

I. BYLAWS

Preamble

The mission of the American Psychological Association is defined as "advancing psychology as a science, profession, and as a means of promoting human welfare." The mission of the Society for the Psychological Study of Ethnic Minority Issues reflects that of the American Psychological Association. Specifically, the Society serves as a means to promote: the development of knowledge and understanding of ethnic minority psychology; the application of psychological principals specific to ethnic minorities; consideration of how social concerns impact ethnic minority populations; and incorporation of the importance of diversity in society. In the spirit of promoting diversity of the human experience, the Society, in its policies and practices, will attend to the concerns of ethnic minorities with special sensitivity to gender, sexual orientation, the physically challenged, class, age, and religion. In this Society, Ethnic Minority groups include American Indian/Alaskan Natives, Asian Americans/Pacific Islanders, Black/African Americans, Latina/Latino/Hispanics within the United States. In consideration of the reality that nomenclature evolves and changes, these bylaws will use the terms ethnic minority and people of color interchangeably.

Article I

Name and Purpose

1. The name of this organization shall be Society for the Psychological Study of Ethnic Minority Issues: A Division of the American Psychological Association (SPSEMI).
2. The purpose of this organization shall be:
 - a. to advance the contributions of psychology as a discipline in the understanding of issues related to people of color through research, including the development of appropriate research paradigms;
 - b. to promote the education and training of psychologists in matters regarding people of color, including the special issues relevant to the service delivery issues relevant to ethnic minority populations; and,
 - c. to inform the general public of research, education and training, and service delivery issues relevant to ethnic minority populations.

Article II

Membership

1. There shall be four classes of members in the Division: Fellows, Members, Associate Members, and Affiliates. The requirements of these classes shall be provided by the Bylaws of the American Psychological Association except as noted below. All applicants for admission shall demonstrate, in a manner satisfactory to the Division membership, participation or sustaining interest in furthering the goals of the Division. To maintain good standing, member must be current in payment of dues as outlined in Article V.

2. Professional Affiliates shall be persons who are not members of the American Psychological Association but who are professionals from disciplines bearing on the central interests of the Division.
3. Student Affiliates shall be persons who have been accepted by the American Psychological Association as Student Associates or who are otherwise eligible for such membership. Student Affiliates shall receive the Division newsletter and will be encouraged to participate in the activities of the Division.
4. Members and Associate members of the American Psychological Association, who apply for Division membership in the same status held in the American Psychological Association, may be admitted to the Division by vote of the Membership Committee subject to approval of the Division at its annual business meeting.
5. Members nominated for Fellow status in the Division must provide evidence of unusual and outstanding contributions in the area of psychology related to ethnic minority issues. All candidates for Fellow status must be endorsed by at least one Fellow of the Division.
6. Voting in the Division shall follow the criteria established in the Bylaws of the American Psychological Association. Only members in good standing in the Division will be eligible to vote.

Article III Officers

1. The officers of the Division shall consist of President; President-Elect; Past President; and Secretary, Treasurer, and Editor of *Cultural Diversity and Ethnic Minority Psychology*. Each shall perform the duties of the respective office and specific duties provided elsewhere in these Bylaws or assigned by the Executive Committee. The President shall serve for a one year period and the Secretary and Treasurer for three-year periods. A Secretary-Elect shall be elected in the second year of the prior three-year term to serve one year concurrently with the Secretary. A Treasurer Elect shall be elected in the second year of the prior three-year term to serve one year concurrently with the Treasurer.
2. There shall be Divisional Representation to the Council of Representatives of the American Psychological Association in numbers permitted by the Bylaws of the American Psychological Association. Representatives shall be elected for a three-year term of office.
3. Candidates for office in the Division shall be Fellows or Members of the Division, with the exception of one specially-designated Member-at-Large seat. That specially-designated seat shall be open for the election of any Fellow, Member, Professional Associate, or Student Affiliate of the Division in good standing, without other consideration. Officers and Divisional Representatives to the American Psychological Association Council of Representatives shall be elected by preferential mail ballot by the voting members.

