

THE DIVISION OF EVALUATION, MEASUREMENT, AND STATISTICS

Division 5 of the American Psychological Association

# BYLAWS

This version of the bylaws reflects the changes  
voted upon by the membership  
in October-November, 2000.

BYLAWS FOR  
THE DIVISION OF EVALUATION, MEASUREMENT, AND STATISTICS  
(Division 5)  
AMERICAN PSYCHOLOGICAL ASSOCIATION

1995

Article I. Name and Purpose

1. The name of this Division of the American Psychological Association shall be the Division of Evaluation, Measurement, and Statistics.
2. The purpose of this Division shall be
  - (a) to promote research in the fields of psychological measurement, evaluation, and statistics;
  - (b) to facilitate the exchange of scientific information in these fields;
  - (c) to promote high standards both in research on and practical application of measurement, statistics, individual assessments, and program evaluations; and
  - (d) to facilitate the provision of information to, and exchange of information with, societies, organizations, groups, or individuals concerned about appropriate application of, and proper interpretation of results from psychological measurement, statistics, individual assessments, and program evaluations.

Article II. Membership

1. This Division shall consist of five classes of members: Fellows, Members, Associates, Affiliates, and Student Affiliates.
2. The minimum standards for election to Fellow status in Division 5 shall be that the person
  - a. satisfy requirements for Fellow status in the APA, and
  - b. have been a Member of the Division of Evaluation, Measurement, and Statistics for at least one year; and
  - c. (1) have made an outstanding contribution to the field of evaluation, measurement, and statistics, and
    - (2) at the time of application or nomination be engaged in either
      - (a) teaching, research in, or application of psychological evaluation, measurement, and statistics, in a position involving considerable technical responsibility for professional work in psychological measurement and evaluation, or

(b) professional supervision of research in or application of psychological measurement, evaluation, and statistics and

d. be endorsed by at least the required number of Fellows of the APA, a majority of whom shall be Fellows of the Division.

3. The minimum standards for Member status shall be membership in the APA and expressed interest in the objectives of the Division as evidenced by application for membership.

4. The minimum standards for Associate status shall be that the applicant is an Associate of APA with expressed interest in the objectives of the Division as evidenced by application to become an Associate of the Division. Associates in the Division shall have voting rights according to the Bylaws of the APA, may chair a Division committee, but may not serve as an officer of this Division.

5. Affiliates shall be persons who are non-members of APA. The minimum standards for Affiliate status shall be that the person is actively engaged as a professional in a field related to evaluation, measurement, and statistics and have expressed an interest in the objectives of the Division as evidenced by application to become an Affiliate of the Division. Affiliates shall have all the privileges and responsibilities of other members of the Division, except that they shall not have the right to vote, to chair a standing committee, or serve as an officer of this Division.

6. Student Members shall be persons who are enrolled in a recognized graduate program in psychology or a related field. Such persons shall have expressed an interest in the objectives of the Division as evidenced by application to become a Student Member of the Division. Student Affiliate status shall be held for three years but can be renewed upon reapplication. Student Affiliates shall have all the privileges and responsibilities of other members of the Division except that they shall not have the right to vote, to chair a standing committee, or serve as an officer of this Division.

7. The Executive Committee shall make its recommendations for Fellow nominees only from those proposed by the Membership and Fellowship Committees.

8. The Secretary shall promptly notify those elected to Fellow, Member, Associate, or Affiliate status of their election.

9. An Affiliate or Student Affiliate may be dropped from membership in the Division for conduct which tends to injure the Division, or to affect adversely its reputation, or which is contrary to or destructive of its purpose. Action requires a two-thirds vote taken by secret ballot, of the membership present and voting at an annual meeting. Such a vote should be taken only upon recommendation of the majority of the Executive Committee.

10. A member who does not pay dues or assessments as required on the APA dues statement shall be presumed to have resigned. A person may be reinstated by paying the dues and upon request for review by the Division's Executive Committee.

### Article III. Officers

1. The officers of the Division shall be a President, a President-Elect, a Past-President, a Secretary, a Treasurer, one or more Divisional Representatives to the Council of Representatives of the APA, as provided for in the Bylaws of the American Psychological Association. There will be three Members-at-Large of the Division's Executive Committee. Secretary and Treasurer will both serve ex officio on the Executive Committee, without a vote.

2. The term of office of President-Elect shall be one year, after which the person shall serve one year as President. The term of Past-President shall be the one year immediately following the person's term as President. The terms of Divisional Representative shall be governed by the provisions of the APA Bylaws. The Members-at-Large of the Executive Committee shall serve for a term of three years and shall be ineligible for re-election without at least one year intervening.

