

Division 46 Bylaws Draft 7/31/05

ARTICLE I NAME AND PURPOSE

Section 1.01 - Name

The name of this Division shall be THE DIVISION OF MEDIA PSYCHOLOGY, henceforth referred to in this document as “the Division”.

Section 1.02 - Purpose

The purposes and objectives of this Division are to enhance psychologists’ roles in the research, application, training, teaching, and practice of both traditional media and newer information and communication technologies. Traditional media technologies include radio, television, film, video, and print media. Newer information and communication technologies include Internet, telehealth, distance learning, virtual reality, and new developments utilizing the interface between the human mind and machine, including robotics and various forms of brain signal communication and other evolving technologies. The specific objectives of the Division are:

1. To encourage the development of a set of theoretical and practical frameworks for the study and practice of media psychology, the new technologies, and their interface/interaction with psychology and with psychological issues.
2. To support research on the effects of traditional and newer media technologies on the public, and on the effectiveness of traditional and newer media in transmitting psychological information to the public.
3. To assist psychologists and APA Divisions with efforts using traditional and newer media technologies, and to transmit psychological knowledge to the public regarding psychological services for effecting behavior change to those individuals seeking to improve their quality of life physically, emotionally, and environmentally.
4. To train psychologists to more effectively use all forms of media, for the transmission of information to the public about the science and profession of Psychology, and about the impact of the newer technologies on human behavior and interactions.
5. To collaborate with APA in media training activities, in the Media Referral Service, and with projects in the public education domain.
6. To collect and contribute to information on telehealth, nanotechnology, humanoid robotics, new technologies and other issues pertaining to media psychology.

7. To encourage adherence to the ethical standards and guidelines of the APA in conducting research on the media and in the use of media for transmission of psychological information and services to the public.

ARTICLE II MEMBERSHIP

Section 2.01 - Classes of Membership

Membership in the Division shall consist of six categories: Fellows, Members, Life Members, Associate Members, Affiliate Members, and Students. Wherever “Member” appears in these Bylaws, it is intended to include “Members,” “Fellows” and Life Members, unless otherwise specified. Only full members of APA may vote and hold office in the Division.

Section 2.02 - Definition and Qualifications for Members

To be eligible for membership, one must be a full member, associate, or student member of the American Psychological Association (henceforth referred to as APA). An Affiliate member shall be a non-APA member who has a substantial professional interest in psychology, communications, and the media.

1. “Fellows” and “Members” shall be those who are also Members or Fellows of APA and who are elected as Division Members in accordance with the provisions of Section 5 of Article 11 of the APA Bylaws.

2. “Associate Members” shall be those who are also Associate members of the APA and who are elected as Associate members in accordance with the provisions of Section 7 of Article II of the APA Bylaws.

3. “Affiliate Members” shall be members who, by reason of their competence in media and/or media psychology, wish to participate with the Division in the attainment of its objectives, but who do not hold membership in APA. Eligibility for affiliate membership shall generally require a post-graduate degree from a recognized institution in a field related to the interests of the Division.

This category will be comprised of members of the mental health sciences or professions, communications departments, media-related departments, or those in the entertainment field whose work and/or interests address the various media technologies. Affiliate members must meet those qualifications established by the professions or institutions with which they are associated, and where applicable, must be licensed in their respective professions.

Section 2.03 - Qualifications for Fellow Status

To be eligible for nomination by the Division to APA Fellow status a person must:

1. Meet the minimum standards for Fellow status established under the APA Bylaws;
2. Have been a Member of the Division for at least two years;
3. Have made a significant contribution to the research, theory, leadership or practice of Media Psychology;
4. Be actively engaged in advancing the goals of the Division; and
5. Be endorsed by three APA Fellows, including two Fellows of the Division

Section 2.04 – Qualifications for Life Member Status

“Life Members” shall be members who are age 70 or over, who have maintained themselves in good standing in APA or the Division for 25 years, and whose Division dues will therefore be waived. They shall have all the rights and privileges of full membership.

Section 2.05 – Qualifications for Student Member Status

“Student Members” shall be APA student members and shall submit proof of full-time study in an APA-approved graduate program. Student members have all the privileges of regular membership, but may not hold office or vote.

