 1983 at Archives of the History of American Psychology (AHAP) in Akron, and archival records after 1983 at the APA Archives, Washington. (January 30, 1999)]  
The APA Archives should receive 2 copies of newsletters, 3 copies of Division journals, and 2 copies of other Division publications.]

<sup>72</sup> [Motion: 99-5 Succession of an editor for the book series will follow the procedure adopted by *PWQ* whereby a slate of candidates, derived from nominations from the membership, is prepared by a search committee, appointed by the president, and is presented to the voting officers of the division. (January 30, 1999)]

## V Fiscal Policy

- a) Financial arrangements for the editorial office entail \$2,000 annual allocation from division funds to defray costs of phone, fax, copying, supplies, and modest secretarial assistance. At the request of the book series editor, this may be transferred in a lump sum to a separate account in a bank convenient to the series editor and managed by the series editor.
- b) Grant support from APA for specific projects is managed by the book series editor. Semi-annual reports (annual convention and midwinter retreat) are prepared by the book series editor that provide a financial balance sheet.
- c) Contributing first authors will be eligible for reimbursement of small expenses incurred in the preparation of their chapters. The amount of reimbursement may change from time to time following review by the finance committee and a vote of the division executive committee. First authors may receive full or partial reimbursement up to the specified amount without providing receipts by applying directly to the series editor, who then would draft a check in the appropriate amount.

Hospitality Suite<sup>73</sup>

The Society for the Psychology of Women and the Association for Women in Psychology (AWP) jointly sponsor a Hospitality Suite at the annual APA Convention. The Hospitality Suite is the site of paper presentations, lectures, and conversation hours by members of the Society and AWP, business meetings of Society Task Forces and AWP Caucuses, the Division 35/AWP party, and informal gatherings. There are displays of feminist books, available for purchase by visitors to the Hospitality Suite. In addition to the formal programming, the Hospitality Suite is used to provide reduced rate convention housing for students who are responsible for on-site coordination of activities.

Organization of the Hospitality Suite is managed jointly by the Society and the Association for Women in Psychology. Programs are coordinated by the chair of the APA Program Committee, Society monitor for the Division 35/AWP Suite, Society monitor for the Division 35/AWP Suite Programming, and members of the AWP Collective.

## SOCIETY FOR THE PSYCHOLOGY OF WOMEN FINANCIAL POLICIES

**Policy 1:** Expenses will be controlled. This policy forces the Division to stay within the budget. If there is an expense overrun by a task force or committee, the overrun will not be automatically reimbursed. The head will have to go through procedures laid down by the Executive Committee for reimbursement. The policy wording was changed to the following: The Finance Committee will formulate procedures and policy to allow the Division to manage our budget better. The policy was proposed as a motion and passed unanimously. (January 26 - 28, 1990).

**Policy 2:** Expenses will be tied to the Division's priorities. A motion to pass this policy as worded, was passed unanimously. (January 26 - 28, 1990)

**Policy 3:** Revenue for ongoing special projects will be generated by revenue streams other than dues. This policy pertains only to special projects, not routine committees, that will last for more than one year. The Executive Committee felt the wording was too restrictive because it would include two year task forces. The addition of the words "whenever possible" was suggested. "Revenue streams other than dues" includes several sources of current income, such as ads, continuing education revenue, royalties from publications. This policy does not mean that each special project would have to find its own source of income. With that understanding of the policy, it was passed unanimously as originally stated. (January 26 - 28, 1990)

(Policy 4 was rescinded. Details are listed in the Historical Motions in the Appendix of this *Handbook*.)

<sup>73</sup> [Motions: 80-1 Division 35 rent space in the AWP suite for up to \$25.00 a day, but that Division 35 not co-sponsor the suite. The motion passed unanimously. (April 25 - 26, 1980)

89-1 To pay \$1,000.00 to AWP for suite expenses at APA retroactively for 1988 and subsequent for two years (1989 & 1990). This amount will be evaluated at the end of two years. Motion passed. (February 9 - 10, 1989)

93-3 Support AWP/Division 35 Hospitality Suite with \$2,000.00 for 1993. Passed. (July 8, 1993)

95-1 That additional funding be allocated to fund advertising for suite programs. Motion passed unanimously. (February 4, 1995)]

**Policy 5:** 25% of income will cover operating costs and 75% will fund programmatic and service costs. At the previous Executive Committee meeting, the development of a categorical budget was approved. The following two budget categories were unanimously approved at this meeting:

A. Operating Expenses — under this category would be included all expenses necessary to keep the Division “afloat.” Included would be officers' expenses; expenses of internal committees (membership, finance, bylaws, fellows, organizational structure, governance, APA council, nominations and elections, recruitment); standard fees, travel, misc. meeting expenses, and discretionary funds.

B. Programs and Services — under this category would be included all programs and services provided by the Division including: APA program committee, *Psychology of Women Quarterly*, *Psychology of Women Newsletter*, prizes and awards, task forces, dues to other organizations, continuing education programs.

Asking for a 25%/75% operating/programs and services split would help long term planning, clarify Divisional priorities and thus improve decision-making about planning how to allocate funds and would should be considered a reasonable expenditure. After much debate the following policy was proposed:

The Executive Committee affirms a guideline of 25% - 75% split (25% operating and 75% programs and services) for the 1990 budget year. Passed unanimously. (January 26 - 28, 1990)

**Policy 6:** Members of the Executive Committee need more financial support to accomplish their missions. There should be increased exploration of ways to provide financial support to them. Passed unanimously. (January 26 - 28, 1990)

**Policy 7:** The Division guarantees that funds will not be a barrier to the full participation of ethnic minority women in Division 35. Passed unanimously. (January 26 - 28, 1990)

There are additional financial policies which have been followed by the Division, prior to the development and formalization of those enumerated above. They include:

Honoraria are offered to invited speakers<sup>74</sup>.

There is a limit of \$250.00 for the costs of invited speakers at the annual APA convention<sup>75</sup>.

Books published by the Division will provide income for the Division. Contributing authors can be reimbursed up to \$50.00 per chapter for expenses by the Publications and Products Committee. Royalties are for the benefit of the Division<sup>76</sup>.

#### TRAVEL REIMBURSEMENT POLICY

**INDIVIDUALS COVERED:** President, Past-President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, APA Council Representatives (outgoing, current, incoming), Affiliate and Associate/Professional Representatives, *Psychology of Women Newsletter* Editors, APA Program Chair, and Section Representatives. Others are eligible for reimbursement subject to the President's discretion, in consultation with the Executive Committee and budgetary limitations. Individuals are urged to use alternative funds to cover this travel if such funds are available.

<sup>74</sup> [Motion: 91-2 That honoraria should offered to all invited speakers. Passed. (February 23 - 25, 1991)]

<sup>75</sup> [Motions: 87-4 To cap the costs of invited speakers at the annual APA convention at \$250.00/speaker. Passed. (February 20 - 21, 1987)  
94-7 For \$500.00 for cosponsorship of invited speaker with Divisions 9 and 48. Rules for future funding need to be clarified. Seconded with 1 abstention and remaining approving. (January 22 - 23, 1994)]

<sup>76</sup> [Motion: 92-3 Publications Committee will reimburse authors up to \$50.00 per chapter upon request and will not share royalties with authors. Passed. (January 31 - February 2, 1992)]

**TRAVEL COVERED:** All persons listed above will be reimbursed for transportation expenses to attend the midyear Executive Committee meeting. The President's and Program Chair's APA Convention hotel expenses, up to \$1,000.00, will be reimbursed<sup>77</sup>. For all other members of the Executive Committee, travel to the Executive Committee meeting held in conjunction with the APA convention is reimbursed only in cases of hardship. In cases of hardship, the President, in consultation with the Executive Committee, will consider applications for reimbursement on a meeting-to-meeting basis, subject to budgetary constraints.

Council Representatives are also eligible for reimbursement of expenses to cover meals and lodging for the midyear meeting of Council when their term of office is active. Expenses for the Fall meeting, coinciding with the APA convention, are not covered.

**EXPENSES COVERED:** For those living more than 250 miles from the meeting, coach fare is reimbursed. Tickets should be purchased well in advance to take advantage of reduced rates for early bookings. For those living within 250 miles of a meeting, the Society will reimburse the cost of whatever form of transportation is least expensive, whether airfare or ground transportation. Train or bus fares are reimbursed at cost. Auto expenses are reimbursed at the rate of 20 cents per mile plus tolls. Local transportation, meals and lodging are NOT reimbursed by the Society.

**REQUEST FOR REIMBURSEMENT:** All requests should be accompanied by receipts. In order to avoid credit card finance charges to the individual, reimbursement can be requested at the time of purchase. This is done with the understanding that when such tickets are not used it is the responsibility of the individual to immediately reimburse the Society.

All requests are to be sent to the Treasurer, using the expense reimbursement form, illustrated on the last page of this *Handbook*.

#### BUDGET REQUESTS AND REIMBURSEMENT INFORMATION

**GENERAL INFORMATION:** Unless otherwise requested, all Committees and Task Forces are automatically allocated \$50.00 each budget year. It is important to remember that the Society budget year coincides with the calendar year and starts in January, while the appointment year for most Committee and Task Force chairs begins in August. This means that a Committee or Task Force chair "inherits" the first half of her/his budget from the previous Committee or Task Force chair's request<sup>78</sup>.

Many Committee or Task Force chairs have found it helpful to use the time from August through January as a "development" phase and identify their specific goals and objectives. A budget can be developed at the same time and any additional monies required are then requested at the midyear Executive Committee meeting. The Committee or Task Force then uses the remaining months until August to complete their tasks.

**REQUESTS:** A budget should be submitted to the President and Treasurer of the Society during January prior to the midyear Executive Committee meeting. A call for budget items is sent out along with the call for agenda during January. The budget request should be completed on the form provided by the Treasurer (sample attached). The budget should be formed in consultation with individuals who performed the same or similar tasks in the past.

**MECHANICS:** The budget is developed and approved at the midyear Executive Committee meeting of the Society. Committee and Task Force chairs are notified by the Treasurer of the amount approved for their operating expenses. Reimbursements are then requested by the Committee or Task Force chair to the Treasurer, using the form. It is extremely important that receipts (or legible copies) be attached; the Treasurer maintains the general ledger of the Society and needs these receipts for accounting purposes. The Treasurer writes checks twice a month; however, an expedited reimbursement is possible.

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<sup>77</sup> [Motion: 99-10 Madden moved that hotel expenses, up to \$1000 each, for the president and program chair at the APA convention be paid by the division. The motion passed unanimously by voice vote. (January 31, 1999)]

<sup>78</sup> [Motion: 89-7 All Executive Committee members must report their expenditures on a six month basis at the time designated in order to be eligible for reimbursement. (Suggested designated dates would be mid-July for the first six month of the year and mid-January for the second six month). Reimbursement of late requests would occur on an individual basis based on an evaluation of the budget. They would not automatically be funded. Passed. (August 14, 1989)]

Final accounting should be submitted to the Treasurer as soon as the task is completed. Deadlines have been set twice a year for reimbursement. Expenses incurred between January 1 and June 30 must be submitted by July 15. Expenses incurred between July 1 and December 31 must be submitted by January 15. Receipts turned in late will be considered on an individual basis and may not be reimbursed if the Society is over-budget.

**EXPENSES PERMITTED:** Budget categories should conform to those in the Society budget form. If the expenses to be covered are different from those previously charged to complete the same or similar tasks, the budget should offer a rationale. Such discrepancies are anticipated, since there is a dramatic difference in the resources available to individuals performing Society functions.

All officers, committee heads, editors, and task force chairs will stay within their expense budget. No payments over budget will be paid without prior approval from the President.

The procedure for requesting approval will be that when an officer, committee head, editor, or task force chair sees that further expenditures will result in a budget overage, she or he will notify the President. Notification will consist of talking with the President or leaving a message. The request should also be sent in writing with a copy kept by the individual making the request. The message to the President should include the deadline by which the decision must be made and relevant information to assist the President in making the decision. The individual making the request must leave a telephone or facsimile number where a message may be left 24 hours a day.

It is requested that a minimum of 48 hours be given between notification of possible overrun and actual commitment of the funds. If the individual is unsure of her or his funding situation or is unable to reach the President, she or he may consult with the Treasurer or Finance Chair.

#### APA PRESIDENT ENDORSEMENT POLICY<sup>79</sup>

In keeping with its mission to serve as a catalyst to promote feminist knowledge and increase participation of women in psychology, Division 35 endorses candidates for APA office whose values and behaviors are in keeping with Division principles. Recognizing that there is a wealth of talent in the division and that endorsement may involve some difficult choices, Division 35 has developed the following principles for the endorsement of candidates for the APA presidency and other offices.

1. The process will be inclusive, encouraging voices to be heard. Thus, candidates who are seeking APA offices will be invited to provide a 500-word, written statement to the Executive Committee that summarizes their track record on women's issues and sets out their vision of how they would incorporate the mission/values of Division 35 in the office if elected.
2. The EC will review these statements and make judgments about endorsement based on the criteria listed below.
  - a. The endorsement decisions will depend on the mix of candidates. If there is more than one candidate who is considered acceptable, there may be a discussion to rank the candidates.
  - b. All candidates who are considered acceptable will have their statement published in the Division 35 newsletter, along with the endorsement/ranking of the EC. Criteria for endorsement include:
    - Track record on behalf of women's issues. This may be demonstrated in a variety of ways, but the emphasis is on documented behaviors and not simply a statement of feminist values. Behaviors can include service to APA; Division 35; contributions to scholarship, science, practice; establishment of feminist institutions (e.g., AWP, Women's Studies programs, FTI, Committees on Women in Divisions or State association, advocacy on behalf of women in home institutions, etc).
    - Track record of inclusiveness and fostering the empowerment of women. This may be demonstrated by involvement in issues related to ethnic minorities, ability status, sexual orientation, and other dimensions of social identity and difference that can potentially divide women from each other and from men.

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<sup>79</sup> Motion passed by the Executive Committee August 1998.

- Electability (optional). What type of resources would be required to elect this candidate and what roles could the division play?

Other criteria: There may be potential benefits/risks to the division that may be unique to the mix of candidates and therefore not necessarily foreseeable. An example of this would be to give a preferential endorsement to a candidate who is centrally involved in women's health issues at a time when women's health issues are hot on the national federal agenda. It is not necessary for women or men who are running for the presidency to be a member of Division 35 to receive Division 35 endorsement. However, it is expected that the track record, electability, and potential benefits to the division would be particularly outstanding for the EC to prefer a nonmember over a member in a presidential election.

## APPENDIX

For each Committee and Section, the historical committee chairs, section presidents, and/or task force chairs are listed below the Committee or Section which reflects the current governance structure of the Society for the Psychology of Women.

