

Regional Psychological Associations

STEP BY STEP REFERENCE GUIDE

to APA

JULY 2002



AMERICAN
PSYCHOLOGICAL
ASSOCIATION

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Introduction

Dear Regional Officers:

This “Step by Step Reference Guide to APA (Guide),” collated by the APA Education and Science Directorates, was designed to meet your needs, based on recommendations and questions discussed at recent APA Convention meetings of Regional Association Officers and APA staff. It is intended to be user-friendly, so we welcome your feedback!

The Guide highlights APA resources and services available to Regional Psychological Associations as well as information about each Association’s annual conference, governance structure, and officers. We hope that you will find it useful in your roles as officers of these Associations. In addition to directly responding to your needs and questions, we hope that the Guide will serve as a communication tool for increased collaboration between APA and Regional Associations.

Thank you for the input you have provided for the Guide. All comments, suggestions, or questions may be directed to either the listserv at regionals@lists.apa.org or to Lillie Harmon at lharmon@apa.org.

Education Directorate
Science Directorate

APA Bylaws for Regional Psychological Associations

January 2002

Article XII

1. A Regional Psychological Association may, upon vote of Council, become affiliated with the American Psychological Association, provided that a majority of its members are Members of the American Psychological Association.
2. An affiliated Regional Psychological Association shall be representative of the scientific and professional interests of the psychologists within a given region. For the purpose of these *Bylaws*, a region shall be understood to be a major geographic area. The objectives of an affiliated Regional Association shall fall within the scope of the objectives specified in Article I of these *Bylaws*, and its membership shall not be restricted on any basis other than psychological interests and qualifications or place of residence or work.
3. An affiliated Regional Psychological Association shall exercise such control over its membership that membership in the affiliated association shall not imply membership in the American Psychological Association.
4. In the event that Council finds that the conditions of affiliation are not being fulfilled by an affiliated Regional Psychological Association or that its affiliation is no longer in the best interest of the American Psychological Association, the principal officers of the Regional Association shall be so informed and the affiliation may thereafter be terminated by a two-thirds vote of Council.
5. The Association shall not be responsible for the acts or omissions of its regional affiliates, except as specifically authorized by these *Bylaws* or other duly promulgated rule of Council.

Highlights of APA Services to Regional Associations

Education Directorate and Science Directorate

- Highlight events about the regionals and regional conventions on the website;
- Provide articles for newsletters;
- Share the responsibility to meet with Executive Committees at regional conventions to provide updates from each office

Education Directorate

- Support G. Stanley Hall lecturers (4 per year);
- Sponsor high school workshops (2 per year) and other initiatives at regional conventions;
- Cosponsor Developing Your Teaching Philosophy and Style workshop at regional conventions

Science Directorate

- Support Distinguished Scientist series (3 per year);
- Provide grants for innovative science-related programming in regional activities;
- Publicize regional conferences and distinguished lecturers in the Psychological Science Agenda (PSA);
- Sponsor Academic Career Workshops

Exhibiting and Bookstore Operations

Each year, some APA Central Office staff present information at exhibit booths and operate bookstores at various regional conventions. Different from the other kinds of support and sponsorship described elsewhere in this Guide, these activities provide customer contact for various products and services, and/or provide membership information. The exhibits and stores are also valuable member services to meeting registrants, offering them access to new products, services, and information about APA.

Exhibit booths feature PsycINFO services, APA online products, APA books and journals, membership information, and Directorate resources. The Membership development program also has some

Highlights of APA Services to Regional Associations

limited funds to purchase advertisements in regional meeting programs. A key contact for exhibits is the APA marketing department, which collects information on APA programs' exhibit plans.

American Psychological Foundation

The American Psychological Foundation (APF) is a nonprofit, philanthropic organization, which provides scholarships, grants, and awards to individuals and groups to advance the science and practice of psychology for the understanding of behavior and the benefit of human welfare. The Foundation is supported largely through contributions from APA members and others interested in psychology. The Foundation

- provides scholarships for the best and brightest to pursue psychology from high school through graduate school; supports early career awards that will enable young researchers and practitioners to make paradigm shifts in the way we understand behavior, and perceive and live in the world.
- builds psychological research and programs on cutting-edge issues such as understanding and preventing violence, and understanding the relationship between mental and physical health.
- provides grants in areas such as helping to understand and cure serious mental illness, helping to understand and alleviate prejudice like homophobia that leads to discrimination and hate crimes, helping to understand and encourage gifted children whose needs and potential often go unrealized.

Contributors will receive the Foundation newsletter, have their names published in the *American Psychologist* and in the APF newsletter (unless requested otherwise), and obtain invitations to special events sponsored by the Foundation's Board of Trustees.