3. It shall be the duty of the President to preside at all business meetings of the Division and of the Executive Committee, to carry out the actions voted by the Members and the Executive Committee, to recommend such actions as he/she deems necessary or desirable, and to perform such other duties as are specified in these Bylaws.

4. It shall be the duty of the President-Elect to serve as Vice-President of the Division and to preside in the absence of the President and to carry out such other duties as may be delegated by the President.

5. It shall be the responsibility of the Secretary to keep the records of all meetings of the Division and of its Executive Committee, to issue notices of meetings and calls for nominations of officers, and to send out mail ballots to the membership as required.

6. It shall be the duty of the Treasurer to have custody of all property of the Division and to make disbursements as authorized by the membership or the Executive Committee.

7. Each Division Representative shall perform the duties and accept the responsibilities specified in the Bylaws of the American Psychological Association.

8. The Secretary and Treasurer shall each be elected to a three-year term of office by the Executive Committee of the Division, and each may serve not more than two consecutive terms. The Executive Committee may elect a new Secretary or Treasurer as much as a year prior to taking office as Secretary or Treasurer, respectively.

9. In the case of the death, incapacity, resignation, refusal to serve, or disqualification of any officer, the Executive Committee shall by majority vote designate a temporary incumbent to serve until a successor can be elected for the remainder of the term.

#### Article IV. Executive Committee

1. The Executive Committee of the Division shall consist of the President, President-Elect, Past President, Secretary (ex officio and without a vote), and Treasurer (ex officio and without a vote), Division 5 Representative(s) to the APA Council of Representatives, and the Members-at-Large. The Chairs of Standing Committees and the Newsletter Editor shall be members of the Executive Committee, without a vote.

2. The Executive Committee shall perform all specific duties required by these Bylaws, and conduct the business of the Division in the interim between meetings of the members, including authorization for the disbursement of funds by the Secretary-Treasurer, but shall take no action contrary to the previous action of the members. If it feels that some such previous action is in urgent need of reconsideration, it may resubmit the issue to the members in a mail ballot.

### Article V. Nomination and Elections

1. The officers of the Division shall be elected by the Fellows, Members, and Voting Associates of the Division.

2. The Elections Committee shall be responsible for generating a list of suggested nominees for each office to be filled, through suitable involvement of a representative cross-section of voting members of the Division, and shall further be responsible for securing each suggested nominee's permission to be listed as a candidate, and agreement to serve if elected.

- a. If a Member-at-Large position to the Executive Committee is allocated to a section, all nominees for the position will be persons having primary membership in that section.
- b. For Member-at-Large positions not allocated to a section, the nominees will be selected from the Division 5 membership at large.
- c. As nearly as possible, Council of Representatives positions will be allocated to sections in proportion to the number of primary memberships in the section. The nominees for a Council of Representatives position will be chosen from APA members holding primary membership in the section to which the position is allocated.
- d. All members of the Division will vote on all nominees, including Members-at-Large to the Executive Committee and Council of Representative positions allocated to a section.

3. The election ballot shall contain at least two and not more than three names for each office. A member may not accept nomination to more than one office in any one year.

4. The results of the election shall be announced by the Secretary-Treasurer at the annual meeting of the members.

5. Officers shall assume office at the close of the annual business meeting of the Division's members.

### Article VI. Meetings

1. The annual business meeting of the Division shall take place during the annual meeting of the American Psychological Association and in the same locality, for the transaction of business, the presentation of scientific papers, and the discussion of professional matters. The Division shall seek to coordinate its program with, and participate in, the program of the Association.

2. A quorum for the business meeting shall consist of not less than 20 of the members of the Division. No voting by proxy may be allowed.

3. The Executive Committee shall meet at least annually, shortly before the business meeting of the members. A quorum for a physical meeting of the Executive Committee shall consist of not less than fifty percent of its members. It may also transact business by mail ballot.