Article IV Committees

1. The Committees of the Division shall consist of, in addition to the Executive Committee, such standing Committees as may be provided by these Bylaws and such special Committees as may be established by the Executive Committee. The President shall appoint Committee Chairs, and Committee members. Committee members shall be ratified by the Executive Committee.
2. EXECUTIVE COMMITTEE. The Executive Committee of the Division shall consist of the President, the President-Elect, the immediate Past-President, the Secretary, the Treasurer, the Divisional Representative(s), five Members-at-Large, and *Editor of Cultural Diversity and Ethnic Minority Psychology*. The Members-at-Large shall be elected by the Division membership and shall serve staggered terms of three years each. A Secretary-Elect shall be elected in the second year of the prior three-year term to serve one year concurrently with the Secretary. A Treasurer Elect shall be elected in the second year of the prior three-year term to serve one year concurrently with the Treasurer. The Executive Committee shall have general supervision of the affairs of the Division, performing the duties and abiding by the limitations specified in these Bylaws. Actions of the Executive Committee that alter Division policy are subject to approval by majority vote of the members voting. The voting for such matters shall be conducted at an annual meeting or by special ballot, as decided by the Executive Committee.
3. MEMBERSHIP COMMITTEE. The President shall appoint a Membership Committee. It shall be the responsibility of this Committee to secure and review evidence concerning the qualifications of all candidates for membership status in the Division.
4. FELLOWS COMMITTEE. A Fellows Committee shall be appointed by the President and consist of five members who are Fellows of the Division. It shall be the duty of the Fellows Committee to receive all nominations for Fellowship, to collect and consider such supporting materials as are necessary, and to recommend nominees for Fellow status in the Division, in accordance with the Bylaws of the Division and the American Psychological Association.
5. NOMINATIONS COMMITTEE. The Nominations Committee shall consist of the Past President as Chairperson and three other members appointed by the President. The Nominations Committee shall nominate at least two persons for each office for which election is being held, taking care to assure broad representation in the administration of the Division. The Nominations Committee shall ascertain whether the nominees are qualified and willing to serve if elected. The list of nominees shall be reported to the American Psychological Association central office for inclusion in the election ballot issued by the Association by a date specified by the Association. The Nominations Committee shall prepare slates to ensure that there is always at least one representative on the Executive Committee from each of the following ethnic minority groups: American Indian/Alaskan Natives, Asian Americans/Pacific Islanders, Black/African Americans, Latina/Latino/Hispanic Americans. The Committee shall also give consideration to gender representation.
6. PROGRAM COMMITTEE. The President Elect of the Division shall appoint the Program Chair-Designee and Committee members no later than the beginning of

the annual meeting of that current year. This Committee shall plan the convention program of the Division

7. EDITORIAL COMMITTEE. The Editorial Committee will administer the official journal of the Division, in accord with parameters set forth by the Executive Committee and operating policies of the publisher.
8. PUBLICATIONS AND COMMUNICATIONS COMMITTEE. The Publications and Communications (P&C) Committee will coordinate the publications and communications activities of the Division, in accordance with parameters set forth by the Executive Committee and operating policies of the publisher.
9. student rep committee

Article V

Dues

1. The Executive Committee sets the minimum membership dues with the concurrence of the membership. Additional dues or assessments may be imposed by a vote of the Executive Committee.
2. Dues will be collected annually and paid either to the American Psychological Association or the Division.
3. The Membership Committee will maintain a current list of members and the status of dues payments.

Article VI

Activities

1. The annual meeting of the Division shall take place during the annual convention of the American Psychological Association, and in the same locality, for the transaction of business. During this time, the Division program will consist of the presentation of scientific papers, and the discussion of professional matters in the field of Division's interest. The Division shall coordinate its programs with, and participate in, the program of the Association. The Executive Committee shall meet at least twice a year annually (a Midwinter meeting and a meeting during the annual convention of the Association) or as many times as it deems necessary.
2. The Secretary of the Division, directly or through the central office, shall notify new members of the Division of their election immediately after their annual meeting.
3. The Division may issue a newsletter for purposes of coordinating and disseminating news or for other purposes. An editor may be appointed regularly by the Executive Committee to carry out this function.

Article VII

Amendments

Amendment to these Bylaws may be proposed by a majority 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 ballot.

II. POLICIES & PROCEDURES

A. Executive Committee

The Executive Committee consists of the President, President Elect, Past President, Secretary-Treasurer, Council Representative, and Members-at-Large who are elected by the membership of the Division. The Committee uses the Roberts Rules of Order for conducting business, and minutes are recorded for each meeting.

1. Election of Officers

The elections are conducted by the American Psychological Association in accordance with the Bylaws. Nominations are made by members in good standing of the Division. The Nominations Committee determines eligibility and prepares the slate of nominees according to the Bylaws and the Division's policies and procedures. The Executive Committee ensures that there is balance of ethnicity and gender on the ballot. To ensure representation of ethnicity in the presidency, slates will be prepared to ensure that there is always at least one President from each of the following ethnic minority groups within a five-year period: (a) American Indian/Alaskan Natives, (b) Asian American/Pacific Islanders, (c) Black/African Americans, and (d) Latinas/Latinos/Hispanic Americans. For all elected offices, slates will be prepared to ensure that there is always at least one representative on the Executive Committee from each of the ethnic groups. Consideration also will be given to gender representation on the Executive Committee.