## EXECUTIVE COMMITTEE MEMBERS

*President*

2001-2002	Jessica Henderson Daniel
2000-2001	Janice D. Yoder
1999-2000	Phyllis Katz
1998-99	Melba Vasquez
1997-98	Judith Worell
1996-97	Laura S. Brown
1995-96	Cheryl B. Travis
1994-95	Norine G. Johnson
1993-94	Janet Shibley Hyde
1992-93	Natalie Porter
1991-92	Pamela Trotman Reid
1990-91	Bernice Lott
1989-90	Lenore Walker
1988-89	Nancy Felipe Russo
1987-88	Ellen Kimmel
1986-87	Virginia E. O'Leary
1985-86	Jacquelynne Eccles
1984-85	Hannah Lerman
1983-84	Irene Hanson Frieze
1982-83	Mary Brown Parlee
1981-82	Michele A. Wittig
1980-81	Rhoda Unger
1979-80	Carolyn Wood Sherif
1978-79	Barbara Strudler Wallston
1977-78	Annette M. Brodsky
1976-77	Martha Schuch Mednick
1975-76	Florence Denmark
1974-75	Helen S. Astin
1973-74	Elizabeth Douvan

*Task Force to Form Division 35*

1973-74	Helen Astin
	Tena Cummings
	Martha Mednick
	Lorraine Eyde (established executive office)
	Nancy Anderson (Bylaws drafting)

*Secretary*

2001-2003	Cynthia de las Fuentes
1999-2001	Jean Lau Chin
1997-99	Janice D. Yoder
1995-97	Mary Gergen
1992-95	Rosalie J. Ackerman
1991-92	Margaret E. Madden
1989-91	Natalie Porter
1987-89	Dona Alpert
1986-87	Kathryn Knudsen

*Treasurer*

1992-2001	Margaret E. Madden
1987-92	P. Kay Coleman
1986-87	Sharon Toffey Shepela

*Secretary-Treasurer*

1985-86	Julia Ramos McKay
1982-85	Charlene Depner
1980-82	Jeanne Marecek
1977-80	Arnold Kahn
1974-77	Barbara Strudler Wallston
1973-74	Lorraine Eyde

*Representatives to APA Council*

2001-2003	Lillian Comas-Díaz
2000-2002	Judith Worell
1999-2001	Laura Brown
1998-2000	Karen Wyche
1997-99	Nancy Felipe Russo
1996-99	Annette Brodsky
1995-98	Janis V. Sanchez-Hucles
1993-97	Lenore Walker
1992-95	Gail Elizabeth Wyatt
1992-95	Nancy Felipe Russo
1991-93	Hannah Lerman
1989-92	Lillian Comas-Díaz
1989-92	Virginia E. O'Leary
1989-90	Florence Denmark
1988-91	Cheryl Travis
1986-89	Lucia A. Gilbert
1986-89	Vickie Mays
1985-88	Lenore Walker
1985-88	Pamela Trotman Reid
1983-86	Phyllis Katz
1982-85	Ellen Kimmel
1982-85	Kathleen Grady
1980-82	Lucia A. Gilbert
1979-82	Hannah Lerman
1978-81	Jo Ann Evansgardner
1978-80	Helen S. Astin (appointment to replace V. E. O'Leary)
1977-80	Michele Wittig
1976-79	Rhoda Unger
1976-77	Virginia E. O'Leary (resigned in 1978)
1975	Martha Schuch Mednick
1974-78	Tena Cummings
1974-75	Annette Brodsky
1974	Hannah Lerman
1974	Georgia Babladelis
1974	Nancy Anderson

*Associate and Professional Representative*

1999-2001	Kathleen M. Kirby
1997-1999	Nancy Young

*Associate Representative*

1995-97	Lorraine Licata
1987-95	Nancy F. Young
1985-87	P. Kay Coleman
1981-85	Harriet Fein
1979-81	Nancy F. Young
1978-79	Elaine Ades Sachnoff

*Student Affiliate Representative*

1999-2001	Veronica Navarrete-Vivero
1997-99	Lorraine J. Martinez

*Affiliate Representative*

1995-98	Shalynn Ford
1993-94	Sara Simon
1991-93	Judi Addleston
1987-91	Carol Tate
1985-87	Carol Goodenow
1981-85	Elizabeth Kalb
1980-81	Anne Mulvey
1979-80	Brenda Major
1978-79	Sandra Rice Murray Nettles

## SECTION OF DIVISION 35

*President, Section on the Psychology of Black Women*

1998-2001	Ruth Hall
1995-98	Lula Beatty
1993-95	Martha E. Banks
1989-93	Veronica Thomas
1988-89	Peggy Carr
1986-88	Sandra Rice [Murray] Nettles
1984-86	Vickie Mays

*Chair, Committee on Black Women's Concerns*

1982-84	Vickie Mays
1980-82	Gwendolyn Puryear
1979-80	Pamela T. Reid, Gwendolyn Puryear
1978-79	Pamela Trotman Reid

*Chair, Task Force on Black Women's Concerns*

1976-77	Sandra Rice Murray
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STANDING COMMITTEE CHAIRS AND CO-CHAIRS OF  
DIVISION 35*Membership and Recruitment Committee*

2000-2001	Robin Powers
1998-2001	Lisa Chatillon
1996-98	Kathryn L. Norsworthy
1993-96	Patti Connor-Greene
1991-92	Christine Iijima Hall
1990-91	Margaret E. Madden

*Membership Committee*

1989-90	Margaret E. Madden
1986-88	Sara Snodgrass
1985-86	Teresa Peck
1983-85	Peggy Blackwell
1981-83	Candace Schau, Peggy Blackwell
1980-81	Candace Schau
1979-80	Carol Nagy Jacklin
1978-79	Christine Davidson
1976-77	Claire Etaugh
1974-75	Virginia O'Leary
1973-74	Rhoda Unger

*Recruitment Committee*

1987-89	Sue Rosenberg Zalk
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*Recruitment Task Force*

1985-87	Elizabeth Kalb
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*Fellow Selection Committee*

2000-2001	Michele Wittig
1998-2000	Theo Sonderegger
1995-99	Mary Brabeck
1994-95	Rachel Hare-Mustin
1993-94	Alice Eagly
1991-93	Sue Rosenberg Zalk
1989-91	Mary Koss
1988-89	Florence Denmark
1987-88	Oliva Espin, Bernice Lott
1986-87	Bernice Lott
1984-86	Lenore Walker
1983-84	Marilyn Johnson
1982-83	Judith Worell
1981-82	Gloria Gottsegen
1980-81	Judith Worell, Janet Spence
1979-80	Ellen Kimmel, Julia Sherman, Janet Spence
1978-79	Annette Brodsky, Virginia O'Leary, Helen Astin
1976-78	Florence Denmark
1974-75	Virginia O'Leary
1973-74	Grace Baruch

*Nominations and Elections Committee*

2000-2002	Janis Hucles Sanchez
2000-2001	Amy Marcus-Newhall
1998-2000	Mary Gergen
1997-98	Mary Gergen, Nancy Young
1995-97	Jean Lau Chin, Nancy Young
1994-95	Jean Lau Chin
1992-94	Patricia Morokoff
1990-92	Karen Wyche
1989-90	Michele Paludi, Peggy Carr
1988-89	Lucia Gilbert, Sherwin Davidson
1987-88	Natalie Porter
1986-87	Dona Alpert
1985-86	Laura Brown
1983-84	Rhoda Unger
1984-85	Kathryn Quina

1982-83	Carol Tittle
1981-82	Cheryl Travis
1980-81	Arnold S. Kahn
1979-80	Kathleen E. Grady, Arnold S. Kahn
1978-79	Mary Parlee
1976-77	Lucia Gilbert, Toni Falbo
1974-75	Michele Wittig
1973-74	Barbara Wallston

*Governance Committee*

2000-2002	Siony Austria
1999-2001	Linda Forrest
1998-99	Ruth Paige
1996-98	Bianca Cody Murphy
1995-96	Maureen McHugh
1992-95	Lucia Gilbert
1991-92	Annette Brodsky, Cheryl Travis
1989-91	Annette Brodsky
1988-89	Pamela Trotman Reid
1987-88	Phyllis Katz
1986-87	Jacquelyn Gentry
1984-86	Jacquelyn Goodchilds
1980-82	Jeanne Gullahorn, Jan Birk
1979-80	Rhoda Unger, Jan Birk
1978-79	Rhoda Unger
1976-77	Nancy Felipe Russo, Tena Cummings

*APA Program Committee*

2001-2002	A. Toy Caldwell-Colbert
2000-2001	Ann Fischer
1999-2001	Sylvia Sara Canetto
1998-2000	Cynthia de las Fuentes
1997-98	Asuncion Austria, Rosalie J. Ackerman
1996-97	Martha E. Banks, Rosalie J. Ackerman
1995-96	Diane Clark
1994-95	Mary Brabeck
1993-94	Jan Yoder
1992-93	Veronica Thomas
1991-92	Melba Vasquez
1990-91	Patricia Morokoff, Michele Paludi
1989-91	Sue Rosenberg Zalk
1988-89	Mary Koss
1987-88	Barbara Gutek
1986-87	Natalie Porter
1985-86	Maria Vegega, Virginia deWolf
1984-85	Laura Brown
1983-84	Jacquelynne Eccles
1982-83	Lucia Gilbert
1981-82	Anne Petersen
1980-81	Phyllis Katz
1979-80	Mary Brown Parlee
1978-79	Cheryl Brown Travis
1977-78	Carolyn Sherif
1976-77	Patti Keith-Spiegel
1975-76	Toni Appel
1974-75	Nancy Anderson
1973-74	Florence Denmark

1989-91	Alice Chang
1988-89	Corann Okorodudu
1987-88	Jennifer Friday
1986-87	Cynthia A. Rorhbeck
1985-86	Peggy Carr
1984-85	Michele Harway
1983-84	Susan Wolf
1981-82	Gwendolyn Puryear
1980-81	Annie Cotten-Hustan
1979-80	Susan Sacks
1978-79	Brenda Major

*Preconvention Workshops Subcommittee*

1979-81	Matti Gershenfeld
1978-79	Norma Calway-Fagan

*Publications and Products Committee*

2000-2002	Phyllis Katz
1999-2001	Melba Vasquez
1997-99	Cheryl B. Travis
1996-97	Cheryl B. Travis, Norine Johnson
1995-96	Janet Shibley Hyde, Norine Johnson,
1994-95	Natalie Porter, Janet Shibley Hyde
1993-94	Lenore Walker, Natalie Porter
1992-93	Pamela Trotman Reid, Lenore Walker
1990-91	Irene Frieze, Lenore Walker

*Editors, Division 35 Publications*

*Psychology of Women Quarterly* Editor

1999-2004	Jacquelyn White
1995-2000	Nancy Felipe Russo
1989-94	Judith Worell
1985-89	Janet Shibley Hyde
1980-85	Nancy Henley
1975-80	Georgia Babladelis
1975-76	Judy Sakaki, Assistant Editor

*Psychology of Women Newsletter* Editor

2000-2003	Nita McKinley
1997-2000	Lillian Range
1994-97	Janice D. Yoder
1991-94	Kathryn Quina
1988-91	Renée Royak-Schaler
1988-90	Sheryle [Alagna] Gallant, Renée Royak-Schaler
1986-88	Sheryle Alagna, Patricia Morokoff
1984-86	Dona Alpert, Nancy Young
1983-84	Marlyne Kilbey
1981-83	Marlyne Kilbey, Dorothy Stewart
1979-81	Pamela Trotman Reid, Cheryl B. Travis
1977-79	Virginia E. O'Leary, Barbara Reimer
1976-77	Eleanor Hall
1975-77	Jo Ann Evansgardner
1975-76	Sandra S. Tangri
1974-76	Tena Cummings
1974-75	Nancy Anderson

2000-2005 Sue Rosenberg Zalk  
1992-99 Cheryl B. Travis

*Publications Committee*

1989-90 Mary Crawford, Nancy Felipe Russo  
1988-89 Mary Crawford, M. Marlyne Kilbey  
1987-88 Judith Worell  
1985-87 M. Marlyne Kilbey  
1983-85 Kathleen Grady  
1982-83 Jeanne Marecek

*Products Subcommittee*

1987-88 M. Marlyne Kilbey  
1986-87 Irene Hanson Frieze, Phyllis Katz  
1984-85 Phyllis Katz, Irene Hanson Frieze

*Journal Editor Search Subcommittee, Chairs*

1998 Janice Steil  
1993 Pamela Trotman Reid  
1984-85 Barbara Strudler Wallston

*Journal Management Subcommittee*

1978-82 Virginia E. O'Leary

*Special Journal Issue Subcommittee*

1980-81 Barbara Strudler Wallston

*Book Editor:*

1975-76 Martha Mednick

*Publications Task Force*

1978-79 Judith Worell

*Committee on Hispanic Women's Concerns*

2000-2001 Lorraine Martinez  
1999-2000 Cynthia de las Fuentes  
1998-99 Patricia Mestas Vigil  
1997-98 Maryann Santos de Barona  
1996-97 Sandra Pacheco, Ivonne Romero  
1994-96 Sandra Pacheco  
1991-94 Maryann Santos de Barona  
1990-91 Mimi Acosta  
1986-90 Angela Ginorio

*Concerns of Hispanic Women Task Force*

1982-86 Hortensia Amaro  
1980-82 Oliva Espin  
1978-80 Margarita Garcia  
1977-78 Martha Bernal

*Committee on Lesbian Issues*

2000-2001 Nancy Baker and Jessica Morris  
1995-2000 Suzanna Rose

1994-95	Leah Fygetakis
1993-94	Judith Glassgold
1991-93	Ruth Hall
1989-91	Martha Pearse
1988-89	Connie Sing Wai Chan
1987-88	Susan Gore
1986-87	Robin Buhrke

*Task Force on Lesbian Issues*

1984-85	Robin Buhrke
1983-84	Laura Brown

*Awards Coordination*

2000-2001	Nancy Young
1999-2000	Sue Rosenberg Zalk
1994-99	Martha E. Banks
1991-92	Norine Johnson
1990-91	Kay Deaux

*Carolyn Wood Sherif Memorial Lectureship Committee*

2000-2001	Janet Shibley Hyde
1999-2000	Bernice Lott, Faye Crosby
1998-99	Lucia Gilbert
1997-98	Gail E. Wyatt
1996-97	Phyllis Katz
1995-96	Rhoda Unger
1994-95	Nancy Felipe Russo
1993-94	Helen Astin
1992-93	Florence Denmark
1990-91	Martha Mednick
1991-92	Ravenna Matthews Helson
1989-90	Beth Rom-Ryner
1988-89	Kay Deaux
1987-88	Abigail J. Stewart
1986-87	Florence L. Geis
1985-86	Irene Hanson Frieze

*Carolyn Wood Sherif Memorial Task Force*

1984-85	Arnold S. Kahn
1983-84	Michele Wittig

*Committee on the Research Award on Psychotherapy with Women*

1999-2001	Carol Zerbe Enns
1998-99	Linda Forrest
1996-98	Maryka Biaggio
1996-97	Lillian Comas-Díaz, Maryka Biaggio
1994-96	Jessica Henderson Daniel, Lillian Comas-Díaz
1988-89	Laurie Chassin
1987-88	Joan E. Crowley
1986-87	Jeanne P. Lemkau
1985-86	Lucia A. Gilbert
1984-85	Judith Worell
1983-84	Annette Brodsky

*Association for Women in Psychology/Division 35 Student Research Prize*

1998-2001	Ingrid Johnston Robledo
1995-98	Joan C. Chrisler
1992-95	Doris Howard
1990-92	Suzanna Rose
1985-90	Maureen McHugh
1984-85	Irene Hanson Frieze

*Barbara Strudler Wallston Award for the Representation of Underrepresented Groups in the Publication Process*

1987-88	Kathleen Grady
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*Graduate Student Award Focusing on the Psychology of Black Women*

1995-2001	Martha E. Banks
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*Heritage Awards*

2000-2001	Arnold S. Kahn
1994-2000	Florence L. Denmark
1993-94	Louise Vetter, Michele Andrisin Wittig
1991-92	Agnes N. O'Connell

*Florence L. Geis Foundation Award*

1999-2001	Virginia Brown
1994-99	Natalie Porter

*Janet S. Hyde Graduate Student Award*

2000-2001	Silvia Canetto
1997-2000	Sue Rosenberg Zalk
1996-97	Jacquelyn White

*Finance Committee*

1999-2001	Pamela Trotman Reid
1996-99	Ellen Cole
1995-96	M. Marlyne Kilbey, Ellen Kimmel
1992-94	Ellen Kimmel
1991-92	Cheryl Travis
1987-91	Norine Johnson
1986-87	Phyllis Katz

