



Society for Child and Family Policy and Practice

**DIVISION 37
OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION**

BYLAWS

ARTICLE I: PURPOSES

1. To provide a recognized and designated organizational entity in APA to be concerned specifically with professional, scientific, and public interest issues relative to services and service delivery structures for children, youth and families.
2. To advance and integrate the professional efforts of psychologists who work with children, youth and families in different perspectives and settings.
3. To promote the application of developmental and ecological theory and research as a basis for development of prevention and intervention efforts with children, youth, and families.
4. To emphasize the importance of adequate education and training in service and investigative approaches related to children, youth and families, and to the individuals, groups, and organizations who are in positions of influence in their lives.
5. To provide a systematic forum for the presentation of policy, clinical and research findings in the area of services to children, youth and families at APA meetings.
6. To provide a vehicle for relating psychological knowledge and integrating it with other fields (e.g., anthropology, law, pediatrics) and dimensions (e.g., employment, education, recreation, family planning), dealing with the total welfare of children, youth, and their families.
7. To provide a mechanism for child, youth, and family advocacy in order to bring about those social changes consistent with psychological knowledge that will promote the well being of children, youth and families.

8. To stimulate the development of research initiatives on professional and policy issues concerning children, youth, and families by highlighting what is known and what needs to be known about these issues.

ARTICLE II: MEMBERSHIP

1. Membership of the Division shall consist of five classes, viz., Fellows, Members, Associates, Affiliates and Student Affiliates.
2. For Fellows, Members and Associates, the requirements for membership shall be those provided for by the laws of the American Psychological Association, and indication of interest in furthering the goals of the Division.
3. Affiliates shall be persons who are not members of the American Psychological Association, but whose qualifications are otherwise at least equivalent to those required for membership in the Division. These may be professionals from disciplines bearing on the purposes of the Division. Although Affiliates may not hold office, they will enjoy full rights in divisional affairs and all other rights and privileges of the divisional membership consonant with the bylaws of the Association.
4. Student Affiliates shall be persons enrolled in graduate programs who are interested in becoming involved, or who are already involved, in areas relevant to the study of children, youth, and families consonant with the overall goals of the Division. Student Affiliates shall be entitled to attend meetings of the Division without vote, and shall be entitled to receive publications of the Division.
5. In case of members being nominated for Fellowship in the Division, evidence must be presented of unusual and outstanding contributions to psychological research, theory, practice, and/or administration and the study of the area of children, youth and families. All candidates for Fellows must be endorsed by at least one Fellow of the Division.
6. Voting in the Division shall follow the criteria established by the bylaws of the American Psychological Association.
7. The minimum membership dues are set by the Council of Representatives and paid to the Division by the Association from the members' annual dues statement. Additional dues or assessments may be imposed by recommendation of the Divisional Executive Committee, and shall be decided by a majority vote by mail **or email** ballot of the members. Mailings of the ballots to the membership should take place at least 60 days prior to the vote. Dues for Affiliates who are not members of APA shall be established by the Divisional Executive Committee.

Comment: Insert "or email" for proposed change # 1: **Revise Bylaws to include an option for electronic and email voting**

ARTICLE III: OFFICERS

1. Officers of the Division shall consist of a Divisional President, a Divisional President-Elect, the immediate Past President of the Division, Secretary, Treasurer, and representatives to the APA Council, who will be elected as provided for in the bylaws of the American Psychological Association.
2. The term of office of the President shall be one year, preceded by one year as President-Elect, and followed by one year as Past President. The Secretary and Treasurer shall each serve for a period of three years. No officer of the Division may succeed himself or herself in the same office without at

least one year intervening between terms, with the exception of the Representative to APA Council, who may serve two consecutive terms if elected, with the terms being staggered in such a way as to provide continuity and representation to the Council.

3. Candidates for office in the Division shall be Fellows or Members of the Division. Officers and Divisional Representatives shall be elected by preferential mail **or email** ballot.
4. It shall be the duty of the Divisional President to preside at all meetings of the Division, to serve as Chair of the Executive Committee, to exercise supervision over the affairs of the Division, and to perform such duties as are incident to the office, or that properly may be required of him or her by vote of the Executive Committee.
5. It shall be the duty of the Divisional Past President for the one year following his or her term as Divisional President to serve on the Executive Committee, and to be head of the Nominating Committee and Awards Committee.
6. It shall be the duty of the Divisional President-Elect to serve as a Member of the Executive Committee, to preside in the absence of the President, and to carry out such other duties as may be delegated to him or her by the President.
7. It shall be the duty of the Secretary to keep records of all meetings of the Division, to issue calls for notices of meetings, and to elicit nominations of officers.
2. It shall be the duty of the Treasurer to have custody of all funds and property of the Division, to collect and receive dues from the Affiliates, and to collect any special dues or assessments that may be voted in accordance with the bylaws, to make disbursements as authorized by the Executive Committee, or as legally required by the Division. The Treasurer and Secretary shall be full Members of the Divisional Executive Committee.
3. In the case of the absence of the President due to death, incapacity, resignation or other contingencies, the President-Elect shall act in his or her stead, performing all the duties incident to the office of the President. In the event of the absence of any other officers of the Division due to uncontrollable factors, the President shall appoint a member of the Division to fill the unexpired term with the approval of the majority of the Executive Committee.
4. In the event that any officer should miss two consecutive meetings of the Executive Committee, this officer may be asked to resign from the Executive Committee, and the President shall appoint a member of the Division to fill the unexpired term of this officer. The President's appointment shall be made in consultation with the Executive Committee.