The Executive Committee finalizes the ballot at the Midwinter meeting. Those nominated are asked about their willingness to serve. At least two persons should be nominated for each office. In the event that two qualified candidates are not available, there must be at least one nominee and provisions for a write in vote. The final slate is submitted to the APA office, Board and Council Operations no later than March 15 by the Secretary. The ballot is mailed by APA to the membership on or about May 15 and the balloting period is 45 days.

The election results are communicated to the Secretary by APA no later than August 1, with a tabulation of the results. The Secretary informs the successful candidates of the results and confirms their commitment to office. Newly elected officers are requested to come to the APA convention. Once the offices have been confirmed, those not elected will be called and informed of the results. The confirmed list of offices and their terms of office is sent to the APA Division Services Office no later than September 1. If there is a tie for an office, it is up to the Executive Committee to select the new officer or conduct a special election.

Newly elected Council Representative(s) from the Division receive a letter from the APA Chief Executive Officer sometime in August informing the new Council Member(s) of the election results. The Governance Structure Directory Association Rules and the APA Handbook for Council Representatives will accompany the notification.

Results of the Elections are officially disclosed to the membership at the annual business meeting of the Division's membership at the annual national APA convention.

2. Duties and Responsibilities of the Executive Committee

The Executive Committee is responsible for conducting the business of the Division, for meeting at least twice a year, and for calling a meeting with the membership at least once a year. The Executive Committee approves the budget, provides leadership for the Division, and at least one member of the Executive Committee is a member or a monitor on each of the Committees of the Division with exception to the offices of President, Secretary, and President-Elect. A monitor is one who observes and receives information regarding the Committee's activities. Other meetings may be called by the Executive Committee.

The Executive Committee meets at the APA convention and conducts a Midwinter meeting at a location decided by the Committee. Typically the agenda of the meeting may include: Call to Order and Approval of the Agenda; Review and Approval of the Minutes; Treasurer's Reports; Committee Reports; Ad Hoc Committee Reports; Task Force Reports; Old Business; and New Business. The budget is reviewed at each meeting and approved annually.

- a. President. The term of office is one year after serving one year as President-Elect, and is followed by one year as Past-President. The term of the presidency officially commences at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminates just at the conclusion of the APA Council meeting the following year. In the event that the President cannot serve, the Executive Committee may extend the term of office of the current President by vote of the Executive Committee for one more year, or, extend until new person is elected by membership in a special election.

The duties of the President are to: (i) represent the Division and its membership; (ii) oversee the operations of the Division and ensure the annual report is submitted to APA by mid-January; (iii) chair the Executive and membership meetings, as well as ceremonies of the Division at all meetings; (iv) develop the agenda for the meetings; (v) confer and communicate with the President-Elect on all

business matters relating to the Division; (vi) appoint Committee, Ad Hoc Committee, and Task Force Chairs; and, (vii) attend meetings.

- b. President-Elect. The term of office of the President-Elect is one year. The term of the President Elect officially commences at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminates just at the conclusion of the APA Council Meeting the following year.

The duties of the President-Elect are to: (i) appoint the Program Committee Chair-Designee; (ii) keep abreast of Division business, and confer and communicate with the current President; and, (iii) attend meetings.

- c. Past-President. The term of office of the Past-President is one year immediately after service of one year as President. The term of the Past-President officially commences at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminates at the conclusion of the APA Council meeting the following year.

The duties of the Past-President are to (i) be a Chair of the Nominations/Awards Committee; (ii) attend meetings; and, (iii) monitor implementation of the Division's strategic plan. In the event that the President cannot serve, the Executive Committee will assume responsibility for filling the vacancy. In so doing, it will respect the integrity of the balance of ethnicity and gender.

- d. Secretary. The term of office of the Secretary is three years. The term of the Secretary officially commences at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminates at the conclusion of the APA Council Meeting at the end of the third and final year of the term of office.

The duties of the Secretary are to (i) verify the accuracy of the minutes and record their approval; (ii) maintain files of all minutes of the executive and membership Division meetings; (iii) verify and ensure that the corporate responsibilities of the Division are met; (iv) oversee election of officers by ensuring the final selection of nominees in the Division election of officers as determined by the Executive Committee, and maintaining all correspondence related to the election; (v) assume responsibilities of Secretary; (vi) submit the annual report to the APA due mid-January; (vii) update policies and procedures each year at the mid-winter meeting and distribute revisions at the APA Convention; (viii) distribute policies and

procedures to all Executive Members and Committee Chairs of the Division; and, (ix) attend meetings.

A Secretary-Elect will assist the current Secretary with the duties of the office. The Secretary shall serve a total of 4 years, one year as Secretary-Elect and three years as Secretary.