For information on applying for grants or scholarships or for information on how to contribute, please contact the American Psychological Foundation at foundation@apa.org.

APA Resources for Regional Associations

Access to +6000 Educators Database (H.S., 2yr., Members of Division 2)

Education Directorate
education@apa.org

Membership List Exchange

Pat Miyamoto
Membership
membership@apa.org

Notices to all New Members and Students About How to Join Regional Associations

Membership
membership@apa.org

Membership Lists and Labels for Purchase at Special Rates

Management Information Systems (MIS)

Publish Regional Meetings and Contacts in *American Psychologist*

American Psychologist

Highlights of Regional Meetings in Psychological Science Agenda

Science Directorate
science@apa.org

Links to Regional Website

Science Directorate
science@apa.org

Meeting at APA Convention of Regional Association Officers

Science Directorate
science@apa.org

Listserv for Regional Association Officers

Science Directorate
science@apa.org

Regional Associations Grant Program

Science Directorate
science@apa.org

American Psychologist	202-336-6010
APAGS	202-336-6093
Education Directorate	202-336-5970
Membership	202-336-5570
MIS	202-336-5555
PsycINFO	202-336-5650
Public Policy	202-336-6062
Science Directorate	202-336-6000

APA Deadlines

Annual submissions to the *American Psychologist*

August - Regional reports to be included in the December *American Psychologist*

A memo will be sent outlining the exact due date.

Submissions for APA Convention

For up-to-date information, please visit the website at
www.apa.org/convention

November - CE workshop proposals to be accepted for the next Convention

December - Program proposals to be accepted for the next Convention

Please look for specific Convention deadlines in the September issue of the *APA Monitor on Psychology*.

Submissions to the Science Directorate

October - Applications required for Science Directorate innovative programming

November - Regional highlights to be included in the January/February issue of the *Psychological Science Agenda*

Exact dates will be posted to the Regional listserv at region@lists.apa.org.

Regionals are encouraged to post the registration and proposal deadlines for their conferences on the Regional listserv at region@lists.apa.org.

APA Service Directory

APA Graduate Students (APAGS)
(202) 336-6093
apags@apa.org

Book Order Department
(800) 374-2721
order@apa.org

Continuing Professional Education
(800) 374-2721
cpe@apa.org

Convention
(202) 336-6020
convention.office@apa.org

Division Services
(202) 336-6013
divisionservices@apa.org

Education Directorate
(202) 336-5970
education@apa.org

Executive Office
(202) 336-6074
executiveoffice@apa.org

Insurance Trust
(800) 477-1200

International Affairs
(202) 336-6025
international@apa.org

Membership
(800) 374-2721
membership@apa.org

Practice Directorate
(202) 336-5800
practice@apa.org

PsycINFO User Services
(800) 374-2722
psycinfo@apa.org

Public Interest Directorate
(202) 336-6050
publicinterest@apa.org

Science Directorate
(202) 336-6000
science@apa.org

State Organizations
(202) 336-5864
pracstate@apa.org

Subscriptions
(800) 374-2721
subscriptions@apa.org

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750 First Street, NE Washington, DC 20002-4242
Telephone: (202) 336-5500
TDD/TTY: (202) 336-6123
Web site: www.apa.org

Helpful Meeting Tips

General Information

Hotel rates are determined by the time of the year and day of the week and the demand for rooms at the time. While the regionals are usually toward the end of the week (better for lower rates), they are also scheduled during the spring - one of the busiest times of the year (bad for lower rates). If a regional has some flexibility on setting dates for its conference, it is advisable to find out when hotels are in less demand.

Candy Won, APA Convention Office

Contracting

- Know the value of your meeting
- Negotiate everything (for what you need only)
- Keep in mind the approximate profit versus cost to the hotel
 - For every dollar on sleeping rooms
 - hotel profit is approximately 60%
 - cost to hotel is approximately 40%

Guarantee your rates are the lowest during the period of your conference. Ask questions to find out whether other groups are meeting during the same period and if they have a lower rate; no one should be staying in the hotel for a lower rate than your group if you were successful in this part of the negotiations. In addition, special promotional rates should apply to your guests, without penalty to your block.

- For every dollar on food
 - hotel profit is approximately 12%
 - cost to hotel is approximately 88%

Ask them to price something out for you on the menu; you don't have to take the menu they give you.