*Investment Committee*

1995-2001	Ellen Kimmel
1994-1995	M. Marlyne Kilbey, Ellen Kimmel

*Finance Task Force*

1984-85	Kathleen Grady
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*Continuing Education Committee*

2000-2001	Ellen Cole and Paula Derry
1998-2000	Jessica Henderson Daniel, Janis Sanchez-Hucles
1997-98	Jessica Henderson Daniel, Jean Lau Chin
1996-97	Jessica Henderson Daniel, Jean Lau Chin, Carla Bradshaw
1995-96	Sarah Miyahira, Jacquelyn White

1994-95	Karen Wyche
1989-90	Patricia Rozee-Koker
1994-96	Sara Miyahira
1991-95	Beverly Greene
1991-94	Renée Royak-Schaler
1990-91	Patricia Rozee
1988-89	Peggy Brooks
1987-88	Janet Franzoni
1985-87	Linda Garnets

*Continuing Education Task Force*

1984-85	Linda Garnets
1981-84	Kathryn Quina
1980-81	Veronica Nieva
1979-80	Virginia Pendergrass
1978-79	Jan Birk

*Continuing Education: Teaching Institute*

2000-2001	Susan Basow and Carole Corcoran
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*Heritage Committee*

*Chair, Heritage Committee*

2000-2003	Alexandra Rutherford
1996-2001	Deborah Johnson
1994-96	Katharine S. Milar
1992-93	Agnes N. O'Connell

*Archivist*

1991-2001	Nancy Felipe Russo
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*Global/International Perspectives on the Psychology of Women*

2000-2002	Kathryn Norsworthy
1999-2001	Toni Antonucci
1995-99	Corann Okorodudu

*Task Force on Global Perspectives on the Psychology of Women*

1992-95	Corann Okorodudu
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*Student Affairs Committee*

2000-2001	Veronica Navarrete-Vivero
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*Committee on Clinical Training and Practice*

2000-2001	Judith Worell and Redonna Chandler
1998-2000	Roberta Nutt, Lillian Comas-Díaz
1988-89	Lillian Comas-Díaz, Dona Alpert, Irma Best-Williams
1987-88	Laura Brown, Lillian Comas-Díaz
1986-87	Barbara Cluster, Laura Brown
1985-86	Barbara Cluster

*Committee on Clinical Training and Practice: Specialty Petition*

2000-2001	Pam Remer
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*Committee on Clinical Training and Practice: Feminist Academy*

2000-2001 Shari Miles and Louise Silverstein

*President, Section on Feminist Professional Training & Practice*

1994-98 Roberta L. Nutt  
 1992-94 Norine Johnson, Lenore Walker  
 1990-91 Lynne Bravo Rosewater

*Steering Committee Co-chairs, Section on Feminist Professional Training & Practice*

1989-90 Laura Brown, Dona Alpert

*Task Force on Clinical Training and Practice*

1982-85 Barbara Claster, Jeanne Marecek

*Regional Coordinators, Task Force on Clinical Training and Practice*

1976-77 Annette Brodsky, Iris Fodor, Celia Halas, Clara Hill,  
 Ann McAllister, Jeanne Marecek, Rosemary Robbins  
 1975-76 Rachel T. Hare-Mustin

SPECIAL COMMITTEE CHAIRS AND CO-CHAIRS OF DIVISION 35

*Policies and Procedures Committee*

1995-1999 Martha E. Banks, Rosalie J. Ackerman

*Decade of Behavior Committee*

2000- Cheryl Travis

*Public Relations Committee*

2000- Kathleen Kirby and Paula Caplan

TASK FORCE CHAIRS

Abortion:

1989-90 Sandy Haber

Academic Administration and Women:

1999-2001 Judith Albino and Natalie Porter

Accreditation:

1978-79 Mary Faith Tanney

Ad Hoc Committee on Associate Status:

1973-74 Irene Hanson Frieze

Ad Hoc Committee on Affiliate Status:

1973-74 Diane Krooth

Adolescent Girls:

1997-99 Carol Goodenough, Norine Johnson

Affirmative Action:

1981-82 Phyllis Katz, Sharon Shepela  
 1980-81 Sharon Shepela  
 1979-80 Jacqueline Macaulay  
 1977-78 Virginia Pendergrass

1976-77	Carolyn Sherif
<b>Aging:</b>	
1989-90	Theo Sonderegger
<b>APA Project on Child Abuse Policy:</b>	
1989-90	Judy Alpert
<b>APA Reorganization:</b>	
1987	Ellen Kimmel
1986	Barbara Strudler Wallston
1979-80	Michele Wittig
<b>Annual Award:</b>	
1977-78	Pauline Clance
<b>Archives:</b>	
1985-86	Hannah Lerman
1982-85	Mary Roth Walsh
1979-80	Barbara Rosenthal
<b>Asian Women's Concerns<sup>80</sup>:</b>	
1999-2001	Gayle Iwamasa
1996-99	Sarah Miyahira
1994-96	Liang Tien
1991-94	Jean Lau Chin
1989-90	Jan Nakagawa, Tina Yee
1988-89	Tina Yee
1986-88	Tina Yee, Jan Nakagawa
1984-86	Wanda Lee
1979-84	Reiko Homma True
<b>Black Women in APA Governance:</b>	
1985-86	Gwendolyn Puryear Keita
<b>Brochure:</b>	
1979-80	Candace Schau
<b>Career Development:</b>	
1977-78	Agnes O'Connell
<b>Centennial:</b>	
1988-89	Elizabeth Scarborough
<b>Chemical Exposure and Women's Health:</b>	
1997-99	Pam Gibson
<b>Child Care:</b>	
1978-79	Alice Rubenstein
<b>Child Custody and Related Issues:</b>	
1990-91	Geraldine Stahly
<b>Child Custody Issues for Women:</b>	
1989-90	Geraldine Stahly
<b>Chronically Mentally Ill Women:</b>	
1992-93	Carol Mowbray
<b>Class and Feminism:</b>	
1996-98	Kay Ketzenberger

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<sup>80</sup> [Motion: 83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)]

Collaboration of Ethnic Women:

1995-2000	Barbara W. K. Yee
1993-95	Ruth Hall
1991-93	Martha E. Banks

Conferences on Teaching Psychology of Women:

1977-78:	Rhoda Unger
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Consumer Guidelines in Psychotherapy:

1977-80	Nechama Liss-Levinson
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Consumer Issues:

1989-90	Laura Brown
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Cultural Diversity in Feminist Psychology Theory, Training, and Practice:

1990-91	Hope Landrine
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Curricular Issues:

1986-88	Kathryn Towns
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Descriptive Behavioral Classification:

1978-79	Hannah Lerman
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Developing Guidelines for Counseling and Psychotherapy with Women:

2000-2001	Roberta Nutt, Joy Rice, and Carol Zerbe Enns
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Development of Model Victim Protection Shield Act (Sexual Harassment Cases):

1998-99	Louise Fitzgerald
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Distinguished Awards:

1982-83	Jeanne Gullahorn
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Diversity and Feminist Theory:

1989-90	Phyllis Katz
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Division 35 Resources:

1982-84	Irene Hanson Frieze
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Enhancing the College Experience: Helping Students Thrive:

2000-2001	Barbara Sommer and Margaret Matlin
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Employment and Women:

1999-2000	Barbara Gutek
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Equal Rights Amendment:

1979-80	Tora Bikson
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Federal Advocacy:

1998-2000	Donna Davenport
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Federal Legislation:

1980-83	Kathleen Wells
1978-79	Toni Appel, Helen Astin

Federal Policy:

1986-87	Diana Zuckerman
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Female Development and Socialization:

1999-2000	Norma Feshbach, Joanne Halpern
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Feminist Academy:

1998-2000	Laura Brown
1997-98	Laura Brown, Carla Bradshaw
1996-97	Carla Bradshaw

Feminist Education & Practice:

1996-97	Norine Johnson
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Feminist Ethics:	
1996-97	Mary Brabeck
Feminist Family Therapy:	
1994-99	Louise Silverstein
Feminist Issues in Forensic Psychology:	
1997-99	Nancy Baker, Mary Ann Dutton
1995-97	Nancy Baker, Elizabeth Robinson
1990-91	Lenore Walker, Beth Rom-Ryner
1989-90	Lynne Bravo Rosewater
Feminist Psychology in Women's Studies:	
1992-93	Rhoda Unger
Feminist Response to Prenatal Substance Abuse:	
1992-94	Theo Sonderegger
Feminist Science and Epistemology:	
1988-90	Mary Crawford
Feminist Social and Ethical Responsibility:	
1989-90	Patricia Bricklin
Feminist Therapy Processes and Outcomes <sup>81</sup> :	
1999-2000	Judith Worell
1998-99	Brenda Toner, Judith Worell
1997-98	Redonna Chandler, Brenda Toner
Feminist Training and Practice National Conference:	
1992-97	Norine Johnson, Judith Worell
Feminist Visions:	
1980-82	Louise Kidder
Funding Opportunities for Research on Women's Issues:	
2000-2001	Deborah Tolman
1999-2001	Lula Beatty
Fundraising:	
1978-79	Matti Gershenfeld
1977-78	Helen Astin
Gender Issues and Women in Psychology Textbooks:	
1990-91	Ellen Kimmel
Getting a Job:	
1983-86	Suzanna Rose
Girls:	
1994-97	Carol Goodenow

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<sup>81</sup> [Motions: 98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)

99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

Graduate Dues Structure: 1974-75	Jacqueline Macaulay
Grievances and Legal Action: 1977-78	Lenore Walker
Heritage and the APA Centennial: 1990-91	Agnes O'Connell
History: 1988-90	Agnes O'Connell
Immigrant and US-born Women of Color in Films and Videos: 1998-2001	Jessica Henderson Daniel
Implementation of the National Conference: 1993-95	Judith Worell
Implementing Needed Research: 1980-81	Sheryle Witcher Alagna
Incorporation: 1986-87	RuthAnn Parvin
Innovative Methods: 1998-99 1997-98	Mary Crawford Mary Crawford, Ellen Kimmel
International Women in Peacemaking and Social Change: 1990-92	Mary Brabeck
International Women in Psychology: 1989-90	Yael Danieli
Leadership and Women: 1999-2000	Toni Bernay, Alice Eagly
Legal Issues: 1978-79	Sandra Tangri
Long Range Planning: 1986-87 1985-86 1983-85 1975-76	Anne Petersen Charlene Depner Jeanne Marecek Helen Astin, Elizabeth Douvan
Mainstreaming Feminist Psychology in Education: 1989-90	Mary Kay Biaggio
Male Sex Role: 1978-79	Kathleen Grady
Managed Care and Women's Health: 1998-2000	Jean Chin
M.A. Psychologists: 1980-81 1979-80 1978-79 1977-78	Harriet Fein Harriet Fein, Nancy F. Young Harriet Fein Hannah Lerman
Media: 1989-90	Ellen McGrath, Kate Wachs
Media and Consumer Issues: 1988-89	Laura Brown
Media and Women: 1999-2000	Ellen Cole and Jessica Henderson Daniel

Media Award:

1978-79 Pauline Rose Clance

Men and Family Work:

1982-83 Phyllis Burrows, Robert Rosell  
 1981-82 Robert Rosell, Phyllis Bronstein-Burrows

Mental Health of Ethnic Minority Women:

1991-92 Janis Sanchez

Mentoring:

1999-2000 Maria P. P. Root, Michele Philips Harway  
 1997-99 Michele Philips Harway  
 1997-98 Maria P. P. Root, Michele Philips Harway  
 1996-97 Sue Rosenberg Zalk, Maria P. P. Root  
 1994-95 Sue Rosenberg Zalk  
 1993-94 Sherrie Bourg, Sue Rosenberg Zalk  
 1992-93 Darlene DeFour, Michele Paludi  
 1991-92 Michele Paludi Darlene DeFour  
 1989-90 Sandra Feldman  
 1987-89 Barbara Sholley  
 1984-87 Deanna Chitayat  
 1981-83 Signey Dayhoff  
 1980-81 Donna Thompson

Mid-Winter Program:

1996-97 Carla Bradshaw  
 1995-96 Jacquelyn White  
 1994-95 Karen Wyche

Model Training in Feminist Psychotherapy:

1978-79 Lenore Walker

Multiple Chemical Sensitivity/Chronic Fatigue Immunodeficiency Syndrome:

1996-97 Pamela Gibson

Name Change:

1997-99 Joy Rice

National College of Professional Psychology:

1993-94 Annette Brodsky

National and International Women's Organizations:

1994-99 Joy K. Rice

Native American Women<sup>82</sup>:

2000-2001 Paulette Running Wolf  
 1993-2000 Diane J. Willis  
 1992-93 Marigold Linton, Diane Willis  
 1984-88 Teresa LaFromboise

Needed Research Activities:

1979-80 Martha Mednick

Nonsexist Research Guidelines:

1983-86 Maureen McHugh  
 1982-83 Suzanne Prescott  
 1979-82 Irene Hanson Frieze, Maureen McHugh

Nontraditional Occupations:

2000-2001 Gwen Gerber

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<sup>82</sup> [Motion: 83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)]

Older Women:	
1997-99	Bonnie Gardner
Peoplewatch <sup>83</sup> :	
1982-84	Nancy Henley
Policies and Procedures:	
1994-95	Martha E. Banks, Rosalie J. Ackerman
1990-94	Martha E. Banks
1989-90	Natalie Porter, Dona Alpert
1988-89	Kathleen Grady
1987-88	Lisa Serbin
1986-87	Julia Ramos-McKay
1981-82	Charlene Depner
1980-81	Barbara Reimer
Bylaws:	
1981-86	Joan E. Crowley
1979-80	Kathleen Grady
1973-74	Barbara Strudler Wallston
Parliamentarian:	
1979-80	Rachel T. Hare-Mustin
Postdoctoral Training:	
1994-97	Pam Remer
1991-92	Norine Johnson
Poverty and Women:	
1999-2000	Bernice Lott, Heather Bullock
Power and Politics in Academia:	
1991-94	Mary Roth Walsh
Prescription Authority:	
1997-99	Rosalie J. Ackerman
Prescription Privileges:	
1999-2000	Marlyne Kilbey
1996-97	Rosalie J. Ackerman, Joan Martin
1993-96	Rosalie J. Ackerman, Martha E. Banks
1991-93	Rosalie J. Ackerman
Psychology of Women E-mail List (POWR-L <sup>84</sup> ):	
1995-2000	Kathryn Quina
Public Information:	
1982-83	Carol Travis
1981-82	Ethel Tobach, Carolyn Payton

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<sup>83</sup> [Motion: 82-2 That Nancy [Henley] be charged to continue investigating Peoplewatch and possible collaboration with Earthwatch, but that no commitment to collaborate with them be made. Passed unanimously. (December 3 - 4, 1982)]

<sup>84</sup> [Motions: 97-1 A motion was made and passed to let a committee appointed by the EC decide how to go forward with the website development. (February 1, 1997)  
 98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)]