ARTICLE III MEETINGS OF MEMBERS

Section 3.01 - Place and Time of Annual Membership Meeting

There shall be one meeting per year that is designated as the Annual Membership Meeting, which will be held at the annual convention of the APA. There shall be two meetings of the elected Board of Directors – one, to be held in February or March, and one, to be held at the APA Convention. The Mid-year meeting may, by the President’s decision, be held by conference call.

Section 3.02 -Special Meetings

1. Special meetings of members may be called at any time by the Board of Directors, the President, or ten percent (10%) or more of the members.
2. If a special meeting is called by members other than the President or the Board of Directors of the Division, the request shall be submitted in writing by such members, specifying the specific nature of the business proposed to be transacted, and shall be delivered personally or sent by registered mail to the President, President-Elect, or the Secretary of the Division. The officer receiving such a request shall cause notice to be promptly given to the members entitled to vote in accordance with the provisions of these Bylaws. If a majority of members of the Division approve a special meeting, the date of such a meeting will be announced to the full membership within 20 days of approval.
3. Special meetings shall require 30% of voting members be present to constitute a quorum and transact business. When a special meeting is called, it may deal only with the matter for which the meeting has been called, and no other business may be transacted.
4. Special Executive Committee and/or Board of Directors meetings may be convened, at any time needed by the President. These may consist of telephone conference calls.

Section 3.03 - Conduct of Meetings

Keesey's Modern Parliamentary Procedures will be followed in the conduct of meetings, where not covered by these Bylaws.

ARTICLE IV VOTING

Section 4.01 - Eligibility to Vote

1. Persons entitled to vote at any meeting of members shall be Members, Fellows and Life members.
2. The affirmative vote of a majority of the members represented at a Board or Membership meeting, entitled to vote and voting on any matter, shall constitute the act of the members.
3. Resolution of a tie vote: On any matter properly put before the membership for a vote, including the election of officers, the President may exercise a single, tie-breaking

vote where the matter would otherwise go unresolved due to the same number of votes having been cast for competing alternatives.

ARTICLE V
BOARD OF DIRECTORS

Section 5.01 - Powers of the Board of Directors

All business of the Division of Media Psychology shall be conducted by the Board of Directors with as much input as possible sought from the Chairpersons of Division Committees and other Division members.”

Section 5.02 – Number, Qualification, and Election of Directors

5.02a. The Board of Directors shall consist of the elected officers of the Division: President, President-Elect, Past President, Secretary, Treasurer, APA Council Representative(s), and 6 Members-at-Large. All Directors shall assume office on the first day of the calendar year after they have been duly elected by the membership.

5.02b. The officers shall consist of President, President Elect, Past President, Secretary and Treasurer (Chief Financial Officer.)

5.02c. The Executive Committee shall consist of the President, President-Elect, Past President, Secretary. and Treasurer.

5.02d. The annual election shall be held each year, in conjunction with all APA Division, State, Provincial And Territory elections. Winners for President-Elect, Secretary, Treasurer, and APA Council Representative shall be the nominees who obtain a simple majority if two candidates are vying for the position in question, or a plurality if there are multiple candidates for said position. For the Member-at-Large positions, those candidates shall be elected who receive the largest number of votes, in descending rank of number of votes received depending on the number of positions open.

5.02e. The term of the offices of President, President-Elect, and Past President shall be for one year each, with the President-Elect succeeding to President and Past President with no additional election needed, unless for any reason that person is unable to fulfill this three year succession.

5.02f. The terms of the Secretary and Treasurer shall be for three years.

5.02g. The Division’s APA Council Representative(s) shall be elected in accordance with APA requirements.

5.02h. There shall be six Members-at-Large, each serving three year terms.

Section 5.03 - Duties of the Officers and Representatives

5.03a. President: The President shall exercise general supervision over the affairs of the Division. S/he shall preside at all meetings of the members of the Board of Directors and shall serve ex-officio on all standing committees.

5.03b. President-Elect: The President-Elect shall assume the duties of the President in the absence of the latter and shall serve as Chairperson of the Nominations Committee. In addition, the Pres-Elect shall have such additional duties as may be designated by the Board of Directors.

5.03c. Past President: The immediate Past President shall serve as Chair of the Awards Committee and shall assume the duties of the President in the absence of the President and President-Elect.

