



**Society for Child and Family Policy and Practice**  
Division 37 of the American Psychological Association

To: Division Members and Fellows  
From: Carolyn S. Schroeder, President  
Date: February 27, 2009

Dear Division 37 Member:

Please vote on the attached changes to the Division bylaws. The changes were unanimously recommended and approved by our board members. The changes involve electronic voting and officer positions of Division 37. A summary of the proposed changes and a copy of the modified bylaws are included with this mailing.

1. The first vote is on approval of the changes to the bylaws to allow for electronic voting.

This change would result in substantial cost savings to the division and could still allow ballots to be sent by mail if a member has not given the division an e-mail address.

- Yes, I approve the change.  
 No, I do not approve the change.

2. The second vote concerns the change in Division 37 officer positions to include an additional member at large representing early career psychologists.

The additional elected member, the *Early Career Psychologist Chair*, will be in charge of recruiting and maintaining early career psychologist members within the division and will give a voice to the unique strengths and needs of early career psychologists both within the division and APA. The proposed change in bylaws will increase the number of Member-at-Large representatives to four. In order to ensure that this change will not result in an increase in budgetary expenses (e.g., travel to mid-winter meeting for an additional board member), the president will appoint only one membership chair (instead of 2).

- Yes, I approve the change.  
 No, I do not approve the change.

I encourage you to vote on these important matters by **May 7th**. Do NOT email your votes. Emailed votes can NOT be accepted at this time.

Please vote, sign and print your name, and mail this form to:

Keith Cooke  
Division Services Office  
American Psychological Association  
750 First Street, NE  
Washington, DC 20002-4242

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Detailed summary of the proposed changes to the Division 37 Bylaws

1. **The first vote proposes to revise Division 37 Bylaws to include an option for electronic and email voting. This change will result in substantial cost savings for the Division. The revised sections of the bylaws in Articles II, III, IV and VI will read (with changes shown in brackets):**

**Article II-Membership, Item 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.

**Article III: Officers, Item 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.

**Article IV: Committees, Item 2:**

- 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.

**Article IV: Committees, Item 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.

**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.”

2. The second vote proposes to revise Article IV, section 2 of the Bylaws to include an additional member at large representing early career psychologists. Currently, the Executive Committee for Division 37 has three elected Member-at-Large positions: 1) Advocacy Chair (responsible for assisting in delineating Division 37's advocacy efforts, implementing plans, and documenting actions in a yearly report); 2) Task Force Coordinator and Coordinator of Diversity Activities (coordinates and oversees the work of the task forces of the Division and documents activities that involve ethnic minorities); and 3) Coordinator of Communications and Technology (oversees the Division 37 web page, Listserv, and Member Interest Groups, and seeks other means of improving communication with and among members of Division 37). The proposed change in bylaws will increase the number of Member-At-Large representatives to four. The additional elected member, the Early Career Psychologist Chair, will be in charge of recruiting and maintaining early career psychologist members within the division and will give a voice to the unique needs of early career psychologists. In order to ensure that this change will not result in an increase in budgetary expenses (e.g., travel to mid-winter meeting for an additional board member), the president will appoint only one membership chair (instead of 2). The revised Article IV section 2 will read (with changes shown in brackets):

*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 ~~three~~ [four] members-at-large. In order to effect staggered terms, the tenure of 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.”

The full description for the Early Career Psychologist Member at Large position is included below:

### **Position Description**

#### **EARLY CAREER PSYCHOLOGIST CHAIR**

3 year term, renewable (depending on number of years since obtaining degree—may not exceed 7 years post-degree)

To be eligible for this position, members must be within 7 years of the completion of their degree at the time of nomination. Note: This is consistent with APA Early Career Psychologist (ECP) committee requirements.

#### **A. MAJOR RESPONSIBILITIES:**

1. Recruiting and maintaining early career psychologist members is central to the future of Division 37. By providing this elected position to the Board of Directors (BOD), the Society for Child and Family Policy and Practice is giving voice to the unique needs of early career psychologists.

#### **B. SPECIFIC DUTIES**

1. Represent the position and perspective of ECP's to the Executive Committee/Board
2. Recruit, maintain, and provide leadership to an early career committee.
  - a. Members may be from the Board, from Division 37 membership, or may be recruited to join the division and to serve on the committee.
  - b. Coordinate ECP membership activities with Membership Chair
    - Identify strategies to enhance and retain membership.
    - Contact and support new members who are ECP.
3. Ensure that early career issues and needs are reflected in all aspects of current and future functions and activities of Division 37.
  - a. Explore strategies that can be used to enhance activities that interest ECPs.
    - Examine ECP representation and issues in division activities and committees
    - Provide a roundtable on specific needs of ECPs at APA
    - Develop activities that will foster growth and development of ECP's including such things as mentoring, webinars, and sharing of professional resources (teaching syllabi, etc.).
    - Write an ongoing ECP column in the *Advocate*
  - b. Document and report on specific ECP members and related projects
4. Serve as the Division 37 representative to the Early Career Psychologists Network (ECPN) and attend all ECPN meetings. Report activities back to BOD.