Public Policy:	
1988-90	Diana Zuckerman
Publications:	
1978-80	Judith Worell
Qualitative Methods:	
1996-97	Mary Crawford
1995-96	Mary Crawford, Ellen Kimmel
Recruitment Campaign:	
1994-95	Richard H. Mikesell
Regional Division 35 Groups:	
1977-78	Michele Wittig
Representation of People of Color in the Curriculum:	
1994-97	Margaret Madden, Hazel Spears
1992-94	Margaret Madden
Reproductive Freedom:	
1978-81	Anne C. Petersen
Reproductive Issues:	
1999-2001	Linda Beckman
1995-97	Ann Spector
Reproductive Rights:	
1990-92	Sandra Haber
Research Agenda on the Urban Crisis:	
1993-94	Janis Sanchez
1992-93	Pamela Trotman Reid, Gail Elizabeth Wyatt, Natalie Porter, Janis Sanchez
Research Guidelines:	
1974-75	Ethel Tobach
Research Network Using Computer Terminals:	
1977-78	Richard Roistacher
Research in the Psychology of Women:	
1976-77	Reesa Vaughter
Research on Women's Issues	
1999-2000	Faye Crosby
Response of Mainstream Journals to Feminist Submissions:	
1990-91	Sue Zalk
Sex Bias in State Licensing:	
1979-80	Elaine A. Blechman
Sexism and Ethics:	
1995-96	Mary Brabeck
1987-88	Hannah Lerman, Michele Paludi
1986-87	Hannah Lerman, Laura Brown
Sexism in Diagnosis:	
1993-96	Paula Caplan
Sexual Harassment:	
1997-99	Janet Sigal
Sexual Harassment of Students:	
1980-81	Nancy Chiswick
1978-80	Sara R. Frisch

Single Parenting: 1981-82	Kathleen Camara
Sociobiology: 1980-82	Karla Butler
Sociobiology, Politics and Feminist Psychology: 1990-92	Ethel Tobach
Speaker's Bureau: 1977-79	Suzanne Sobel
Special Recognitions and Awards: 1979-80	Barbara Reimer
Specialty Petition for Feminist Psychological Practice <sup>85</sup> : 1997-2000	Pam Remer
Teaching Psychology of Women: 1980-83 1979-80	Sharon Golub Jeanne E. Gullahorn
Technology: 1994-95	Kathryn Quina
Technology and Women: 1999-2000	Kathryn Quina
Telehealth <sup>86</sup> : 1999-2000 1997-99	Marlene Maheu, Joanne Callan Marlene Maheu

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<sup>85</sup> [Motions: 97-2 The motion that Division 35 should go forth to create a specialty in Feminist Psychology passed. (February 1, 1997)

97-4 A motion was put forth that Division 35 develop a Specialty Petition for Feminist Psychology Practice and that the petition subcontract special standards groups and engage in concurrent consultation with the other related groups. The motion passed. (February 2, 1997)

98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)

99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

<sup>86</sup> [Motions: 97-7 Ellen Cole and Maggie Madden, reporting for the Finance Committee, recommended approval of four budget requests: (1) from the Task Force on Women, Poverty, and Public Assistance for \$200 for photocopying and postage to disseminate their report; (2) from the AWP/35 Student Prize for a \$50 increase for a total of \$100; (3) to update bibliography on therapist-client sex (\$1,050); and from the Task Force on Feminist Telehealth for \$450. The EC approved all four recommendations. (August 14, 1997)

97-9 Marlene Maheu, Chair of the Task Force on Feminism and Telehealth, proposed to use the internet to make feminist scholarship accessible to consumers. The EC approved an expenditure of \$100 to purchase rights to the [domain name] "feminist.org". (August 14, 1997)

97-10 Annette Brodsky, Council Representative, gave the Council report highlighting the need for every published document that makes recommendations or sets policy to include a disclaimer relinquishing APA from responsibility. For the newsletter, this statement will read: "This publication represents the views of Division 35, not necessarily those of the American Psychological Association." Parallel statements need to be developed for other divisional publications and products. (August 15, 1997)]

Therapist-Client Sex Bibliography <sup>87</sup> :	
1997-99	Hannah Lerman
Undergraduate Teaching of Feminist Psychology:	
1996-99	Carole Corcoran, Sandra Webster
Victim Privacy:	
1999-2001	Louise Fitzgerald, Melba J. T. Vasquez
Violence and Victimization:	
1989-90	Mary Ann Dutton-Douglas
White House Conference on the Family:	
1979-80	Sandra Tangri
Women Administrators in Academia:	
1994-97	Veronica Thomas
Women and AIDS:	
1989-91	Patricia Brady
Women and Computing:	
1985-86	Mary Ann Douglas
Women and the Court:	
1977-78	Annette Brodsky
Women and Disability Issues:	
1998-99	Hendrika Van de Kempe
Women and Divorce:	
1986-88	Charlene Depner
Women and HIV:	
1993-99	Sharon Rae Jenkins
Women and the Military:	
1985-86	Caren Carney
Women and Physical Health:	
1980-81	Judy Krulewitz
Women and Poverty:	
2000-2001	Heather Bullock
1998-2000	Bernice Lott
Women and Religion:	
1980-81	Carole Rayburn
Women and Work:	
1986-88	Faye Crosby
Women in Academe:	
1985-86	Harriet Aronson

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<sup>87</sup> [Motions: 97-7 Ellen Cole and Maggie Madden, reporting for the Finance Committee, recommended approval of four budget requests: (1) from the Task Force on Women, Poverty, and Public Assistance for \$200 for photocopying and postage to disseminate their report; (2) from the AWP/35 Student Prize for a \$50 increase for a total of \$100 ; (3) to update bibliography on therapist-client sex (\$1,050); and from the Task Force on Feminist Telehealth for \$450. The EC approved all four recommendations. (August 14, 1997)

98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)]

Women in Politics:

1997-99	Margy Heldring, Kate Chard
1994-97	Margy Heldring

Women in Prison Who have Children:

1998-99	Diane Willis
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Women in Research:

1975-76	Reesa M. Vaughter
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Women in the Workplace:

1981-82	David Stonner
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Women Over Forty:

1978-81	Sonya Iverson Shelley
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Women, Poverty, and Public Assistance<sup>88</sup> :

1996-97	Karen F. Wyche, Joy Rice
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Women's Career Advancement in Psychology:

1985-88	Barbara Gutek, Cheryl Travis
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Women's Studies Programs:

1992-93	Rhoda Unger
1991-92	Mary E. Crawford, Rhoda Unger

MONITORS AND LIAISONS <sup>89</sup>

*Monitor and Liaison Coordinator:*

2000-2001	Kimberly Eretzian Smirles
1992-2000	Teresa Branch

*APA Monitors and Liaisons*

Activities on Child Sexual Abuse:

1990-93	Judith Alpert
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<sup>88</sup> [Motion: 97-7 Ellen Cole and Maggie Madden, reporting for the Finance Committee, recommended approval of four budget requests: (1) from the Task Force on Women, Poverty, and Public Assistance for \$200 for photocopying and postage to disseminate their report; (2) from the AWP/35 Student Prize for a \$50 increase for a total of \$100 ; (3) to update bibliography on therapist-client sex (\$1,050); and from the Task Force on Feminist Telehealth for \$450. The EC approved all four recommendations. (August 14, 1997)]

<sup>89</sup> [Motion: 87-12 To change the term "liaison" to "monitor". This change will be made in the *Handbook* and the bylaws. Passed. (February 20 - 21, 1987)]

Administrative Office<sup>90, 91</sup> :

2000-2001	Keith Cooke, APA Division Services
1994-99	Jeannie Beeaff

## Board of Directors (B/D):

Jan. 2001-	Ruth Ullmann Paige
Aug-Dec. 2000	Richard Suinn
1997-2000	Norine Johnson

## Board of Ethnic Minority Affairs (BEMA):

1990-91	Pamela Reid
1987-88	Pearl Dansby
1986-87	Margaret Wilson

## Board of Professional Affairs (BPA):

1999-2001	Jean Lau Chin
1989-90	Ruth Paige

## Board of Scientific Affairs (BSA):

1987-89	Deborah L. Colbern
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## Board of Social and Ethical Responsibility in Psychology (BSERP):

1990-91	Oliva Espin
1989-90	Pat Bricklin
1988-89	Theo Sonderegger
1987-88	Margaret Madden
1986-87	Martha S. Mednick
1980-81	Arnold Kahn
1979-80	Hilda Wing

## Coalition of Geropsychology:

2000-2001	Dean Blevins
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## Centennial Celebration:

1990-91	Elizabeth Scarborough
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<sup>90</sup> [Motions: 94-6 Propose to spend \$4,500.00 for administrator staff to assist the Division in business. Approved unanimously. (January 22 - 23, 1994)

95-11 That the use of The Administrators (Administrative Office; administrative services purchased by the Division) be cleared through the Division President. Approved. (February 5, 1995)

96-3 Policy: That the *Handbook* be distributed by the Division Central Office (The Administrators). Handbooks will be given to each new Executive Committee member. The Division *Handbook* will be updated every odd-numbered year. (August 8, 1996)

97-8 Jeannie Beeaff, our administrator at Central Office, offered us a contract renewal at the same rates as last year (\$12,000/year). Her duties include, but are not limited to, administration of the division, providing phone, mailing address, and central location for the conduct of our business. This includes maintenance of files, the EC roster, administration of the CE program, staffing committees and task forces, coordinating membership recruitment, coordinating mailing, serving as liaison to APA staff, coordinating awards, and processing correspondence. Pam Remer moved approval of this contract, and it was approved unanimously by an enthusiastic and grateful EC. (August 14, 1997)

98-8 Jeannie Beeaff's annual contract was renewed. (August 14, 1998)

99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)]

<sup>91</sup> At the time of the August 2000 revision, the Administration Office services were provided by:

Keith Cooke  
 Division 35 Central Office, American Psychological Association  
 750 First Street, NE, Washington, DC 20002-4242  
 Work Phone: 202-336-6197, Fax: 202-218-3599  
 Email: div35@apa.org

Commission on Education and Training Leading to Licensure:

1999-2001 Mary Brabeck

Committee to Advance Psychology in the Public Interest (CAPPI):

1990-91 Renée Royak-Schaler

Committee for the Advancement of Professional Practice (CAPP):

2000-2001 Jessica Henderson Daniel  
 1999-2001 Roberta L. Nutt  
 1998-99 Roberta L. Nutt, Lillian Comas-Díaz  
 1994-98 Roberta L. Nutt  
 1992-94 Lillian Comas-Díaz, Hannah Lerman  
 1991-92 Lillian Comas-Díaz  
 1990-91 Hannah Lerman

Committee on Children, Youth, and Families (CYF):

1996-97 Roberta Nutt  
 1990-91 Natalie Porter

Committee on Division/APA Relations (CODAPAR):

1990-91 Kay Deaux

Committee on Gay and Lesbian Concerns (COGLC):

1987-88 Suzanna Rose  
 1984-87 Adrienne Smith

Committee on International Relations in Psychology (CIRP):

1999-2000 Gieslle Aguilar Hass  
 1997-99 Corann Okorodudu, Gieslle Aguilar Hass  
 1994-97 Corann Okorodudu  
 1987-88 Marilyn Safir  
 1986-87 Judy Rosenblith  
 1984-86 Florence Denmark  
 1982-84 Florence Denmark, Virginia Sexton

Committee on Lesbian, Gay, and Bisexual Concerns (CGLBC):

1996-99 Laura S. Brown

Committee on Rural Health:

1999-2001 Marlene Maheu

Committee on Women and Health:

1992-93 Patricia Morokoff

Committee on Women in Psychology (CWP):

2000-2001 Deborah Stearns  
 1996-2000 Lula Beatty  
 1992-94 Teresa Levitin  
 1990-91 Peggy Carr  
 1987-88 Irma Best-Williams  
 1986-87 Maria Vegega  
 1983-86 Gwen Puryear Keita  
 1982-83 Lois Northrup  
 1980-82 Virginia Pendergrass  
 1978-80 Martha S. Mednick

Division 2 (Teaching of Psychology):

1991-94 Jane Jegerski

Division 9 (SPSSI):

2000-2001 Linda Carli

Division 12 (Clinical), Section IV (Women):

1995-2001 Annette Brodsky  
 1990-94 Janet R. Matthews

Division 13 (Consulting Psychology):

1993-94	Nancy Norvell
1988-89	Nancy Garfield

Division 16 (School Psychology), Committee on Women:

1990-91, 1992-94	Mary Henning-Stout
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Division 17 (Counseling Psychology):

2000-2001	Mollie Whalen
1988-2000	Teresa Branch
1987-88	Georgia Royalty
1986-87	Louise Fitzgerald, Marilyn Vedder
1985-86	Louise Fitzgerald
1983-85	Anne Tobin-Ashe

Division 22 (Rehabilitation)

2000-2001	Rosalie Ackerman
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Division 24 (Theoretical & Philosophical Psychology)

2000-2001	Lisa Cosgrove
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Division 27 (Society for Community Action and Research):

1996-97	Rosalie J. Ackerman
1993-94	Stephanie Riger
1984-87	Anne Mulvey

Division 34 (Population and Environmental Psychology)

1999-2000	Cheryl B. Travis
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Division 38 (Health Psychology):

2000-2001	Tracey A. Revenson
1993-2000	Renée Royak-Schaler
1992-93	Patricia Morokoff, Renée Royak-Schaler
1990-92	Lois Beiner

Division 39 (Psychoanalysis), Section III (Women):

1989-2001	Gwen Gerber
1986-87	Judith Butt
1985-86	Barbara Claster
1984-85	Barbara Claster, Cheryle L. Kurash

Division 41 (Psychology Law Society):

1993-94	Nancy Norvell
1984-87	Lenore Walker

Division 42 (Psychologists in Independent Practice):

1995-2001	Frances Culbertson
1994-95	Janet R. Matthews
1989-90	Sherwyn Davidson

Division 43 (Family Psychology):

2000-2001	Michele Harway
1990-91, 1992-2000	Louise Silverstein
1989-90	Carol Philpot

Division 44 (Society for the Psychological Study of Lesbian and Gay Issues):

2000-2001	Julie Konik
1997-2000	Alice "Zolly" Zollicoffer
1990-91, 1992-97	Martha Pearse
1987-88	Suzanna Rose
1985-87	Adrienne Smith

Division 45 (Society for the Psychological Study of Ethnic Minority Issues):

2000-2001	BraVada Garrett-Akinsanya
1996-97	Maria P. P. Root
1992-93	Angela Ginorio

1991-92	Hortensia Amaro, Angela Ginorio
1990-91	Hortensia Amaro
Division 46 (Media Psychology)	
1999-2001	Lenore Walker
Division 51 (Psychology of Men):	
2000-2001	Denise Twokey
1996-2000	Sue Rosenberg Zalk
Division 52 (International Psychology):	
1997-2001	Joy Rice
Division Services:	
1989-91, 1992-93	Sarah Jordan
Education Directorate:	
1994-97	Judith Worell
1991-93	Mary Kay Biaggio
1990-91	Mary Kay Biaggio
Ethnic Warfare Project:	
1996-2000	Janis Sanchez-Hucles
Golden Anniversary of Divisions:	
1996-97	Pat Rozée
Joint Council of Professional Education in Psychology (JCPEP):	
1989-91	Mary Kay Biaggio, Lenore Walker
International Grant on Domestic Violence Curriculum:	
1999-2001	Mary Koss
National and International Women's Organizations:	
1995-2000	Joy Rice
National Council of Schools of Professional Psychology (NCSPP):	
1999-2000	Natalie Porter
Office of Professional Practice (OPP):	
1988-90	Hannah Lerman
1988-89	Lillian Comas-Díaz, Hannah Lerman
Practice Directorate:	
1996-97	Roberta Nutt
1990-91, 1992-94	Louise Silverstein
Project on Sexual Abuse:	
1988-89	Judith Alpert
Public Interest Directorate:	
2000-2001	Gwen Keita
1994-2000	Janis V. Sanchez-Hucles
1990-91, 1992-94	Gwen Keita
Publications and Communications (P & C):	
1995-2001	Janet Shibley Hyde
Science Directorate:	
1996-99	Jennifer Freyd
1994-96	Janet Shibley Hyde
1993-94	Irene Frieze
1992-93	Janet Shibley Hyde
1990-91	Sheryl Gallant
Statistical Inference Project:	
1997-2000	Jacquelyn White