5.03d. Secretary: The Secretary shall keep minutes of all meetings and maintain all corporate records. S/he shall serve as archivist and see that copies of all records are available as the need arises. The Secretary will send minutes to Board members and handle other correspondence as necessary, and work with the Division President and APA central office staff.

5.03e. Treasurer: The Treasurer shall work in careful coordination with APA Division Services. He or she shall serve as custodian and shall be accountable for all Divisional funds and financial issues, as the Division's chief financial officer. The Treasurer shall be a member of the Division Finance Committee. The Treasurer will work with the President and President-Elect to prepare a projected annual budget, which will be presented to the Board for approval at the Mid-winter meeting. The Treasurer shall present semi-annual summaries of the financial standing of the Division to the Board. Together with the Finance Committee, the Treasurer is responsible for overseeing the Division's reserve funds.

5.03f. APA Council Representative(s): The Division's Representative(s) to the APA Council of Representatives shall be a member of the Division's Board of Directors and is expected to attend all official meetings of the Division 46 Board, as well as all meetings of the APA Council of Representatives.

The Council Representative(s) shall represent Division 46 at all APA Council of Representative meetings and shall report regularly to the Division 46 Board of Directors about important issues relating to the Division. The Council Representative shall write reports on the Council meetings that shall be included in the Newsletter and posted on the website for Division members.

5.03g. Members-at-Large: The six Members-at-Large are each expected to chair or co-chair a major committee or task force.

Section 5.04 - Unfulfilled Officer/Director Terms.

In the event of the resignation or death of an elected officer or director, the President shall appoint a successor to fulfill the unexpired term of that person, with the approval of the remaining Board members.

ARTICLE VI COMMITTEES

Section 6.01 - Standing Committees, Chairs, and Functions

All Committee Chairs are appointed annually by and serve at the pleasure of the President. Committee Chairs who are not Members-at-Large shall be ex-officio members of the Board of Directors, but shall not have voting rights. Each Committee Chair is expected to make semi-annual reports to the Board of Directors on its goals, activities, and progress.

Section 6.02 – Ad Hoc Committees and Task Forces

Ad Hoc Committees and Task Forces may be appointed at the discretion of the president.

Bylaws Committee.

The Bylaws Committee may be constituted by the President, at any time as an ad hoc committee when needed, and may be dismissed by the President, once its specific mission has been accomplished. Its broad mission is to propose changes to the Board of Directors that will work toward improvement of the Division's Bylaws. It will also solicit input from the membership about such changes. Proposed changes to the Bylaws are handled procedurally as indicated below in Article IX.

Section 6.03 – Missions of Standing Committees

The following standing committees have been appointed and have as their duties:

1. Membership Committee

The Membership Committee oversees all Division membership issues. It is responsible for changes to the membership brochure, devising strategies for gaining new members and retaining current members, as well as dealing with any procedural issues related to membership. It is expected to coordinate closely with APA Division Services. Its specific charge is to add to the Division's membership numbers. The membership Committee will strive to recruit members of diverse populations.

2. Fellows Committee

The Fellows Committee shall deal with all issues and procedures related to selecting Division 46 Fellows. The Committee is responsible for soliciting Fellows nominees, evaluating their qualifications, verifying that they meet APA Fellows criteria, and then recommending them to the Board for final approval. The Fellows Committee Chair is responsible for all communications between the Committee and the nominees.

3. Nominations and Elections Committee

The Nominations and Elections Committee shall be responsible for all Division elections. The Committee shall consist of the President-Elect who shall serve as Chair, and the Committee members shall be the other officers serving on the Executive Committee. Any Committee member who is an active candidate for any Division office must disqualify himself/herself from service on the Committee in the year of that individual's candidacy. The Chair is responsible for issuing a call for nominations so that it reaches Division members in a timely fashion. The Nominations Committee will strive to recruit members from diverse groups to stand for election. The call for nominations will appear in the Amplifier or may be sent by special mailing to all Division members. The Chair will forward the names of the nominees to APA following Board approval of all candidates at the Midwinter meeting. After the election, the Chair shall be responsible for notifying the candidates and members of the Division of the election results.