- e. Treasurer. The term of office of the Treasurer is three years. The term of the Treasurer officially commences at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminates at the conclusion of the APA Council Meeting at the end of the third and final year of the term of office

The duties of the Treasurer are to (i) maintain and verify all fiscal reports, bank statements and annual reports of the Division and certify that the incoming and outgoing expenses are within the budget and guidelines as directed by the Executive Committee; (ii) process payment of bills and receipt of income and verify all incoming and outgoing expenses; (iii) provide a budget report at each of the Executive Committee meetings; (iv) provide an annual fiscal status report to the membership at the APA Convention and in the Divisional newsletter; and (v) attend meetings.

A Treasurer-Elect will assist the current Treasurer with the duties of the office. The Treasurer shall serve a total of 4 years, one year as Treasurer-Elect and three years as Treasurer.

- f. Council Representative(s). The term of office of the Council Representative is three years. The term of office of the Council Representative officially commences at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminates at the conclusion of the APA Council Meeting at the end of the third and final year of the term of office.

The duties of the Council Representative(s) are to (i) represent the membership at the APA Council of Representatives; (ii) inform the Executive Committee and the Membership of Council's activities; (iii) vote during the Executive Committee meetings; (iv) serve as a member of a Committee; and, (v) attend meetings.

- g. Members-at-Large. The term of office for Members-at-Large is three years. Terms for Members-at-Large are in rotation according to the Bylaws to ensure that most of the Members-at-Large officially commence at the conclusion of the APA Council of Representative Meeting at the APA Convention and terminate at the conclusion of

the APA Council Meeting at the end of the third and final year of the term of office.

The duties of the Members-at-Large are to (i) represent the membership at the Division's meetings; (ii) vote during the Executive Committee meetings; (iii) serve as a member of a Committee; (iv) attend meetings; and, (v) serve as representative to one of the following Practice, Science, Public Interest, or Education Directorates as designated annually by the President.

- h. Editor of *Cultural Diversity and Ethnic Minority Psychology*. The Editor shall assume responsibility for the content and timely publication of *Cultural Diversity and Ethnic Minority Psychology* (CDEMP). The Editor-Designate serves one and a half years as Editor-Elect prior to assuming the full duties as Editor.

Selection Procedure for Editor. (i) The Editor for the Division's Journal shall be appointed by the Executive Committee for a 6-year term (e.g., 2000–2006; 2005–2011). The Editor-Designate serves one and a half years as Editor-elect prior to assuming the full duties as Editor. (ii) Approximately 30 months before the end of the current Editor's term, the President-Elect develops a Special Task Group (STG) to search for a new editor. This STG consists of a chair and at least three other senior members of the Division who (a) represent diverse groups and perspectives within the Division, (b) reflect strong research, practice, publication, and editorial backgrounds relevant to the field of diversity and ethnic minority psychology, and (c) are knowledgeable of the history of the Division and CDEMP. (iii) The chair of the STG submits an announcement of the Search for publication in the Spring issue of FOCUS (approximately six months prior to the mid-year meeting of the Division). (iv) The chair of the STG receives nominations and self-nominations. The chair contacts nominees to ascertain willingness to serve as CDEMP Editor; those interested in serving will be asked to submit (a) a formal statement of their interest, (b) a description of relevant publication and editorial experience, (c) a description of relevant Division and APA experience, as well as experience in organizations closely affiliated with ethnic minority psychology, (d) their vision for the future of CDEMP, and (e) up to three letters of support from outside references. After the closing date, the chair circulates the materials of those willing to serve to the STG. The STG recommends nominees by ranking them and designating those that they evaluate as acceptable, along with the rationale for their recommendations. Materials as well as recommendations are forwarded to the Executive Committee by November 15. (v) The Executive Committee selects the new Editor, by majority vote, at

the mid-year Executive Committee meeting. (vi) The President informs the Editor-Elect, and upon acceptance, the Editor-Elect's term begins immediately. The President strongly encourages an extended meeting with the current Editor of CDEMP to discuss existing procedures, policies, time lines, and the transition process. (vii) The President introduces the Editor-Designate to the membership at the annual Business Meeting at the APA Convention.