Student Affairs Committee (Div. 35):

2000-2001 Sharon Rae Jenkins

Task Force on Innovation in Psychology:

2000-2001 Marlene Maheu

Urban Initiative:

2000-2001 Sue Rosenberg Zalk  
1994-2000 Janis V. Sanchez-Hucles

Women's Program Office (WPO):

1989-2000 Gwendolyn Puryear Keita  
1981-82 Gwendolyn Puryear  
1979-81 Nancy Felipe Russo

*Monitors to Other Organizations*

Aging Network:

1980-81 Joanne Steuer

American Education Research Association (AERA):

1979-80 Sara R. Frisch

American Psychological Society (APS):

1997-98 Sue Rosenberg Zalk, Janet Shibley Hyde  
1988-93 Ellen Kimmel

Association for the Advancement of Psychology (AAP):

1978-80 Alan Gross

Association of Virgin Island Psychologists:

1992-94 Patricia Rhymer Todman

Association for Women in Psychology (AWP):

2000-2001 Lynn Collins  
1997-2000 Suzanna Rose  
1991-97 Geraldine Butts Stahly  
1990-91 Maureen McHugh  
1989-90 Leonore Tiefer  
1987-88 Kathryn Towns  
1984-87 Kathryn Towns, Susan Gore  
1983-84 Kathryn Towns  
1980-81 Anne Mulvey  
1979-80 Bob Brannon

Association for Women in Psychology/Division 35 Suite:

1990-91 Laurie Rhoades

Association for Women in Psychology/Division 35 Suite Programming:

2000-2002 Alicia Lucksted  
1998-99 Suzanna Rose  
1996-97 Barbara Slater, Joan Rabin  
1990-94 Jan Fontaine

Child Care:

1979-80 Alice Rubenstein

Canadian Psychological Association (CPA):

1986-88 Karen Korabik

Section on Women and Psychology (SWAP) of CPA:

2000-2001 Sandra Pyke

China Trip:

1985-86 Gloria Levin

Federal Legislation:

1979-80 Toni Appel

Federation of Professional Women:

1980-86	Helen Kearney
1976-80	Janet Wildman-Johnson

International Council of Psychologists (ICP):

1986-88	Frances E. Culbertson
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National and International Women's Organizations:

1995-2001	Joy Rice
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National Center on Research for Women (NCRW):

1989-92	Kathryn Towns
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National Council of Schools of Professional Psychology (NCSPP):

1996-2001	Natalie Porter
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Southeast Psychological Association (SEPA):

1992-94	Jeanne Stahl
1991-92	Jacquelyn White

Women in Education:

1984-85	Peggy Blackwell
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Women's Health Conference:

1992-93	Renée Royak-Schaler
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M o t i o n s , P o l i c i e s , a n d R e s o l u t i o n s f r o m D i v i s i o n 3 5 E x e c u t i v e  
C o m m i t t e e M i n u t e s

Motions, policies, and resolutions are divided into four (4) categories:

1. referenced in the *Handbook*,
2. actions in progress and/or issues in process,
3. historical motions included for completeness, and
4. motions not yet integrated into the text of the *Handbook*.

Each motion, policy, and resolution is preceded by the year and the order in which it occurred. At the end of each motion, policy, and resolution is the date of the meeting at which the vote took place. For example, 79-2 was the second motion in the calendar year 1979; action on the motion was completed on September 1, 1979.

M o t i o n s , P o l i c i e s , a n d R e s o l u t i o n s R e f e r e n c e d i n H a n d b o o k

- 79-2 That council approve the recommendation that a core curriculum in the psychology of women be required for psychologists providing psychological services to women and direct the Committee on Accreditation to include it in graduate curriculum requirements in the Accreditation Standards. Passed unanimously. The motion will be presented to the Business Meeting (where it did pass also). (September 1, 1979)
- 79-3 The division will always report the complete results of all elections in the newsletter. Passed. (September 1, 1979)
- 79-8 The Fellow Selection Committee meet at a time and place of least expense, with expenses not exceeding \$550.00. In the coming year we will reexamine fellow issues. Passed with one person opposing. (September 4, 1979)
- 80-1 Division 35 rent space in the AWP suite for up to \$25.00 a day, but that Division 35 not co-sponsor the suite. The motion passed unanimously. (April 25 - 26, 1980)
- 80-3 The *Newsletter* accept paid advertising. The motion passed unanimously. (April 25 - 26, 1980)
- 80-7 Division 35 write to the Board of Directors asking that the resolution [psychology of women in core curriculum] be postponed until January 1981 while we work on it. Passed unanimously. (April 25 - 26, 1980)
- 80-10 The Archives of the History of American Psychology serve as the depository for the Division 35 archives. Passed unanimously. (April 25 - 26, 1980)
- 80-15 Amend Article II Section 4 by inserting "and Affiliate" after the word "Associate". Amend Article II Section 4 by adding "Affiliate members are not eligible under APA Bylaws to participate in the election of Divisional Representatives to APA Council" after the words "five consecutive years". Passed. (April 25 - 26, 1980)
- 80-21 Changes regarding the Committee on Black Women's Concerns. Pam Reid suggested Article IV Section 10 be changed to state that a Chairperson shall be appointed by the Division President based upon the recommendation of the Committee and with the approval of the Executive Committee for a period of two years. The Executive Committee voted a sense of the Committee resolution that these changes are desirable but were not certain whether they should be in the bylaws or the rules of order. (April 25 - 26, 1980)
- 81-4 That the Division take an active role in publicizing the AWP Student Research Prize both by publishing announcements in the *Newsletter* and by requesting the APA Office of Women's Programs to assist in identifying and encouraging applicants and judges. Passed. (April 2 - 3, 1981)
- 81-5 That the *Newsletter* will not be delayed beyond the scheduled deadlines for any but crucial business. There are to be no exceptions. Passed unanimously. (April 2 - 3, 1981)
- 82-2 That Nancy [Henley] be charged to continue investigating Peoplewatch and possible collaboration with Earthwatch, but that no commitment to collaborate with them be made. Passed unanimously. (December 3 - 4, 1982)
- 83-1 To change the task force on Hispanic Women to a Committee on Concerns of Hispanic Women. Passed. (April 15 - 16, 1983)

- 83-2 That [an] alternate [council representative] should be appointed by the President rather than be the runner-up in the election for council representative. Passed. (April 15 - 16, 1983)
- 83-3 To change the Division's current policy on publishing in the *Newsletter* the votes received by each candidate. Instead, the roster of candidates and winners will be listed. Passed. (April 15 - 16, 1983)
- 83-4 To set aside 20% of the Division 35 program time for minority women's concerns. Passed. (April 15 - 16, 1983)
- 83-5 A bylaws Revision changing the status of the Task Force on Hispanic Women to a standing committee. The revision will be referred to the general membership for a vote. Passed. (August 29, 1983)
- 84-2 A bylaws Revision creating a section on Black Women. The revision will be referred to the general membership for a vote. Passed unanimously. (January 22 - 23, 1984)
- 84-3 Provide funds to send the section [on Black Women] President or the President's designee to the Executive Committee meeting. Passed. (January 22 - 23, 1984)
- 84-4 Continue co-sponsorship of the AWP/Division 35 Student Research Prize, including an allocation of \$100.00 for 1985. Passed. (January 22 - 23, 1984)
- 85-1 To approve bylaws of the new Section on the Psychology of Black Women. Passed. (February 3 - 4, 1985)
- 85-2 To create a standing committee on clinical issues. The bylaws change will be referred to the membership. Passed. (February 3 - 4, 1985)
- 85-3 Development of a minority slate to fill the additional [fourth] Division 35 seat [on APA Council]. Passed. (February 3 - 4, 1985)
- 85-5 Spend up to \$150.00 for recording *Psychology of Women Quarterly* for visually handicapped members. Passed. (February 3 - 4, 1985)
- 85-6 Create a standing finance committee, composed of the President, President-elect, Secretary-Treasurer, Secretary-Treasurer-Elect, Publications chair and two members appointed by the President to staggered terms of two years each. The bylaws change will be referred to the membership. Passed. (February 3 - 4, 1985)
- 85-7 That each officer or chair of a longstanding committee prepare a description of procedures to be passed along to the next person to fill their position. Such documentation exists for some but not all positions. Passed. (February 3 - 4, 1985)
- 85-9 Two hours of APA program time to be allocated permanently for the symposia on Hispanic Women as a regular part of the program. Passed. (August 23, 1985)
- 86-2 That the Division plan and carry out a membership drive to increase the participation of Hispanic women in the Division. Passed. (February 21-22, 1986)
- 86-3 That the Executive Committee take time to reflect on other ways in which the Division can integrate the participation of Hispanic women throughout its activities and take action. Passed. (February 21-22, 1986)
- 86-4 That a statement be put in the *Handbook* concerning the importance of minority representation. Passed. (February 21-22, 1986)
- 87-2 Initiate a bylaws change to extend the term of Membership Chair to two years. Passed. (February 20 - 21, 1987)
- 87-4 To cap the costs of invited speakers at the annual APA convention at \$250.00/speaker. Passed. (February 20 - 21, 1987)
- 87-7 That the alternate Council Representative would be appointed by the President in consultation with current Division council representatives. The President and Nominations and Elections Chair will develop specific wording for recommended bylaws change. Passed. (February 20 - 21, 1987)
- 87-9 To disband the Task Force on Division Products with thanks to the task force for its work. The functions of the task force will be transferred to the Publications Committee. Passed. (February 20 - 21, 1987)
- 87-10 To change the status of the Continuing Education Task Force to a standing committee, requiring a bylaws change. Passed. (February 20 - 21, 1987)

- 87-11 To recommend changing the bylaws concerning unexpired terms of elected Division officers. The intent is to allow the President to make appointments until the next regular election. Passed. (February 20 - 21, 1987)
- 87-12 To change the term "liaison" to "monitor". This change will be made in the *Handbook* and the bylaws. Passed. (February 20 - 21, 1987)
- 88-2 The Division 35 Recruitment brochure will be redesigned as a three-page tear-off, single process brochure with no postage provided. Motion carried. (February 19 - 20, 1988)
- 88-5 The office of the Secretary/Treasurer be split into two positions. Motion carried unanimously. (February 19 - 20, 1988)
- 88-6 The office of Secretary be elected for a two-year term with the Secretary taking office at the mid-winter meeting of the Executive Committee. Motion carried. (February 19 - 20, 1988)
- 88-7 The office of Treasurer be appointed by Executive Committee for a three-year term with the Treasurer taking office at the mid-winter meeting of the Executive Committee. Motion carried. (February 19 - 20, 1988)
- 88-8 The Treasurer will be a voting member of the Executive Committee. Motion defeated. A recall of the motion resulted in the motion being carried. (February 19 - 20, 1988)
- 89-1 To pay \$1,000.00 to AWP for suite expenses at APA retroactively for 1988 and subsequent for two years (1989 & 1990). This amount will be evaluated at the end of two years. Motion passed. (February 9 - 10, 1989)
- 89-3 The Chair of Continuing Education will serve a 2 year term with a co-chair appointed in a staggered fashion to ensure continuity in office. Motion passed unanimously. (February 9 - 10, 1989)
- 89-5 Proposal to membership for a bylaws change to add a section on Feminist Training and Practice, using the guidelines presented at the Executive Committee meeting. Motion passed. (February 9 - 10, 1989)
- 89-7 All Executive Committee members must report their expenditures on a six month basis at the time designated in order to be eligible for reimbursement. (Suggested designated dates would be mid-July for the first six month of the year and mid-January for the second six month). Reimbursement of late requests would occur on an individual basis based on an evaluation of the budget. They would not automatically be funded. Passed. (August 14, 1989)
- 90-1 Policy 1: Expenses will be controlled. This policy forces the Division to stay within the budget. If there is an expense overrun by a task force or committee, the overrun will not be automatically reimbursed. The head will have to go through procedures laid down by the Executive Committee for reimbursement. The policy wording was changed to the following: The Finance Committee will formulate procedures and policy to allow the Division to manage our budget better. The policy was proposed as a motion by Zalk and passed unanimously. (January 26 - 28, 1990)
- 90-2 Policy 2: Expenses will be tied to the Division's priorities. Zalk made a motion to pass this policy as worded, which was passed unanimously. (January 26 - 28, 1990)
- 90-3 Policy 3: Revenue for ongoing special projects will be generated by revenue streams other than dues. This policy pertains only to special projects, not routine committees, that will last for more than one year. The Executive Committee felt the wording was too restrictive because it would include two year task forces. Walker suggested the addition of the words "whenever possible." Zalk pointed out that "revenue streams other than dues" includes several sources of current income, such as ads, continuing education revenue, royalties from publications. This policy does not mean that each special project would have to find its own source of income. With that understanding of the policy, it was passed unanimously as originally stated. (January 26 - 28, 1990)
- 90-5 Policy 5: 25% of income will cover operating costs and 75% will fund programmatic and service costs. At the previous Executive Committee meeting, the development of a categorical budget was approved. The following two budget categories were unanimously approved at this meeting:
- A. Operating Expenses — under this category would be included all expenses necessary to keep the Division "afloat." Included would be officers' expenses; expenses of internal committees (membership, finance, bylaws, fellows, organizational structure, governance, APA council,

nominations and elections, recruitment); standard fees, travel, misc. meeting expenses, and discretionary funds.

B. Programs and Services — under this category would be included all programs and services provided by the Division including: APA program committee, *Psychology of Women Quarterly*, *Newsletter*, prizes and awards, task forces, dues to other organizations, continuing education programs.