Comment: Insert "or email" for proposed change # 1: **Revise Bylaws to include an option for electronic and email voting**

ARTICLE IV: COMMITTEES

1. The committees of the Division shall consist of such standing committees as may be provided for by these bylaws, and such special committees as may be established by the Executive Committee, in accordance with Article V, Section 7 of the bylaws of the American Psychological Association. All committees shall be subject to review by the Association's Board of Directors.
2. *Executive Committee.* There shall be an Executive Committee of the Division consisting of the President, the President-Elect, the immediate Past President, Secretary, Treasurer, the Divisional Representatives, and **four** members-at-large. In order to effect staggered terms, the tenure of

Comment: Replace "three" with "four" for proposed change # 2: **Include an additional member at large representing early career psychologists**

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members-at-large elected at the first election will be planned accordingly. Members-at-large will serve for a term of three years. The other members of the Executive Committee shall serve for the duration of their terms of elected office. The Executive Committee shall have general supervision of the affairs of the Division in performing the duties and abiding by the limitations specified in these bylaws.

- Actions of the Executive Committee affecting Divisional policy are subject to approval by a majority vote of members voting. The voting of such matters shall be conducted at an annual meeting or by special mail **or email** ballot, as decided by the Executive Committee.
- Officers and Divisional Representatives who have been elected but have not assumed office shall be ex-officio members of the Executive Committee, without vote, until they are officially seated.

Comment: Insert "or email" for proposed change # 1: **Revise Bylaws to include an option for electronic and email voting**

3. *Membership Committee.* There shall be a Membership Committee appointed annually by the President. [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 Division.]
4. *Fellowship Committee.* The Committee on Fellowship shall consist of a Chair appointed by the President and a minimum of three Fellows in the Division appointed by the Chair of the Fellows Committee. It shall be the duty of the Committee on Fellowship to receive all nominations to Fellowship, to collect and consider such supporting materials as are necessary, and to recommend nominees for Fellowship status in the Division, according to the bylaws of the Division and the American Psychological Association.
5. *Election Committee.* The Election Committee shall consist of the Past-President as chair, and the two most recent past-presidents of the Division. The Election Committee shall secure nominations by mail **or email** ballots from the members, and shall ascertain whether the nominees are qualified and willing to serve, if elected. Every effort shall be made to obtain proper representation of various constituencies. At its discretion, in order to broaden representation as to geographic location, sex, institutional affiliation, age, etc., one name on the ballot for each office for which election is being held may be added by the Election Committee. The list of nominees shall be at least twice as many nominees as there are persons to be elected for each office and for the members-at-large. The officers and members-at-large shall assume office on the first day of January after the elections are announced, and shall hold office until their successors are elected and assume office in their stead. If an officer or member-at-large fails to accept his or her election, his or her place shall be filled by the last defeated candidate on the election ballot.
6. *Program Committee.* A Program Committee shall be appointed annually consisting of the Chair appointed by the President, the immediate Past Program Chair, and the Chair-Designate appointed by the President-Elect. Additional Division members are to be appointed by the President as necessary for the work of the Committee. This committee shall plan the convention program of the Division.
7. *Awards Committee.* The Awards Committee shall consist of the President as chair, and the two most recent past-presidents of the Division. The Awards Committee shall secure nominations for awards from the members, shall review the nominees, and make a recommendation to the Executive Committee about awards recipients.

Comment: Insert "or email" for proposed change # 1: **Revise Bylaws to include an option for electronic and email voting**

8. *Publications Committee.* The Publications Committee shall consist of the President (chair), President-Elect, Past-President, Treasurer, and *Advocate* Editor, The Publications Committee shall call for submission of proposals and shall determine Division sponsorship of proposals and publications. The Committee may, with the approval of the Executive Committee, contract with a publisher for publication of all Division-sponsored volumes.

ARTICLE V: ACTIVITIES

1. The annual meeting of the Division shall take place during the annual convention of the Association in the same locality for the transaction of business, the presentation of scientific papers, and discussion of professional matters in the field of the Division's interest. The Division shall coordinate its program with and participate in the program of the Association.
2. New members of the Division shall be notified by the Division of their admission to membership.
3. The Division may issue a newsletter or journal for the purposes of coordinating and disseminating news or for any other purposes.

ARTICLE VI: AMENDMENTS

Amendments to these bylaws may be proposed by a majority vote of the Executive Committee or by a majority vote of the members present at any annual meeting. Ratification of the amendment proposed requires a two-thirds majority of those members voting by mail, **email or electronic** ballot. Mailings **(or emailing)** of the ballots to the membership should take place at least two months prior to the vote.

Last revision January 2009
Liza Suárez, Secretary

Comment: Insert "email or electronic" and "(or emailing)" for proposed change # 1: **Revise Bylaws to include an option for electronic and email voting**