## Article VII. Committees

1. The standing committees of this Division shall be a Membership Committee, a Fellowship Committee, a Public Affairs Committee, one or more Program Committees, an Elections Committee, and a Newsletter Committee.
2. Each standing committee shall consist of a minimum of three members, one of whom shall be the most recent chairperson; one, the current chairperson; and one, the chairperson-designate who will succeed the current chairperson. In the cases of Fellowship and Program Committees, the chairperson-designate shall be appointed by the President with the concurrence of the President-Elect. Members and chairs of all other committees shall be appointed by the President. The Historian is appointed from the membership for a term of two years and may be appointed for additional terms as the President and Executive Committee see fit. In the case of the Newsletter Committee, the President and President-Elect shall appoint the Newsletter Editor or Co-Editors. The members of the Elections Committee shall consist of the three immediate Past-Presidents of the Division, with the current Past-President serving as chairperson. The members of the Public Affairs Committee may be re-appointed and serve for no longer than six years. As nearly as possible, positions on the Program, Newsletter, and Fellowship Committees will be allocated to sections approximately in proportion to the number of primary memberships in the section.
3. The Newsletter Committee shall prepare, under the direction of the Newsletter Editor, for publication and distribution to the membership, the official newsletter of the Division, *The Score*.
4. It shall be the duty of the Fellowship Committee to receive nominations for Fellow status, to examine the credentials submitted, and to make recommendations, accompanied by complete data regarding the applicant, to the Executive Committee.
5. It shall be the duty of the Membership Committee to recruit for and receive membership applications for Members, Associates, and Affiliates. The Committee shall verify the APA membership status of each applicant for Member, Associate, and Affiliate status. The Committee shall review the applications for Affiliate status to determine whether each applicant meets the requirements of Affiliate status. The Membership Committee shall approve or disapprove applicants for all membership categories other than Fellow.
6. It shall be the duty of the Program Committee to make arrangements for the Program and the Annual Meeting of the Division in accordance with the provision of Article VI of the Bylaws.
7. It shall be the duty of the Elections Committee to conduct an annual election for the office of President-Elect and for the position of Member-at-Large of the Division's Executive Committee and also an election for Divisional Representative to the Council of Representatives whenever this action is consistent with the result of the apportionment ballot for Council of Representatives for that year and the completion of the term of office of a Divisional Representative.
8. It shall be the duty of the Public Affairs Committee to help educate the public about evaluation, measurement, and statistics issues. This public includes other psychologists, the courts, parents, public employees, elected representatives, and so forth. It shall encourage or otherwise arrange for appropriate publications and other types of public contacts, such as speakers. It may initiate working relationships with other organizations so that the Division can inform these organizations of the resources available from its membership, can respond to requests for assistance from these organizations for services of its members, and can disseminate the results of relevant research studies by its members to these organizations.

9. It shall be the duty of the Historian to receive and organize archival documents and coordinate their deposit with the Archives of Psychology.

#### Article VIII. Dues and Assessments

1. The annual membership dues of this Division for each Fellow, Member, and Associate shall be the allotment paid to the Division by the American Psychological Association out of his/her annual subscription to the Association plus any assessment. The annual membership dues of this Division for Affiliates plus special assessments, if any, shall be paid to the Secretary-Treasurer.

2. Annual membership dues for Affiliates, and assessments for all classes of membership, may be levied by the members at any annual meeting or by mail ballot, by majority vote.

#### Article IX. Amendments

1. Amendments to these Bylaws may be recommended by the Executive Committee on its own initiative or on proposal of any three voting members of the Division.

2. If the Executive Committee does not recommend an amendment proposed by three voting members, it shall be presented to the members at the next annual meeting, if so requested by the three voting members, together with the Executive Committee's objections of proposed revisions. The members may then recommend it, either in its original form or in any alternative form proposed by the Executive Committee, by majority vote.

3. Recommended amendments shall be submitted in writing by the Secretary-Treasurer to all voting members of the Division in a mail ballot and adopted if favored by a majority of those returning their ballots to the Secretary-Treasurer within 60 days after the mailing of the ballots.

#### Article X. Sections

1. To propose a new section, it is first necessary to present a petition to the Secretary-Treasurer containing names of at least 400 APA members who indicate a commitment to join such a section and to join Division 5 if not already a member. The petition requires approval by a majority of those Division 5 members in attendance at the next annual business meeting and approval by a majority of those voting in a subsequent mail ballot to all Associate Members, Fellows, and Members of Division 5.

- a. Upon ratification of this article, the initial two sections will be an Assessment Section and a Measurement and Statistics Section with the latter section serving as the Unaffiliated Section.
- b. If the primary membership falls below 75% of that required for representation on the Executive Committee (e.g., 300), the section would automatically be disbanded. A section may disband if a majority of the primary members voting express a desire to do so in a mail ballot.

2. Each member of Division 5 can hold membership in as many sections as desired. Only Associate Members, Fellows, and Members can hold primary membership in a section, and such persons can hold primary membership in only one section. Persons applying for membership in the Division will have the opportunity to designate their primary and secondary

section memberships. To change section membership, a Division 5 member need only indicate a desire to do so in writing to the Secretary-Treasurer. If an Associate member, Fellow, or Member does not designate a primary membership, then that person will be assigned primary membership in an Unaffiliated Section.

1982

Amended, January 1986

Amended, January 1988

Amended, January 1989

Amended, January 1995

Amended, January 2000

Amended, January 2001