Johnson stated that asking for a 25%/75% operating/programs and services split would help long term planning, clarify Divisional priorities and thus improve decision-making about planning how to allocate funds and would should be considered a reasonable expenditure. After much debate the following policy was proposed:

The Executive Committee affirms a guideline of 25% - 75% split (25% operating and 75% programs and services) for the 1990 budget year. Passed unanimously. (January 26 - 28, 1990)

- 90-6 Policy 6: Members of the Executive Committee need more financial support to accomplish their missions. There should be increased exploration of ways to provide financial support to them. Passed unanimously. (January 26 - 28, 1990) Comas-Díaz recommended a policy to increase the participation of ethnic minority women in the Executive Committee and the Division at-large. The following policy was proposed by Comas-Díaz and Brown:
- 90-7 Policy 7: The Division guarantees that funds will not be a barrier to the full participation of ethnic minority women in Division 35. Passed unanimously. (January 26 - 28, 1990)
- 90-9 Bylaws Change was proposed and unanimously approved by the Executive Committee that section heads are voting members of the Executive Committee. A vote will go to the membership in the Spring. (January 26 - 28, 1990)
- 90-10 There will continue to be a limited means category for affiliate members. Passed unanimously. (January 26 - 28, 1990)
- 90-11 All members must subscribe to *Psychology of Women Quarterly*. Passed unanimously. (January 26 - 28, 1990)
- 90-15 That the chairs of the various awards committees now form a new award committee [for] (1) Reporting at the August Executive Committee meeting a plan on how this committee will function; (2) Reporting at the August Executive Committee meeting a plan for funding ongoing awards. Members of this committee will include the chairs of the Sherif award, the psychotherapy research award, the Section on Black Women award, and a representative from the History Task Force. Unanimously passed. (January 26 - 28, 1990)
- 90-16 Rate increases for *Newsletter* advertising : Quarter page - \$100.00, Half page - \$150.00, Full page - \$250.00. Passed unanimously. (January 26 - 28, 1990)
- 90-18 Program co-chairs with a two year staggered term so that one co-chair could learn the ropes from her predecessor. The current President would need to allow the President-Elect to select the co-chair, so that the program would continue to reflect the interests and objectives of the president each year. The Executive Committee passed unanimously that co-chairs serving a two year staggered term would be selected, with the President-elect selecting the one serving during her term. (August 9 - 10, 1990)
- 91-1 To add an Awards Committee as Standing Committee. The bylaws change will be referred to the membership. Passed. (February 23 - 25, 1991)
- 91-2 That honoraria should offered to all invited speakers. Passed. (February 23 - 25, 1991)
- 91-4 That the Heritage Committee become a Standing Committee with at least 3 members (a chair, an archivist, and an awards chair). The archivist will be appointed by the President to a minimum term of 3 years and can be reappointed. Terms of all members should be staggered for continuity. Passed. (February 23 - 25, 1991)
- 91-6 That the Past President will be a member of Nominations and Governance Committee. The bylaws change will be referred to the membership. Passed. (February 23 - 25, 1991)
- 91-12 That there be two Continuing Education co-chairs with staggered terms, one for pre-convention workshops and one for non-convention programs. Passed. (February 23 - 25, 1991)

- 91-13 The CE chair should negotiate payment for presenters as follows: 1) For APA members payment should be one night at conference hotel (double occupancy) for out of town presenters who have to arrive a day early to do a workshop, plus \$200.00 per half day session or \$400.00 for full day session to be divided among speakers as they see fit. 2) For nonmembers, chair can negotiate compensations. 3) Nonconvention workshop compensation can be negotiated on an individual basis. (February 23 - 25, 1991)
- 91-15 Sections will present a budget to the Executive Committee at each meeting. Passed. (August 15 - 16, 1991)
- 91-16 Section treasurers may not authorize expenditures greater than the amount the section has in its account. Passed. (August 15 - 16, 1991)
- 91-17 Regular section reports should appear in the Division 35 *Newsletter*. Passed. (August 15 - 16, 1991)
- 91-18 Eliminate paper sessions from the [APA Convention] program entirely. Passed. (August 15 - 16, 1991)
- 92-3 Publications Committee will reimburse authors up to \$50.00 per chapter upon request and will not share royalties with authors. Passed. (January 31 - February 2, 1992)
- 93-1 Increase funding for an officer of the Division to obtain APA Leadership Training to \$500.00 and to send two officers if budget resources permit. Passed. (January 30 - February 1, 1993)
- 93-3 Support AWP/Division 35 Hospitality Suite with \$2,000.00 for 1993. Passed. (July 8, 1993)
- 94-1 Membership recruitment investment with minimum of \$8,000.00 to \$10,000.00 but no cap on expenses now and a minimum goal of 5,000 new members with a cap of 9,000 people. Motion approved with unanimous vote. (January 22 - 23, 1994)
- 94-3 An explicit discount rate for CE workshops to be published in the newsletter with early discount of 10%, have \$40.00 or \$25.00 for students and \$75.00 for other registrants in the workshops. Unanimously approved. (January 22 - 23, 1994)
- 94-4 Award should be rotated between Professional Contributions and Heritage. Passed with 1 abstention. (January 22 - 23, 1994)
- 94-6 Propose to spend \$4,500.00 for administrator staff to assist the Division in business. Approved unanimously. (January 22 - 23, 1994)
- 94-7 For \$500.00 for cosponsorship of invited speaker with Divisions 9 and 48. Rules for future funding need to be clarified. Seconded with 1 abstention and remaining approving. (January 22 - 23, 1994)
- 94-9 Convert the Task Force on International/Global Perspectives to a Standing Committee (SC) of the Division. Tabled until August meeting of 1994. (January 22 - 23, 1994)
- 94-10 That a permanent Investment Committee be set up as a subcommittee of the Finance Committee. Approved unanimously in principle pending final wording. (August 11 - 12, 1994)
- 94-12 That the Executive Committee initiate the process for establishing a standing committee on Global Perspectives on Women. The bylaws change will be referred to the membership with wording specified by the Policy and Procedures Task Force. Passed unanimously. (August 11 - 12, 1994)
- 94-13 The Investment Committee, a sub-committee of the Finance Committee, is responsible to plan the Division's investment strategies and select management professionals for investing its major gifts and reserve monies. Major decisions, such as change in overall strategy or an investment professional or firm, will be made in consultation with the Finance Committee. In turn, the Finance Committee may elect any Investment Committee recommendation to the Executive Committee for its review and/or vote.
- The Investment Committee is authorized to conduct the day-to-day consultation with its management professionals without consultation and is responsible to report its activity through the Treasurer to the Executive Committee for its biannual meetings or upon special request of the Executive Committee. Whatever strategy or firm, all funds are to be placed in socially responsible enterprises.
- The Finance Committee Chair, in consultation with the President, will appoint three members of the Investment Committee for three-year terms to be staggered.
- Finally, the Investment Committee is charged to monitor and evaluate its early experience in order to prepare a bylaw proposal to formalize its structure and function. Passed unanimously. (August 11 - 12, 1994)

- 95-1 That additional funding be allocated to fund advertising for suite programs. Motion passed unanimously. (February 4, 1995)
- 95-4 That the Bylaws be changed to reflect the status change from the Task Force on Global/International Perspectives on the Psychology of Women to the Standing Committee on Global/International Perspectives on the Psychology of Women. Motion passed unanimously. The Nominations and Election Committee will place the issue before the membership for a vote. (February 4, 1995)
- 95-5 That the Bylaws be changed to reflect the increased number of awards granted by the Division. Motion passed unanimously. The Nominations and Election Committee will place the issues before the membership for a vote. (February 4, 1995)
- 95-6 That the Task Force on Policies and Procedures be elevated to a Special Committee. Motion passed unanimously. (February 4, 1995)
- 95-7 That the *Handbook* be updated to include Special Committees in addition to Standing Committees. Motion passed unanimously. (February 4, 1995)
- 95-8 That the Midwinter CE Conference be a budgeted item. The conference is expected to generate income for the Division. Motion passed unanimously. (February 4, 1995)
- 95-11 That the use of The Administrators (Administrative Office; administrative services purchased by the Division) be cleared through the Division President. Approved. (February 5, 1995)
- 96-3 Policy: That the *Handbook* be distributed by the Division Central Office (The Administrators). Handbooks will be given to each new Executive Committee member. The Division *Handbook* will be updated every odd-numbered year. (August 8, 1996)
- 96-4 That the Geis Foundation award be funded to support dissertation work in the area of Psychology of Women. A standing committee, composed of 3 people with staggering 3 year terms is to be created. Each member of the committee should be affiliated with an academic institution and have published empirical research in the field of feminist psychology. At least two of the three members of the committee should come from a social psychology background. The Finance Chair of the Division, or designee, will serve as an ex-officio member of the committee, overseeing the investments and advising on the size and number of awards. A bylaws change will be put before the general membership. (August 8, 1996)
- 97-1 A motion was made and passed to let a committee appointed by the EC decide how to go forward with the website development. (February 1, 1997)
- 97-2 The motion that Division 35 should go forth to create a specialty in Feminist Psychology passed. (February 1, 1997)
- 97-3 Nancy Young, Nominations Chair and Laura Brown, President, on the basis of dramatic demographic shifts in APA's Associate Membership category, proposed a motion to put bylaws changes on the ballot in order to eliminate the separate category of Associate and Affiliate Representatives and to create a special Student Affiliate position. The proposed changes were as follows:
1. Eliminate the position of Associate Representative to Division 35 Executive Committee.
  2. Eliminate the position of Affiliate Representative to Division 35 Executive Committee. To replace them as follows:
  3. There shall be a Professional Representative to the EC elected from among Associate and Affiliated Professional members. This is an elected office with a two-year term. The Representative must be either an Associate member or an Affiliated Professional member of Division 35.
  4. There shall be a Representative to the EC elected from the among Student Affiliate members. This is an elected office with a two-year term. The Representative must be either a Student Affiliate of Division 35 and will chair a student committee of the Division.
  5. There shall be a Standing Committee on Student Affairs of Division 35. It will be chaired by the elected Student Affiliate Representative. All student affiliates will automatically become members of this standing committee upon joining the Division, and during the term of their education. The Committee is charged with identifying the needs of student affiliates and communicating them to the Division.
- The motion to place these bylaws changes on a divisional ballot was passed. (February 1, 1997)
- 97-4 A motion was put forth that Division 35 develop a Specialty Petition for Feminist Psychology Practice and that the petition subcontract special standards groups and engage in concurrent consultation with the other related groups. The motion passed. (February 2, 1997)

- 97-5 Brown, with the approval of the EC, added a final sentence to the division description used by APA: "Women and men are equally welcome" and added the word "researchers" to the description of types of psychologists who are members. (August 14, 1997)
- 97-7 Ellen Cole and Maggie Madden, reporting for the Finance Committee, recommended approval of four budget requests: (1) from the Task Force on Women, Poverty, and Public Assistance for \$200 for photocopying and postage to disseminate their report; (2) from the AWP/35 Student Prize for a \$50 increase for a total of \$100 ; (3) to update bibliography on therapist-client sex (\$1,050); and from the Task Force on Feminist Telehealth for \$450. The EC approved all four recommendations. (August 14, 1997)
- 97-8 Jeannie Beeaff, our administrator at Central Office, offered us a contract renewal at the same rates as last year (\$12,000/year). Her duties include, but are not limited to, administration of the division, providing phone, mailing address, and central location for the conduct of our business. This includes maintenance of files, the EC roster, administration of the CE program, staffing committees and task forces, coordinating membership recruitment, coordinating mailing, serving as liaison to APA staff, coordinating awards, and processing correspondence. Pam Remer moved approval of this contract, and it was approved unanimously by an enthusiastic and grateful EC. (August 14, 1997)
- 97-9 Marlene Maheu, Chair of the Task Force on Feminism and Telehealth, proposed to use the internet to make feminist scholarship accessible to consumers. The EC approved an expenditure of \$100 to purchase rights to the [domain name] "feminist.org". (August 14, 1997)
- 97-10 Annette Brodsky, Council Representative, gave the Council report highlighting the need for every published document that makes recommendations or sets policy to include a disclaimer relinquishing APA from responsibility. For the newsletter, this statement will read: "This publication represents the views of Division 35, not necessarily those of the American Psychological Association." Parallel statements need to be developed for other divisional publications and products. (August 15, 1997)
- 97-11 Jean Lau Chin, Chair of the Continuing Education Committee, recommended the following changes to EC policy: (1) a two-step submission procedure be implemented whereby Jeannie Beeaff first reviews proposal to see if they meet the criteria established by APA then are forwarded to the committee for review; (2) the division increase its co-sponsor fee to match that of APA (\$200); and (3) the work of the CE committee be divided into three areas: mid-year conference, pre-convention, and miscellaneous. The EC approved the first two, and the third was left to the discretion of each CE Chair. (August 15, 1997)
- 98-3 Maggie Madden and Ellen Cole gave a full presentation of the 1998 budget. Approval of the following carry-over items from the 1997 to 1998 budget was recommended by the Finance Committee: Global Perspectives — \$1400, Web Site Development — \$300, New Chronic Illnesses — \$130 (plus \$70 additional), Feminist Specialization — \$900, Feminist Therapy Outcomes Project — \$2,000, updating of therapist-client sex bibliography — \$1050. All were approved by the EC. The EC also approved a one-time request to add \$2,000 for four additional awards to the budget of the Hyde Graduate Awards Committee. The 1998 [budget] as projected was approved. (February 8, 1998)
- 98-4 The EC approved the following definition of Continuing Education activities: "Workshops, lectures, and other CE activities of up to 8 hours offered as a single Colloquium Series will be considered as a single activity. These may be offered on multiple days as long as the total CE credits/hours do not exceed 8. CE workshops run concurrently during a conference or one day prior to a conference of an association/organization will be considered as a single activity. Each full day (i.e., 8 hours) or multi-day course would be counted as a single activity." The following fee schedule was approved: co-sponsoring fees are \$200 per activity, with an additional \$5/person for each participant over 40. (February 8, 1998)
- 98-6 The EC decided to sunset Section 2. (August 14, 1998)
- 98-7 The EC recommended that the bylaws be changed to create a Feminist Training and Practice Committee, that the chair of this committee be appointed by the president, that no more dues for Section 2 be collected, and that the committee and Finance Committee work together to disperse the current funds in ways consistent with their collection. (August 14, 1998)
- 98-8 Jeannie Beeaff's annual contract was renewed. (August 14, 1998)
- 98-9 Ellen Cole and Maggie Madden, Finance and Treasurer's reports, asked the EC to approve allocation of \$1,000 to the Academy for Feminist Practice from the budget of Section 2; the EC approved this unanimously by voice vote. (August 15, 1998)

- 99-2 A communication from the division president endorsing APA presidential candidate(s) will be issued as both a letter (perhaps with the annual apportionment letter) and "forwardable" e-mail to POWR-L and through APA's Division 35 e-mail listserv (if possible). (January 30, 1999)
- 99-3 Division 35 will deposit archival records up through 1983 at Archives of the History of American Psychology (AHAP) in Akron, and archival records after 1983 at the APA Archives, Washington. (January 30, 1999)
- 99-5 Succession of an editor for the book series will follow the procedure adopted by *PWQ* whereby a slate of candidates, derived from nominations from the membership, is prepared by a search committee, appointed by the president, and is presented to the voting officers of the division. (January 30, 1999)
- 99-6 All APA convention presenters will be held to the program deadline, including those who have hours committed by the EC. (January 30, 1999)
- 99-9 Yoder, Secretary, in response to a request from Central Office, moved that awards be grouped into two categories: recognition awards (for division service) and Division Awards (as designated in the handbook). She outlined a procedure for preparing for and presenting these awards that is to be included in the handbook. The Executive Committee made three modifications to this proposal: (1) the president should not present all the Division Awards; (2) the appropriate monetary award should be presented along with each certificate (except for the Geis award); and (3) a deadline be added to the procedure for chairs of Division Awards committees to provide names to the Treasurer who will issue checks. In the interests of allowing time for a closed meeting of the voting members, the vote on the motion was delayed until Sunday's meeting. Yoder's motion to approve policy and procedure for Recognition and Division Awards was unanimously approved as modified by voice vote. (January 30-31, 1999)
- 99-10 Madden moved that hotel expenses, up to \$1000 each, for the president and program chair at the APA convention be paid by the division. Vasquez, de las Fuentes, Katz, and Canetto left the room to allow for open discussion led by Judy Worell. The motion passed unanimously by voice vote. (January 31, 1999)
- 99-11 The following proposals from the Finance Committee were approved: (1) carry-over of \$1400 for the Task Force on Outcomes in Feminist Therapy; (2) \$900 carry-over and \$1500 new request for the Task Force on Feminist Psychological Practice Specialty Petition; (3) \$5,650 advance for the Feminist Academy; (4) Vasquez's proposals to reimburse conference registration fees to EC members paying the fee and attending the EC meeting, to add \$2000 to the president's fund for invited speakers for APA, and to pay airfare for the Finance Chair and Standing Committee Chairs to attend the mid-winter meeting on a permanent basis with annual review; (5) to increase Jeannie Beeaff's monthly payments by 10%; (6) to increase the Geis award from \$9,000 to \$10,000; and (7) to add \$550 to the program chair's allotment. (January 31, 1999)