Duties and Responsibilities. (i) The Editor is responsible for the content and timely publication of CDEMP. The Editor solicits proposals for major topics and evaluates suitability of manuscript based on input from the editorial board and ad hoc reviewers. The Editor arranges for publications of the minutes of Division 45 and, as appropriate, Presidential and other invited addresses. (ii) The Editor recommends the appointment of Associate Editors, along with respective duties, to the Executive Committee for approval. The Editor oversees the work of the Associate Editor(s), and other individuals assisting with the Journal. (iii) The Editor maintains a strong and diverse group of editorial board members with regard to areas of expertise, gender, race, sexual orientation, and professional setting. The Editor recommends new appointments to the editorial board each year at incoming Division Executive Committee meetings for approval. Editorial board member terms are for three years and typically nonrenewable, but variations can occur based on the assessment and recommendation of the Editor. The Editor in conjunction with the Division Executive Committee determines the optimal number of members for the Editorial Board. (iv) The Editor maintains relationship with the American Psychological Association to ensure the timely production, distribution, and marketing of the journal. When appropriate, the Editor negotiates along with the President, the contracted agreement with the publisher, which is submitted to the Executive Committee for approval. (v) The Editor maintains a diverse pool of ad hoc reviewers (with regard to areas of expertise, gender, race, sexual orientation, and professional setting) to review manuscripts and proposals as needed. (vi) The Editor consults with the President and other members of the Executive Committee as needed. The Editor attends and participates in all regular meetings of the Executive Committee but is not a voting member of the Executive Committee. (vii) The Editor attends relevant conferences/meetings as Editor of the Division's Journal of organizations closely affiliated with ethnic minority issues. (viii) The Editor notifies the President at least 30 months (and 2 months before the spring issue of FOCUS is due) before the end of the Editor's term, and any intention to terminate the Editor's term.

STUDENT REP

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B. Committees and Task Forces

Standing Committees are noted in the Bylaws as the Executive, Membership, Fellows, Nominations and Program Committees. According to the Bylaws, the Executive Committee may establish special Committees. The President will appoint Chairs of special Committees and Task Forces and the Executive Committee will provide the charge.

1. Membership Committee

- a. Purpose. The Membership Committee is required, according to the Bylaws, to secure and review evidence concerning the qualifications of all candidates for membership or changes in membership status in the Division.
- b. Chair. The President will appoint the Chair of the Membership Committee for a term of three years.

The duties and responsibilities of the Chair of the Membership Committee are to (i) conduct meetings of the Committee; (ii) recruit members for the Committee; (iii) maintain records of all members of the Division and continually update membership status; (iv) to send to all new members a copy of the Division's Bylaws and other information verifying their membership and welcoming them to the Division; (v) maintain a list of Committee members; (vi) write Membership Committee reports for the executive and membership meetings; (vii) conduct meetings of the Committee; (viii) attend other meetings as determined by the President; and, (ix) investigate and recruit members needs and bring them to the attention of the Executive Committee.

- c. Committee Members. Members of the Committee will be recruited and nominated by the Chair; appointments will be made by the President. The President may decide to delegate the responsibility of appointment to the Chair.

The duties and responsibilities of members of the Membership Committee will be to (i) recruit members and assist in the Committee's activities; and, (ii) attend meetings of the Committee as called by the Chair as needed.

2. Fellows Committee

- a. Purpose. The Fellows Committee was established in order to identify and nominate members to the Executive Board who qualify to become Fellows of the Division.
- b. Chair. The President will appoint the Chair of the Fellows Committee for a term of two years.

The duties and responsibilities of the Chair are to (i) receive nomination for Fellows, collect and reconsider supporting materials, as are necessary, and recommend nominees for Fellow status; (ii) recommend Committee members to the Executive Committee; (iii) conduct meetings of the Committee; (iv) maintain a list of Committee members; (v) write Fellows Committee reports for the Executive and membership meetings; (vi) conduct meetings of the Committee; (vii) request nominations and inform the membership of the qualifications for nomination; (viii) maintain a current list of Fellows and share that list with the Secretary-Treasurer; (ix) consult with the Executive Committee if there is actual or perceived conflict of interest between a member and a Fellow nominee; and, (x) attend other meetings as determined by the President.

- c. Committee Members. The members of the Fellows Committee will be recruited and nominated by the Chair. Appointments will be made by the President; members shall serve staggered two-year terms. There should be five members on the Committee, including the Chair and all should be Fellows of Division 45. There will always be a member of the Executive Committee on the Fellows Committee. The President may decide to delegate the responsibility of appointment to the Chair.

The duties and responsibilities of the Fellows Committee members are to (i) identify and nominate members for Fellow status in the Division; (ii) request for nominations and inform the membership the qualification for nomination through the Committee's activities; and, (iii) attend meetings, as called by the Chair as needed.

3. Nominations Committee

- a. Purpose. The Nominations Committee is charged to provide nominations for offices within the Division and any other Division nominations for Boards and Committees within the APA governance structure.
- b. Chair. The Chair of the Nominations Committee shall be the Past-President of the Division, and shall serve a term of office of one year.