4. Awards Committee

The Awards Committee shall deal with all issues and procedures related to awards, The Chair of the Awards Committee shall be the Past President. If a Committee Member is also the candidate for an award, that person must disqualify himself/herself from the Committee for the year in which she/he is nominated. Each year, the call for awards will be published in the Amplifier in a timely manner so that the membership has an opportunity to participate in the process.

5. Ethics Committee

The Ethics Committee shall provide general education to psychologists regarding how to work with any form of the media in a responsible, professional manner. To aid in this endeavor, the committee shall compile, regularly review, update, and distribute educational materials, documents and books, and also offer APA convention presentations and more direct opportunities for questions and guidance. The Ethics Committee will endeavor to respond to inquiries from psychologists and students regarding ethical questions in Media Psychology.

6. Program Committee

The Program Committee shall have the responsibility of planning the Convention Program and Social Hour for the Annual APA Convention, as well as for any other meetings the Division may hold which involve program presentations.

7. Editorial Policies & Guidelines Committee

1. The Editorial Policies and Guidelines Committee will, with Board Input and approval, establish, codify, and implement divisional policies, procedures, and guidelines about all editorial matters, broadly defined, related to division-sponsored media. The Committee serves as advisor to the Amplifier Editor, and the Website and Listserv Administrator, as needed. The Committee regularly reports its activities and deliberations to the Board, and brings to the Board's attention any relevant matter, for deliberation and approval.
2. The Committee shall consist of the Chair, the Amplifier Editor, the Website & Listserv Administrator, the Publications Board Chair, at least one elected Board member (if not already represented), and at least one divisional member who is not on the Board.
3. The Committee's recommendations will be presented to the Board for review, discussion, and approval. The Committee serves an advisory function to the Board. The Board establishes the Division's editorial policies and guidelines.

8. Finance Committee

1. The Finance Committee will assist the Treasurer in preparing the Annual Budget, with input from Committee Chairs, monitor and make changes in the Division's reserve funds investments, and, in general, advise the Board about any matter involving finances, investments, disbursements, or divisional income.
2. The Committee shall consist of the Chair (who is a Member-at-Large) appointed by the President, Treasurer, President, Past President, and the President-Elect.
3. The Committee will inform the Board about its deliberations, and present recommendations to the Board. The Committee serves an advisory function to the Board, which must establish the Division's financial policy and guidelines.

9. Publications Committee

The Publications Committee shall oversee the Division's publications, including journals, newsletters and books. The Chair of the Publications Committee may be a Member-at-Large of the Board. The President may appoint a Chair for the Publications Committee

who is not a member of the Board. In such cases the Chair would serve an ex-officio member of the Board and not have voting rights. The Publications Committee shall make semi-annual reports to the Board concerning its activities.

10. Telehealth and New Technologies Committee

The Telehealth and New Technologies Committee shall educate and update the Division membership and other psychologists regarding the impact of new technologies on developments in telehealth as they relate to the Media. The Committee shall advise the Division membership and other psychologists regarding such areas as robotics, interactive modalities, and other new developments as they relate to psychology and media.

11. Media Watch Committee

The Media Watch Committee shall monitor media portrayals of mental health professionals in TV, film, electronic media and books. The Committee shall nominate and present to the Board for approval, candidates for the Shirley Glass Golden Psi award.

12. News Media, Public Education, and Public Policy Committee

The News Media, Public Education and Public Policy Committee shall promote excellence in the dissemination of psychological information and research via the news media, particularly as it relates to social issues. In addition, the News Media, Public Education, Public Policy Committee developed the News Media Recognition Award for excellence in the reporting of psychological information and research. It is the responsibility of the Committee to nominate and accept nominations of candidates, to determine the recipient, and to present the award.

13. Student Committee

The Student Committee shall provide input regarding any matter that is student-related. This Committee deals with all interactions with APAGS. The Chair of this Committee will serve as the Division's official representative to the APAGS Student Representative Network.

14. Long-Range Planning Committee

The Long-Range Planning Committee shall work toward clarifying a vision and mission for the Division looking ahead five years. The Committee will report its findings annually. The Long-Range Planning Committee may ask the Board to consider specific

agenda items generated by the Committee to reflect special priorities having importance for the year in question.