#### M o t i o n s , P o l i c i e s , a n d R e s o l u t i o n s on Actions in Progress/Issues in Process

- 81-3 That the [Affirmative Action] task force send a letter to the chair of APA's Education and Training Board to take steps to upgrade the criteria for accreditation so that nondiscriminatory faculty employment policies are required for accreditation. The Division will actively work to get this issue passed by APA Council. Passed. (April 2 - 3, 1981)
- 91-3 That we ask our Council Representative to bring to the Women's Caucus a proposal that candidates for APA offices and committees be required to present a statement to Women's Caucus about their position on feminist issues and their previous experiences and actions in support of feminist issues prior to the Women's Caucus vote for supporting or rank-ordering candidates. Passed. (February 23 - 25, 1991)
- 91-8 Endorse the statement "The Executive Committee of Division 35 (Psychology of Women) of APA recognizes violence against women in intimate relationships as a serious, pervasive problem, and the need for special training of mental health professionals in order to address this issue effectively. Therefore, we support mandatory training on domestic violence as a reasonable and necessary requirement for licensing of all mental health professionals." Passed. (February 23 - 25, 1991)
- 91-20 That Division 35 join the Science-Practitioner Directorate at cost of \$50.00. Passed. (August 15 - 16, 1991)
- 94-11 That Division 35 pay \$200.00 toward the honorarium [for the Mary Whiton Calkins Lectureship]. Tabled. (August 11 - 12, 1994)
- 95-2 That the President and Council Representatives write a letter to APA's Continuing Education Office, suggesting that a critical component be added to the workshop and videotapes on the Diagnostic and

- Statistical Manual-IV. The motion, amended to include collaborative activity, passed unanimously. (February 4, 1995)
- 95-3 That the Nominations and Governance Committee develop guidelines for the Division's endorsing of candidates for APA office. Passed unanimously. (February 4, 1995)
- 95-9 That the use of voting procedures of the formal and expanded Executive Committee be clarified. The Co-chairs of the Policy and Procedure Task Force will develop policy in consultation with the former Parliamentarian. Approved. (February 4, 1995)
- 96-1 That Cheryl Travis, as President, write to the Divisional Roundtable to ask them to join in requesting that Council review the Committee for the Approval of Continuing Education Sponsors' policies and the structure of their organization in a timely fashion. Motion passed unanimously. (February 3, 1996)
- 96-2 That Pam Remer and the Task Force on Postdoctoral Training develop a position paper describing feminist psychology as a specialty. (February 4, 1996)
- 96-5 That Division 35 recognizes the controversial nature of prescription privileges for psychologists. Motion passed unanimously. (August 8, 1996)
- 98- 1 discussion of a name change for the division (e.g., society; feminist). Rice moved, and the EC approved, a motion to establish a 3-person ad hoc committee to develop options for consideration by the EC. (February 7, 1998)
- 98-2 The Finance Committee recommended that \$15,000 be taken from divisional savings to underwrite two *PWQ* special issues on Innovative Methods and that these funds be repaid with interest to divisional savings from anticipated book royalties. The motion was approved by hand vote by all present, with one abstention. (February 7, 1998)
- 99-1 Maggie Madden, Treasurer, announced that an e-mail vote of the official voting members of the division approved expansion of the airfare reimbursement for attendance at the mid-winter meeting to include the Finance Chair and Standing Committee Chairs (Nominations & Elections, Membership, Fellows, Hispanic Women, Lesbian Issues, Governance, Awards, Continuing Education, Heritage, Global Perspectives, Book Series Editor; *PWQ* Editor is covered through the journal's budget). (January 30, 1999)
- 99-4 Joy Rice, Special Committee on a Name Change, recommended that the division's name be changed to the "Society for the Psychology of Women: A Division of the American Psychological Association." She is not recommending incorporation or separation from APA. The name change is intended to broaden the influence base of the division. The Executive Committee endorsed the change with a show of hands: 20 approved, 8 opposed, 7 abstained. Rice is charged to seek APA approval then pursue a bylaws change involving the full division membership. (January 30, 1999)
- 99-7 Vasquez moved that the Executive Committee endorse in principle Guidelines for Culturally Competent Practice, Education, and Research endorsed at the National Multicultural Conference and Summit. There was a consensus that such guidelines be inclusive and that 3-4 reviewers be identified to recommend changes within 4-6 weeks. The motion passed unanimously by voice vote. (January 31, 1999)
- 99-8 Travis moved that the Executive Committee strongly endorse Norine Johnson for APA President, with clear notice that she is a Division 35 past-president and exceeds the division's criteria for endorsement. This motion passed unanimously by voice vote. Sanchez moved that the Executive Committee also endorse Alice Chang who meets the division's criteria for endorsement. This motion passed unanimously by voice vote. Russo moved that the Executive Committee endorse Ludy Benjamin; a show of hands defeated this motion: 3 approved, 6 opposed, and 14 abstentions. Wyche moved that the Executive Committee rank the endorsed candidates with Johnson first and Chang second. Discussion suggested that the enthusiasm of the endorsements, not a specific ranking, be conveyed to the membership through the newsletter and other communications. The Executive Committee voted to "strongly endorse Norine Johnson, a former Division 35 president, for APA President-Elect. The Executive Committee also endorses Alice Chang. Please provide them with your first and second rankings." The motion passed unanimously by voice vote. (January 31, 1999)

#### Historical M o t i o n s , P o l i c i e s , a n d R e s o l u t i o n s

- 79-1 We advise our representatives to abstain in voting for the Division of Psychoanalysis. Oral votes indicates no clear consensus although ayes appeared more numerous than nays. A hand count revealed 11 in favor, 7 opposed, and 4 abstentions. (September 1, 1979)

- 79-4 Funding be allocated to prepare a new division brochure. Passed. (September 4, 1979)
- 79-5 The Division is willing to co-sponsor the conference being planned by the people in Israel. Passed. (September 4, 1979)
- 79-6 Create a task force with the charge of exploring issues of women and minorities in licensing as well as exploitation of women and investigate how complaints are handled by licensing boards. Passed. (September 4, 1979)
- 79-7 Allocate up to \$500.00 for membership recruitment. Passed. (September 4, 1979)
- 79-9 We rescind the motion [The division will always report the complete results of all elections in the newsletter.] passed in September. (December 7 - 8, 1979)  
Following much discussion the motion was withdrawn and the following amendment to the original motion was put forth:
- 79-10 We inform candidates ahead of time that the results will be published. (December 7 - 8, 1979) Discussion focusing on the issue of informed consent followed, and the following substitute motion was proposed:
- 79-11 We reaffirm our September motion in principle and implement it as of 7 December 1973 for future elections. The motion passed unanimously. (December 7 - 8, 1979)
- 79-12 The Membership chair investigate the cost and feasibility of mailing the brochure to a sample of male APA members. The discussion addressed the following points:  
a. The division should not be female chauvinist.  
b. It would be useful to know the outcome of such a mailing.  
c. Costlines may be offset by the princip[al].  
d. Obtaining a comparable male sample may be practically impossible. The motion passed unanimously. (December 7 - 8, 1979)
- 79-13 \$125 be allocated for an associate mailing pursuant to the larger aim of improving rights of Associates in APA. Motion passed. (December 7 - 8, 1979)
- 79-14 The division supports [*Psychology of Women Quarterly* editor]'s transition by \$150.00 per month. The motion passed unanimously. (December 7 - 8, 1979)
- 79-15 Pay the travel expense for President Carolyn Sherif to attend the March CWP meeting as a special additional liaison. The motion passed unanimously. (December 7 - 8, 1979)
- 79-16 Hardship be defined as an involuntary income reduction for six months to a level below the current poverty level, and that Division 35 submit this motion to Council. The motion passed unanimously. (December 7 - 8, 1979)
- 79-17 Division 35 continue the Open Symposium as [sic]. Motion passed unanimously. (December 7 - 8, 1979)
- 79-18 Postpone the allocation of money for the symposium until Brenda Major submits a final report. The Executive Committee would then be polled by mail ballot. Motion was defeated. (December 7 - 8, 1979)
- 79-19 Matti Gershenfeld be authorized to spend \$50.00 for CEU credit approval contingent upon acceptable workshops. The motion passed unanimously. (December 7 - 8, 1979)
- 79-20 The Division allocate money to send Marilyn Saifer the division mailing labels. The motion passed unanimously. [in connection with Israel conference, liaison with State Department without financial involvement] (December
- 79-21 The Division approves the administration of funds from the Wright Foundation to Drs. Mednick and Alpert to complete research that was begun as a project of the Task Force on Barriers to Women Doing Research, provided that the President of the Division is satisfied that there is no legal liability to the Division with regard to its completion. The motion passed unanimously with one abstention. (December 7 - 8, 1979)
- 79-22 Division 35 go on record as supporting a Board of Women's Issues in Psychology. Discussion continued regarding the possibly altering of the present proposal. CWP was not adverse to considering alterations, but did not have the resources to meet to consider them. It was pointed out that changes in the document could occur after BSERP approval. The motion passed unanimously with one abstention. (December 7 - 8, 1979)

- 79-23 The President will appoint an Ad Hoc Task Force to study the proposal from Division 35's perspective and suggestions will be expressed at the appropriate time and place. The motion passed unanimously with three abstentions. (December 7 - 8, 1979)
- 79-24 Postpone deciding how the *Newsletter* will be sent [first or third class] until the April meeting. The motion passed. (December 7 - 8, 1979)
- 79-25 Editorial guidelines will be formulated by the *Newsletter* editors to address the Division 35 position on paid advertisements and ads will be accepted under these guidelines on a one year basis. The motion passes with objections and abstentions. (December 7 - 8, 1979)
- 79-26 Division 35 support Divisions 34's resolution [affirming the right of researchers to conduct research on all areas of fertility regulation]. The motion passed unanimously with one abstention. (December 7 - 8, 1979)
- 79-27 Include the open symposium in the APA program supplement. The motion was defeated. (December 7 - 8, 1979)
- 79-28 An Ad Hoc committee be formed to investigate putting out Spectacular Women in Psychology note paper as well as Saphographics. The motion passed. (December 7 - 8, 1979)
- 79-29 The Division provide the secretary-treasurer with technical assistance not to exceed \$1,500.00 per year. The motion passed unanimously. (December 7 - 8, 1979)
- 80-2 Mail the summer newsletter bulk rate but send other first class. The motion passed unanimously. (April 25 - 26, 1980)
- 80-4 Division 35 allocate \$100.00 for continuing education credit. Passed. (April 25 - 26, 1980)
- 80-5 The Executive Board of Division 35 approve the forwarding of the eleven nominees to the APA Membership Committee for fellow status. The motion passed unanimously. (April 25 - 26, 1980)
- 80-6 Division 35 write a letter to the Board of Directors and Council of Representatives reaffirming our support of the original wording of the [reproductive freedom] resolution. (April 25 - 26, 1980)
- 80-8 Division 35 does not object to the creation of an APA division of Psychology and Law. Passed. (April 25 - 26, 1980)
- 80-9 Division 35 convey to Florence Denmark that Division 35 does not accept the current proposal to reorganize APA and does not find the addition of a third section or assembly on social issues an acceptable compromise. Passed. (April 25 - 26, 1980)
- 80-11 Division 35 send a strong and forceful letter regarding the absence of content on women and women speakers [in the G. Stanley Hall lecture series designed for undergraduate psychology teachers]. Division 35 should be consulted in this regard and will provide input. The motion passed. (April 25 - 26, 1980)
- 80-12 Division 35 reaffirms its strong Support for the proposed Board of Women in Psychology. Anyone who has comments regarding the proposal should send them to Carolyn Sherif within one week. Carolyn will forward such comments to CWP. The motion passed with opposition from [one person] and five abstentions. (April 25 - 26, 1980)
- 80-13 The Division approve the Journal Management Committee to explore and contract alternative funding sources. The Committee will explore with special issue editors and publishers the possibility of a monograph series independent of *Psychology of Women Quarterly*. If a publisher is found, the Committee will be empowered to choose an editor with the Executive Committee approval. APA separates and foundation financing of special issues will also be considered. The motion passed. (April 25 - 26, 1980)
- 80-14 Division 35 establish a major fundraising ad hoc committee whose goal would be to raise funds for extra issue(s) of *Psychology of Women Quarterly*. The motion passed. (April 25 - 26, 1980)
- 80-16 The term of the Secretary-Treasurer will remain three years, but the first year will be as Secretary-Treasurer-Elect. Passed. (April 25 - 26, 1980)
- 80-17 Include the Secretary-Treasurer-Elect on the Executive Committee. Passed. (Note, the exact phrasing of this change has yet to be determined.) (April 25 - 26, 1980)
- 80-18 [Changing the method of selecting the Journal Editor.] be tabled until the September meeting. Passed. (April 25 - 26, 1980)

- 80-19 Amend Article IV Section 2 by striking out the word "and" before "the Secretary-Treasurer" and adding "the Associate Representative, the Affiliate Representative" after the words "the Secretary-Treasurer". Passed. (April 25 - 26, 1980)
- 80-20 [Addition of Journal Management and Governance Committees. ] tabled until the September meeting. Passed. (April 25 - 26, 1980)
- 80-22 Try on a one-year trial basis to conduct fellows business by mail and telephone and evaluate the process. Passed. (April 25 - 26, 1980)
- 81-1 That Sharon Shepela inform Andrea Sedlak that if Andrea chooses to, she should apply to the Psychology fund for money. If she is denied because of the "uniqueness" criterion, the Division will support her in protesting the criterion. Passed. (April 2 - 3, 1981)
- 81-2 That Sharon [Shepela] and her task force [Affirmative Action] be asked to assemble the information on patterns of discrimination in the VA, as provided by Jackie Macauley, Marlyne Kilbey, and Patricia Myers and to formulate a request to CAFCOE in terms appropriate to their guidelines asking it to pursue this issue. A sub-task force of Division 35 (consisting of Carolyn Sherif and Ginny O'Leary) would work with CAFCOE. Passed. (April 2 - 3, 1981)
- 82-1 Increase dues from \$11.00 to \$13.00 through APA. New regular members and associate members will pay \$6.00; affiliate members, \$8.00 (the sliding scale for affiliates of limited means will be maintained). (August 26, 1982)
- 84-1 A bylaws Revision describing the office of Secretary Treasurer elect. The revision will be referred to the general membership for a vote. Passed. (January 22 - 23, 1984)
- 84-5 To increase division assessments by \$2.00. Passed. (August 24, 1984)
- 85-4 Formalize for filling the position of Secretary Treasurer or Secretary Treasurer-elect in the event that a person assuming either role cannot complete the term of office. The bylaws change will be referred to the membership. Passed. (February 3 - 4, 1985)
- 85-8 That the Division provide funds for the purchase of *Lotus 1-2-3* software for the Secretary-Treasurer. Passed. (August 23, 1985)
- 86-1 That the Division have a banner, which could be used in both the West and East Coast March for Women's Lives. The motion was approved. (February 21-22, 1986)
- 86-5 Create a Task Force to review the Ethics procedures and provide a feminist revision. Motion passed. (February 21-22, 1986)
- 86-6 Draft a letter to the Ethics Committee on behalf of the Division requesting a summary of their deliberations concerning the procedural issue presented to them in regards to the Paludi and Koss complaint. This motion was passed. (February 21-22, 1986)
- 86-7 Assignment of full secretarial duties to the Secretary-Treasurer-elect, starting in September, 1986. This motion was approved. (February 21-22, 1986)
- 86-8 That the Division incorporate itself into a society as a 501-c3, which would not affect our non-profit status. The motion passed. (February 21-22, 1986)
- 86-9 A dues increase of \$4.00 with the caveat that someday we hope to have a sliding scale. Also dues are capped with this increase for two years. Passed. (August 22 & 25, 1986)
- 86-10 Remove all Division 35 money from APA. Passed. (August 22 & 25, 1986)
- 87-1 Establish a single fee (\$19.00) for all member categories except affiliates not requesting *Psychology of Women Quarterly* (\$10.00) and affiliates of limited means (\$5.00). Passed. (February 20 - 21, 1987)
- 87-3 To hire a part time bookkeeper, at an estimated cost of \$1500.00/year. Passed. (February 20 - 21, 1987)
- 87-5 To cease the \$200.00/year contribution to the Federation of Organizations of Professional Women. Passed. (February 20 - 21, 1987)
- 87-6 To have a trial combined Outgoing/Incoming meeting of the Division 35 Executive Committee at the 1987 convention. Passed. (February 20 - 21, 1987)
- 87-8 Not to incorporate Division 35. Passed in executive session. (February 20 - 21, 1987)