The duties and responsibilities of the Nominations Committee Chair will be to (i) identify and nominate at least two members for each office for which election is being held and assure broad representation in the administration of the Division; (ii) verify whether nominees are qualified, in good standing, and willing to serve if elected; (iii) report to the Executive Committee the list of nominees with slates to ensure that there is at least one representative on the Executive Committee from each of the ethnic

minority groups as designated in the Bylaws and give consideration to gender representation; (iv) write Committee reports for the Executive Committee and membership meetings; (v) conduct meetings of the Committee; (vi) request for nominations and inform the membership of the qualification for nominations; (vii) attend meetings; and (viii) maintain a list of Committee members.

- c. Committee Members. The Nominations Committee consists of at least three other members besides the Chair, appointed by the President. Committee members should be knowledgeable about APA governance structure and individuals within. The President may decide to delegate the responsibility of appointment to the Chair.

The duties and responsibilities of Nominations Committee members will be to (i) attend meetings as needed and called by the Chair; (ii) participate in the nomination process and election activities; (iii) assist in other matters related to Committee activities; and (iv) implement the external nominations and monitor the progress of them.

4. Program Committee

- a. Purpose. The Program Committee was established and is required by the Bylaws to plan the APA convention program of the Division.

The Program Committee will (i) establish liaisons with other APA Divisions and their Program Chairs in order to collaborate on convention activities; and, (ii) conduct a "Forging Alliances" conversation and social hour with Divisions 9, 35, 44, and other Divisions interested in the alliances and concerns of issues related to ethnic/racial groups, women, sexual orientation and other issues relevant to the mission of the Division.

- b. Chair. The President-Elect shall appoint or reappoint the Chair of the Program Committee as Chair-Designee. The term of office is one year, commencing at the APA convention and ending at the following APA convention.

The duties and responsibilities of the Program Committee Chair will be to (i) develop and establish the APA Convention program for the Division; (ii) serve as the Program Chair and represent the Division at the APA Program Chair meetings and in correspondence with the APA Convention Office; (iii) mentor the Program Chair-Designee; (iv) recruit members for the Committee; (v) conduct the meetings of the Committee; (vi) maintain a list of Committee member; (vii) write Committee reports for the Executive Committee

and membership meetings; (viii) provide Convention program activities, schedules of events, and other procedures for implementing the Convention program; (ix) attend meetings including the Executive Committee meetings; and (x) establish a procedure for review of manuscripts and proposals for the Convention program.

- c. Chair-Designee. The Chair-Designee shall be appointed by the President-Elect at the annual meeting prior to assuming the position as Chair. The term of office is one year, commencing at the APA Convention and ending at the following APA Convention.

The duties and responsibilities of the Chair-Designee will be to (i) assist the current Program Chair; (ii) attend meetings; (iii) participate in the review of manuscripts and make recommendations for the Convention program; (iv) assist in other matters related to Committee activities; (v) be a member of the Program Committee; and (vi) learn the operations and procedures of the Program Chair and be trained by the current Program Chair.

- d. Past Chair. The Past Chair-Designee shall have been appointed by the Past-President as Chair-Designee when the Past-President was President-Elect. The term of office is one year, commencing at the APA Convention and ending at the following APA Convention.

The duties and responsibilities of the Past Chair will be to (i) assist the current Program Chair; (ii) attend meetings; (iii) participate in the review of manuscripts and make recommendations for the Convention program; (iv) assist in other matters related to Committee activities; and, (v) be a member of the Program Committee.

- e. Committee Members. Committee members are recruited and nominated by the membership, with appointments made by the President. The President may decide to delegate the responsibility of appointment to the Chair.

The duties and responsibilities of Program Committee members will be to (i) attend meetings as called by the Chair as needed; (ii) participate in the review of manuscripts and making recommendations for the convention program; (iii) assist in other matters related to Committee activities.

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6. Editorial Committee

- a. Purpose. The Editorial Committee will administer the official journal of the Division, in accordance with parameters set forth by the Executive Committee and operating policies of the publisher.
- b. Chair. The Chair of the Editorial Committee will be recruited and nominated from a pool of candidates developed by the President, and selected by a majority vote of the Executive Committee. The term of office of the Editorial Committee Chair will be three years.

The duties and responsibilities of the Editorial Committee Chair will be to (i) serve as Editor of the official journal of the Division; (ii) review and propose editorial policies for ratification by the Executive Committee, in accordance with standards of professional practice; (iii) solicit, review, and select material for inclusion in the Division journal in accord with established editorial policies; (iv) participate in negotiations with the publisher and the Executive Committee of the Division; (v) develop, review, and update editorial and operating procedures for the journal, and present them for approval by the Executive Committee; (vi) maintain records of the actions and products of the journal, in accordance with standards of professional practice; and, (vii) attend the annual an Midwinter meetings of the Executive Committee, and report on the status of the Division journal.