15. Newsletter Editor and Website/Listserv Administrator/Chair

The Newsletter Editor and Website Chairs shall be appointed by the President and serve as ex-officio members of the Board, without voting rights. These individuals are responsible for the routine dissemination of information to the membership via print and electronic means. They shall make semi-annual reports to the Board about their ongoing activities and progress.

ARTICLE VII RECORDS AND REPORTS

Section 7.01 - Maintenance and Inspection of Records

1. Records

The Division shall keep adequate and correct books and records of accounts; minutes of all meetings of the Board, membership, and committees; and a record of its members containing their classes of membership, names and addresses.

2. Place of Maintenance

The accounting records, and minutes of all annual membership, Board and Committee meetings shall be kept by the Secretary. All Division records are to be transferred to the next Secretary, upon conclusion of a term of office.

3. Inspection

All Division records except those containing confidential information shall be open to inspection on written demand by any Division member, for a purpose reasonably related to the Division's interests and appropriate for member inspection. The member seeking inspection shall give reasonable notice of at least 2 business days from the time of the request for the records to be made available. The inspection may be made in person or by an authorized agent or attorney of the member, and shall include the right to make a copy and make extracts of said material. A member of the Board shall be present at said inspections. If the record is found to be inaccurate, the Board may be petitioned to officially change the *record*.

4. Inspection by Directors

Every Member of the Division Board of Directors shall have the right to inspect all books, records, and documents and the physical properties of the Division.

ARTICLE VIII
DUES AND ASSESSMENTS

Section 8.01 - Payment of Dues: Time

The annual dues shall be payable on or before January 1st of each year and shall cover the period from January 1st through December 31st. Members joining during the year will pay full dues through August, and no dues for that year, if joining after August 31. Dues shall be paid in accordance with APA procedures.

Section 8.02 - Review and Determination of Dues

Dues will be reviewed and recommended annually to the Board of Directors by the Membership Chair, in consultation with the President. Members, Fellows, and Associate members will pay one hundred percent (100%) of the annually determined dues. Life Members will be dues-exempt. Student members will pay fifty percent (50%) of the annual dues. All decisions regarding dues, initiation and reinstatement fees and assessments are subject to the approval of the Board of Directors, following review and recommendations by the Finance Committee.

Section 8.03 - Non-Payment of Dues

Members in any dues-paying category who have not paid their dues and late payment fee prior to the date required by APA for payment of dues will be considered as having resigned and will immediately be dropped from membership. Members in any category who have resigned from participation through non-payment of dues may be reinstated only upon payment of the current year's dues.

ARTICLE IX
AMENDMENT OF BYLAWS

Section 9.01 - Amendments and Ratification

Proposed Bylaws amendments shall be passed by a majority vote of the Board of Directors before being submitted to the membership for a vote. All changes to the Bylaws will be in writing, and mailed to the voting members.

Section 9.02 - Required Votes

Bylaws may be amended and when ratified, the amendment shall have the force of Bylaws. Written approval of a two-thirds majority of the members voting is required for amendment or repeal of a Bylaw. Alternatively, the Board of Directors may also make

minor changes to the Bylaws with a unanimous vote. The dissent of one Board member would then require a membership vote, in order to approve a change in the Bylaws.

ARTICLE X PROGRAM OF ACTIVITIES

Section 10.01 - Type and Scope of Activities

The Division of Media Psychology may undertake such programs of research, sponsorship of publication, and other appropriate activities as approved by the Board of Directors.

Section 10.02 - Authorization

1. The Board of Directors of the Division shall appoint special committees as necessary to oversee or carry out such projects.
2. Any member of the Division may submit a proposal for research, publications, or other activities to the Board of Directors of the Division. The Board shall also have the authority to initiate suggestions. Publications requiring APA approval shall be submitted to the appropriate body by the Division's Board of Directors.
3. The Board may recommend such proposals as it deems appropriate for sponsorship, along with the supporting budgetary allocations, to the Association for approval.

ARTICLE XI USE OF THE NAME OF THE DIVISION

Section 11.01 - Limitations

1. No member, committee, or subgroup of members of the Division may take any action or issue any statement in the name of the Division without prior Board approval. The Board of Directors may authorize a committee, member or subgroup to take actions or issue a statement in its name.
2. Participation or membership in the Division is not to be construed as evidence of qualification or competence to practice Psychology or to provide services to the media.