- 87-13 That Division 35 go on record against the nomination of Robert Bork to the Supreme Court of the United States and that the Division president write, on behalf of the Division 35 Executive Committee, the Senate Judiciary Committee expressing the Division's concern. The motion was amended to add that Division 35 members be informed of this issue and be encouraged to write letters to their senators and congressional representatives on this matter through a special first-class mailing. Further, members will be informed of the September 15<sup>th</sup> demonstration at which the Division 35 banner is to be carried. The motion carried unanimously. (August 31, 1987)
- 87-14 That Division 35 join Psychologists for Legislative Action Now (AAP/PLAN) by paying the \$150.00 membership fee. The motion was carried. (August 31, 1987)
- 87-15 That Hannah Lerman be named representative to the Liaison Consultation Council of the Office for Professional Practice for a one-year term. The motion was carried. (August 31, 1987)
- 87-16 That Lillian Comas-Díaz be named alternate representative to the Liaison Consultation Council of the Office for Professional Practice for a one-year term. The motion was carried. (August 31, 1987)
- 88-1 Division 35 will go on record as supporting the National Committee on the United Nations Convention Anti-Discrimination Against Women. Motion carried unanimously. (February 19 - 20, 1988)
- 88-3 Judith Worell will be the Editor of *Psychology of Women Quarterly* for a five-year term beginning January, 1989. Motion carried unanimously. (February 19 - 20, 1988)
- 88-4 The By-laws will be amended to provide for the dissolution of Division 35, with language to be determined in Consultation with legal advice. Motion carried. (February 19 - 20, 1988)
- 88-9 The By-laws be amended to add that Keesey's *Modern Parliamentary Procedures* be adopted. Motion carried. (February 19 - 20, 1988)
- 88-10 The Division 35 Executive Committee will support the Reorganization Plan approved by APA Council. The advisory vote supported the motion (yea: 22, nay: 4, abstention: 1). Motion of the Executive Committee carried (yea: 7-1/2, nay: 1/2, absent: 1). (February 19 - 20, 1988)
- 88-11 In recognition of, and respect for, the diversity of the membership within Division 35, it is recommended that one or more articles be published in the Division 35 *Newsletter* to reflect the different positions and questions discussed at this Executive Committee meeting in order to allow our members to make an informed vote. Motion carried unanimously. (February 19 - 20, 1988)
- 88-12 That Division 35 donate the Carolyn Wood Sherif award (\$200.00) given to Barbara Strudler Wallston posthumously last August to the SEPA Barbara Strudler Wallston Postdoctoral Fellowship. Motion failed. (February 19 - 20, 1988)
- 88-13 Division 35 donate \$1000.00 minimum to the SEPA Barbara Strudler Wallston Postdoctoral Fellowship. Motion failed. (February 19 - 20, 1988)
- 88-14 Division 35 donate \$200.00 from the Carolyn Wood Sherif fund to the SEPA Barbara Strudler Wallston Postdoctoral Fellowship. Motion carried unanimously. (February 19 - 20, 1988)
- 88-15 The Executive Committee of Division 35 empower Susan Gore by committing up front \$500.00 to explore the feasibility of producing a play in Atlanta. By March 31<sup>st</sup> she will report back and, if affirmative, at that time request up to a maximum of \$2500.00 to underwrite the production. Motion failed. (February 19 - 20, 1988)
- 88-16 The Division 35 President is directed to write a letter to the Kentucky State Psychological Association requesting that association investigate conditions of female political prisoners at Lexington, Kentucky. Motion carried unanimously. (February 19 - 20, 1988)
- 88-17 Division 35 will go on record as supporting the attempt for competency hearing on behalf of Sharon Kowalski. Motion carried unanimously. (August 15, 1988)
- 88-18 Division 35 will maintain a balanced budget for both 1989 and 1990 calendar years. Financial reserves will not be used in the operating budget of the Division. Motion carried unanimously. (August 15, 1988)
- 88-19 Division 35 dues for 1989 will be increased by one dollar to endow the Sherif fund. Members will be informed of this decision and the reason behind it through the Newsletter. Motion withdrawn. (August 15, 1988)

- 88-20 Janet Hyde be authorized to arrange for a new banner to be made for Division 35 and the money necessary for such item be allocated within the budget. Motion carried unanimously. (August 15, 1988)
- 88-21 Division 35, in recognition of the diversity of its membership, make a contribution of \$250.00 to APS. Motion withdrawn. (August 15, 1988)
- 89-2 Resolution: Journal subscription fees will remain the same for the next 5 years. The editorial office will be provided with \$10,000.00 directly, and the Publications Committee will attempt to negotiate for \$11,000.00 more from Cambridge. These funds will return to the Executive Committee and be used for publication development. Straw vote passed. (February 9 - 10, 1989)
- 89-4 A Task Force on graduate students will be set up with Tate serving as chair. Motion passed unanimously. (February 9 - 10, 1989)
- 89-6 A membership directory be produced if finances permit. Passed. (August 14, 1989)
- 90-4 (Finance Policy) Policy 4: The yearly budget will be developed and approved by the Midwinter Executive Committee. This policy was stricken as it really is an implementation rather than policy issue. (January 26 - 28, 1990)
- 90-8 That volunteers would call [Division 35 members who were being dropped by APA] and solicit them in the way they feel most comfortable. Passed. (January 26 - 28, 1990)
- 90-12 That there will be a dues increase for 1991. Passed unanimously. (January 26 - 28, 1990)
- 90-13 Dues for student affiliates and persons of limited means were raised from \$14.00 to \$15.00. Unanimously passed. (January 26 - 28, 1990)
- 90-14 Dues for members, associates, and non-member affiliates were raised to \$25.00. Passed with the entire Executive Committee voting. (January 26 - 28, 1990)
- 90-17 That the Executive Committee allocate funds for a direct mailing, urging Division 35 members to apportion their votes to the Division, signed by President, Past President, and President-Elect to all members, APA members who do not belong to any divisions, and members of other social advocacy divisions. Passed unanimously. (August 9 - 10, 1990)
- 90-19 That \$1,000.00 be collected at social hours and through *Newsletter* articles, for Division 35 to become a member of the Gold Circle for the APA Centennial. List of contributors would appear in the *Newsletter*. Passed unanimously. (August 9 - 10, 1990)
- 91-5 Print extra copies of the *Newsletter* for distribution to classes or conventions. Tabled. (February 23 - 25, 1991)
- 91-7 To sell the bibliography developed by the Task Force on Child Custody and Related Issues for \$5.00 and postage. Passed. (February 23 - 25, 1991)
- 91-9 That Executive Committee supports Lenore Walker for President of APA. Passed. (February 23 - 25, 1991)
- 91-10 That Executive Committee not fund attendance at the APS Summit. Passed. (February 23 - 25, 1991)
- 91-11 Cosponsor a social hour and suite with the Association of Lesbian and Gay Psychologists at the APS Summit. Not passed; supports marginalization. (February 23 - 25, 1991)
- 91-14 To send a letter to the Board of Directors expressing disappointment that the model day care program [for the APA building] has been dropped. Passed. (February 23 - 25, 1991)
- 91-19 Increase the *Psychology of Women Quarterly* by 50 pages (at \$1.00 per page). Passed. (August 15 - 16, 1991)
- 92-1 That Division 35 objects to the process by which the Human Capital Initiative Committee was formed, to its all white composition and the inclusion of one token woman. In addition, we would like to understand what role is open to our Division in the process of reviewing initiatives so that there is attention to issues to diversity. Passed. (January 31 - February 2, 1992)
- 92-2 That Division 35 supports in principle the economic boycott of state[s] that do not support reproductive rights. Passed. (January 31 - February 2, 1992)
- 92-4 Drop membership in APS, but provide support for liaison to APS. Passed. (January 31 - February 2, 1992)

- 93-2 Provide contribution of \$5,000.00 to be sent for Practice Directorate activities. Passed. (January 30 - February 1, 1993)
- 93-4 Council representatives to draft letter for Division president to forward to Board of Directors that will outline concerns and to propose a fact finding process about the national college formation. Passed. (August 19 - 20, 1993)
- 93-5 That Division 35 support *amicus* brief regarding fair housing and gay/lesbian rights. Passed unanimously. (August 19 - 20, 1993)
- 94-2 Division 35 sponsor conference in Jerusalem during Thanksgiving week. Unanimously passed. (January 22 - 23, 1994)
- 94-5 To support budget request of \$630.00, but with a focus on programming; funding is beyond the usual budget of \$50.00 for Task Force on Sexism in Psychiatric Diagnosis projects. Approved. (January 22 - 23, 1994)
- 94-8 Division 12, Section on Women, special request for \$500.00 to be used in a survey to identify post doctoral settings is contingent upon a person with fiscal responsibility for this money. Approved. (January 22 - 23, 1994)
- 94-11 That Division 35 pay \$200.00 toward the honorarium [for the Mary Whiton Calkins Lectureship]. Tabled. (August 11 - 12, 1994)
- 95-10 That the Division endorse APA Presidential candidates Dick Suinn and Kurt Salzinger, and express concern about 2 of the other candidates. Approved. (February 5, 1995)
- 95-12 That the Division support the new Division on the Psychology of Men and create a monitor position. Passed with 1 dissenting vote. (February 5, 1995)
- 95-13 That the Division, through its Council Representatives express concern about sexist statements attributed to the Speaker of the House. Motion passed unanimously. (February 5, 1995)
- 95-14 That the Division, through its Council Representatives express concern about the involvement of sexism and racism in the recent firing of the Surgeon General. Motion passed unanimously. (February 5, 1995)
- 96-6 That the Division endorse the sending of a letter to President William J. Clinton asking him not to sign the welfare bill which reduced money to women and children in poverty. Joy Rice and the Task Force on Women, Poverty, and Public Assistance drafted a letter to be signed by the President of the Division, Cheryl Travis. (August 9, 1996)
- 97-6 Norsworthy described plans to recruit members (both APA members and affiliates) through state associations (where about half state members are APA members). She recommended participation in two APA recruitment plans: (1) to give first-year APA members a complimentary division membership and (2) to offer existing APA members with no divisional memberships a half-price divisional membership for one year. The EC supported her recommendations, and determined that PWQ be offered at cost to enrollees who elect 35 through either program. (August 14, 1997)
- 98-5 During the next year, new members of APA will be offered an opportunity to join Div. 35 for \$15 for a one-year trial period. This membership will include the newsletter and journal. (August 14, 1998)

New Motions, Policies, and Resolutions to Be Integrated Into the  
Handbook  
When the Policies and Procedures Special Committee is  
Reactivated

APA Division 35 Psychology of Women  
Division 35 Executive Committee Meeting  
Approved Motions  
August 19-20, 1999, Westin Hotel, Essex South  
Minutes prepared by Secretary: Jean Lau Chin

**VOTING RIGHTS OF ASSOCIATE MEMBERS:** Joy Rice raised the ambiguity in our by laws regarding associate members. Division 35's intent was to support full participation of Associate Members who have been in the Division for 5 continuous years or more.

**MOTION:** All classes of members of Division 35 shall have full voting rights except where not permitted by APA procedures. Moved by Lenore Walker and unanimously approved. Joy Rice will write the language and give it to Martha Banks for inclusion in the Policies and Procedures *Handbook*.

**AWP Suite:** Suzanna Rose proposed a review of the current financial arrangement for the hospitality suite between AWP and Division 35. Division currently pays for 1/3 the cost while using it more than 50% of the time for programming. AWP will continue to make the reservations, staff the suite, and arrange the Sunday night awards party.

**MOTION:** EC recommends to Finance Committee that it consider increasing its support to 50% of the AWP hospitality suite at APA. Moved by Judy Worell and unanimously approved.

**HERITAGE COMMITTEE:** Deborah Johnson reported that Lillian Comas-Díaz was selected to receive the Heritage Award in honor of her outstanding record of professional service through APA governance, organizational leadership, and advocacy.

**MOTION** was passed that the Heritage Committee and Heritage Awards Committee will be consolidated into one committee, called the Heritage and Heritage Awards Committee, with a single chair to be appointed by the Division President. Duties: Document the contributions of feminists to psychology and to the American Psychological Association. Appoint a committee of at least 3 people to solicit nominations and to select the winner of the Heritage Award. Coordinate the selection of the Heritage Award with the work of Carolyn Wood Sherif Memorial Committee. Serve as a member of the Division's Awards Committee. Work with Division officers to sort and preserve historically relevant documents related to business of the Division. Serve as liaison between the Division and Archival repositories. Facilitate the transfer of Division documents to the appropriate archive. Composition: chair appointed by the President for a term of 3 years. Archivist appointed by the Division President for a minimum term of 3 years with possible reappointment, and other interested members. The terms of the Chair and Archivist should be staggered for continuity.

**FOLLOW-UP:** This constitutes a bylaws change and a mailing to the membership will be needed. Phyllis Katz suggested simplifying the bylaws to include only the basics, and specifics to be included in the *Handbook* in order to minimize the need for frequent by-laws changes.

**MOTION:** Letter to commend the Science Directorate for its support of women scientists. Laura Brown will draft the letter.

#### MULTICULTURAL SUMMIT

**MOTION:** EC will endorse the Multicultural-Diversity Summit for year 2. Melba Vasquez will help in the planning. Moved by Jan Yoder to have Division 35 EC at the Summit. Unanimously approved.

**APA PRESIDENT ELECTION** - EC revisited the endorsement statements of the midwinter meeting. Concern was expressed that adding a third endorsement might dilute the strength of the other two. We have two strong women, and we want to keep our message of supporting women candidates clear.

**MOTION:** Division 35 strongly endorses Norine Johnson for APA President-Elect. Division 35 also endorses Alice Chang for APA President-Elect. Please give them your first and second rankings. Division 35 also recognizes the contributions of Ludy Benjamin to the psychology of women. Motion was approved with 2 opposed.

MOTION: Jean Lau Chin moved that EC acknowledge the contribution of Melba Vasquez as President of Division 35. Unanimously Approved.

Sample Budget/Reimbursement Form

APA Division of the Psychology of Women

Name: \_\_\_\_\_ Date: \_\_\_\_\_ **SEND TO:**  
 Committee/Task Force/Office: \_\_\_\_\_ Margaret E. Madden  
 Mailing Address: \_\_\_\_\_ Dean of Academic  
 Affairs  
 \_\_\_\_\_ Southampton College  
 \_\_\_\_\_ 239 Montauk Highway  
 \_\_\_\_\_ Southampton, NY

11968-4198

Receipts Required for Reimbursement

Calendar Year	Budget	Expense	Date	Reimbursement
199_____	Request	Amount	Incurred	Requested
Supplies				
Telephone				
Postage/Shipping				
Administrative Support				
Printing/Photocopies				
Travel				
Hotel				
Meals				
Conferences/Meetings				
Awards				
Speaker Honoraria				
Advertising/Publicity				
Other: _____ _____				
Other: _____ _____				
<b>TOTAL</b>				
OFFICE USE		Check Number	Date Paid	Total Paid

**Note: Reimbursements for first half-year expenses (January 1 - June 30) should be received by August 5th and for second half-year (July 1 - December 31) by January 15th.**

*The Finance and Executive Committees will review budget requests beyond the standard \$50 for each committee and task force at the August meeting. Please submit such requests to the Treasurer, Margaret Madden and the Chair of the Finance Committee, Pamela Reid, prior to the meeting.*