- c. Committee Members. There will be three Editorial Committee members recruited and nominated by the Chair, and approved by majority vote of the Executive Committee. The term of office will be three years, staggered such that one member will rotate off the Committee each year.

The duties and responsibilities of Editorial Committee members will be to (i) serve as Associate Editors of the journal; (ii) solicit, review, and recommend material for inclusion in the Division journal, in accord with the parameters set forth by the Chair and established editorial policies; and, (iii) attend meetings regarding the Division journal as called by the Chair.

7. Publications and Communications Committee

- a. Purpose. The Publications and Communications (P&C) Committee will coordinate the publications and communications activities of the Division, in accordance with parameters set forth by the Executive Committee and operating policies of the publisher.
- b. Chair. The Chair of the P&C Committee will be recruited and nominated from a pool of candidates developed by the President,

and selected by a majority vote of the Executive Committee. The term of office of the P&C Committee Chair will be three years.

- c. Duties and Responsibilities. The duties and responsibilities of the P&C Committee Chair will be to (i) coordinate publications non-journal and communications activities of the Division (e.g., journal, newsletter, web page, discussion group, videotapes, and other publications); (ii) review and propose publications and communications policies for ratification by the Executive Committee, in accordance with standards of professional practice; (iii) solicit, review, and select publications projects from the membership in accord with established policies; (iv) participate in negotiations with publishers and the Executive Committee of the Division; (v) develop, review, and update operating procedures for the publications and communications projects of the Division, and present them for approval by the Executive Committee; (vi) maintain records of the actions and products of the journal, in accordance with standards of professional practice; and (vii) attend the annual and Midwinter meetings of the Executive Committee, and report on the status of the Division journal.
- d. Committee Members. There will be four P&C Committee members. Three are to be recruited and nominated by the Chair, and approved by majority vote of the Executive Committee. The fourth member would be the Editor of the Journal.
Term of Office: The term of office will be three years, staggered such that one member will rotate off the Committee each year.
Duties and Responsibilities: The duties and responsibilities of the P&C Committee members will be to (i) serve as Editor of the journal (see Editorial Committee); (ii) serve as Editor of the newsletter; (iii) serve as webmaster/mistress of the web page; (iv) coordinate the e-mail discussion group; (v) solicit, review, and recommend material for inclusion as possible publications projects, in accord with the parameters set forth by the Chair and established policies; and, (iv) inform the Chair on activities and participate in meetings called by the Chair.
- e. Advisory Board. There will be four Advisory Committee members recruited and nominated by the Chair, and approved by majority vote of the Executive Committee. The term of office will be three years. The duties and responsibilities of the Advisory Board will be solicit, review, and recommend publication projects (e.g., monographs, handbooks, book series, video series, etc.) to the P&C Committee.

Editor of FOCUS: Notes from the Society for the Psychological Study of Ethnic Minority Issues (the Division's Newsletter)

Purpose:

The Newsletter Editor will produce two newsletters, entitled FOCUS, each year. One of these newsletters will be produced in the spring, and the other newsletter will be produced in the winter.

Selection Procedures for Editor:

The Newsletter Editor will be selected by the President, in consultation with the Past President and the President-Elect. The term of the office of Newsletter Editor will be three years, with the first year serving as the Incoming Editor.

Duties and Responsibilities:

The Newsletter Editor will (i) produce the two Newsletters mentioned above, with the spring newsletter containing information on the upcoming APA Convention, statements for candidates for office in the Division, and referendum items (when applicable) for issues that need to be ratified by the membership, and the winter issue containing information on the APA Convention held that summer, as well as profiles on the Division's award recipients; and (ii) attend the annual and Midwinter meetings of the Executive Committee and report on the status of the Newsletter.

The duties and responsibilities of the Incoming Editor are to (i) learn the process of editing in order to take over as the sole editor of the Newsletter the following year; and (ii) attend the annual meeting of the Executive Committee the summer before taking over as Newsletter Editor.

8. Committee and Task Force Reports

All Standing Committees, Task Force and Special Committee Chairs are responsible to provide at least two written reports to the Executive Committee: one for the Midwinter and the other for the convention business meetings. The report should contain information to update the Executive Committee members of (A) their activities; (B) the currently active Committee members; (C) their plans and future activities; and, (D) any other concerns or recommendations upon which the Executive Committee might need to act.

All reports will be submitted to the President of the Division at least six weeks prior to the scheduled Executive Committee Meetings. The President will request all written reports about four weeks from when they are due. All Committee and Task Force reports are included in the agenda package sent to the Executive Committee prior to the meeting. Committee Chairs can be dismissed if they do not submit reports or show activity toward their charge.

9. Updating Policies and Procedures

All members of the Executive Committee and all Chairs of Committees and Task Forces should receive a copy of the Division 45's Policies and Procedures, which includes the most recent ratified Bylaws of the Division.

As policies and procedures are established in the Division, they are reflected in the minutes of the Executive Committee and incorporated into the Division 45's Policies and Procedures. Each year at the Midwinter meeting, the policies and procedures are updated and revisions distributed by the APA convention business meeting by the Secretary-Treasurer. It is recommended that every three years the Division 45's Policies and Procedures be comprehensively reviewed and updated.

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III. APPENDICES

A. Member-At-Large Election Cycle At its Midwinter Meeting in January 1998, the Executive Committee officially approved the following cycle for the election of Members-At-Large from ethnic slates. The fifth Member-At-Large seat, which was approved by the membership in July 1999, has been added on a three-year cycle beginning with the 2000-2001 year.

- o the Asian American seat will come up in 1999, 2002, 2005, 2008, 2011, 2014
- o the Latino/a seat will come up in 2000, 2003, 2006, 2009, 2012, 2015
- o the diversity seat will come up in 2000, 2003, 2006, 2009, 2012, 2015
- o the African American seat will come up in 2001, 2004, 2007, 2010, 2013, 2016
- o the Native American seat will come up in 2001, 2004, 2007, 2010, 2013, 2016

B. Division Awards

Division 45 makes three awards every other year, and two on a yearly basis. These awards are described below.

Division 45 Annual Awards

Lifetime Achievement Award:

This award is given every other year to a senior person who has made outstanding contributions over the course of his/her career in the promotion of ethnic minority issues. Candidates for this award may have made contributions in educational, research, or practice domains. Nominations are generated from the Division 45 membership and the Awards Committee. Nominations are reviewed by the Awards Committee and the Executive Committee of Division 45, and voted on by the Executive Committee at its midwinter meeting. Nominations and review of candidates are due by mid-January annually. Awards are presented at

the American Psychological Association Annual Convention. Each award recipient is honored at the convention with a reception in his or her honor and an engraved plaque.

Emerging Professional Award:

This award is given to an individual who has made outstanding contributions in the promotion of ethnic minority issues within 10 years of graduation. Candidates for this award may have made contributions within educational, research, or practice domains. Nominations are generated from the Division 45 membership and the Awards Committee. Nominations are reviewed by the Awards Committee and the Executive Committee of Division 45, and voted on by the Executive Committee at its midwinter meeting. Awards are presented at the American Psychological Association Annual Convention. Each award recipient is honored at a reception during the Convention, and receives an engraved plaque.

Charles and Shirley Thomas Award:

This award was created in honor of the significant contributions made by Charles and Shirley Thomas in the area of student mentoring and development, as well as their contributions toward making psychology responsive and relevant to the needs of the African American community. Candidates for this award should demonstrate significant contributions to the education and training of students of color as well as a professional presence within ethnic minority communities. Nominations are generated from the membership of Division 45 and from the Awards Committee. Nominations are reviewed by the Awards Committee and voted on by the Division 45 Executive Committee during its midwinter meeting. Awards are presented at the American Psychological Association Annual Convention. Each award recipient is honored at a reception during the convention and receives an engraved plaque.

Division 45 Annual Awards

Distinguished Career Contribution to Service Award:

This award was created to honor the contributions of a senior person in the field of psychology who has made significant contributions on the area of service with ethnic minority populations. Candidates for this award should have been in the field 15 or more years, and have made contributions in the development or delivery of services that are focused on ethnic minority populations. Nominations are generated from the Division 45 membership and the Awards Committee. Nominations are reviewed by the Awards Committee and the Executive Committee of the Division. The Executive Committee votes on the candidates during its midwinter meeting, and presents the award yearly at the American Psychological Association Annual Convention. Each award recipient is honored at a reception during the convention and receives an engraved plaque.

Distinguished Career Contribution to Research: This award was created to honor the contributions of a senior person in the field of psychology who has made

significant contributions in research related to ethnic minority populations. Candidates for this award should have been in the field 15 or more years, and have made scholarly contributions in writing, publishing, and disseminating information on ethnic minority populations and issues, thereby substantively contributing to the current understanding of ethnic minorities. Nominations are generated from the Division 45 membership and the Awards Committee. The Executive Committee of the Division reviewed the nominations, and votes on the candidates during its midwinter meeting. Awards are presented yearly at the American Psychological Association Annual Convention. Each award recipient is honored at a reception during the convention and receives an engraved plaque.

C. Changes to Division 45 Bylaws, Policies, and Procedures

April 2002

August 1998

Establish an Editorial Committee as a standing committee of the Executive Committee

August 1999

Split the office of Secretary-Treasurer into the offices of Secretary and Treasurer
Addition of a fifth Member-at-Large seat, open to all members of the Division in good standing

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