Lillie Harmon, Education Directorate

**Regional Convention Dates
2003 - 2004**

EPA

March 13-16, 2003
Wyndham Baltimore Inner Harbor
Baltimore, MD

April 15-18, 2004
Omni Shoreham Hotel
Washington, DC

MPA

May 8-10, 2003
Palmer House Hilton
Chicago, IL

April 29-May 1, 2004
Palmer House Hilton
Chicago, IL

NEPA

October 18-19, 2002
Rivier College
Nashua, NH

November 8-9, 2003
Salem State College
Salem, Massachusetts

RMPA

April 11-13, 2003
Sheraton Denver Tech Center
Hotel
Englewood, CO

2004
Circus Circus Reno
Reno, NV

SEPA

March 26-29, 2003
Radisson Hotel
New Orleans, LA

SWPA

April 17-19, 2003
Fairmont Hotel
New Orleans, LA

April 8 - 11, 2004
Gunter Hotel
San Antonio, TX

WPA

May 1-4, 2003
Hyatt Regency
Vancouver, BC, Canada

April 22-25, 2004
Hyatt Regency
Phoenix, AZ

**Regional Proposal Deadlines
For 2003 Convention**

EPA

<http://www.easternpsychological.org>

Submissions that have been e-mailed or postmarked by **October 1, 2002** will be considered as papers, posters, symposia, panel discussions or faculty-mentor panels. **You are strongly encouraged to meet this deadline.**

Submissions e-mailed or postmarked by **October 5, 2002 to November 30, 2002** will be considered for a poster on a space available basis and will be included in an addendum.

MPA

<http://www.ssc.msu.edu/~mpa>

October 21, 2002

NEPA

<http://www1.rider.edu/~brosvic>

2003 deadline will be available after the October 2002 meeting.

RMPA

<http://www.rockymountainpsych.org>

December 13, 2002 for faculty submissions
January 10, 2003 for student submissions

SEPA

<http://www.sepaonline.com>

October 11, 2002

SWPA

<http://www.swpsych.org>

Not Available

WPA

<http://www.westernpsych.org>

November 18, 2002

**EPA Regional Officers
2002 - 2003**

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2002-2003 officers will be announced at the Annual Meeting on October 19, 2002. Officers serve a term of one year, beginning at the Annual Meeting in the Fall.

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EPA Governance Structure and Function

The Eastern Psychological Association (EPA) is governed by a nine-member elected Voting Board and the officers consisting of the President, President-elect, Past President, Treasurer, Historian and the Executive Officer. The webmaster is a non-voting member of the board. One board member serves as the Parliamentarian and another as the Program Committee Chair.

Founded originally as the New York Branch of the American Psychological Association in 1930, EPA has continued a long history of highly respected scientific programs. EPA currently has in excess of 4,000 members from the East Coast as well as international members. EPA also encourages student membership and participation in its scientific program.

MPA Governance Structure and Function

MPA is governed by a Council consisting of Past President, President, President-elect, Secretary-Treasurer, and three council members that meets once a year just prior to the Annual Meeting.

The 2500 members of MPA make it one of the largest psychological associations in the world. Members hold positions in universities, colleges, hospitals, clinics, school systems, business and industry, government, and private practice. They teach, conduct research in laboratory, field, and industrial settings, do diagnosis, therapy, counseling, and serve as administrators and consultants. Their interests are among the most diverse in any professional association from: the physiology of vision to social stereotyping, political psychology to medical psychology, organizational behavior to children's language development, memory to depression, and sex roles to drug addiction.

The primary function of the Midwestern Psychological Association is to conduct an Annual Meeting at which scientific papers and symposia may be presented. A declaration adopted by Council in 1952 states:

“The professional problems of psychology are best handled at the national level by the national organization and at the local level by the state organizations. The Midwestern Psychological Association will therefore retain its traditional function of encouraging psychology as a science rather than as a profession. This principle will continue to be reflected in the programming procedures and membership standards.”

Although we are nominally a regional organization, both our membership and the attendance at our meetings are national. A recent survey showed attendance at our meeting from 39 states, the District of Columbia, and 3 foreign countries. The registrants came from 250 universities and colleges (including 92 outside the Midwest) and 70 other organizations. Our Annual Meeting is a major opportunity for psychologists in these many settings to keep in touch with current developments in psychological research, theory, and practice.

NEPA Governance Structure and Function

The
Governance Structure
and
Function
is not available at this time.

RMPA Governance Structure and Function

RMPA is governed by a six-member elected Executive Voting Board consisting of the President, President-elect, Past President, Secretary, Treasurer, and Chair of Groups Under-represented, as well as one appointed, voting member (Program Chair) and one appointed, non-voting member (Convention Manager). RMPA was founded in 1930 for the purpose of advancing psychology as a science, as a profession, and as a means of promoting human welfare in the states of Colorado, Arizona, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming. During April of each year a convention is held at various locations throughout the region at which time scientific papers, posters, and symposia are presented. Paper and Internet submissions are available to members, professionals, and students. Convention information, registration forms, and convention programs are available at the RMPA internet site. Membership is available to both professionals and students. RMPA remains an advocate throughout all phases of professional development by the dissemination of scientific and professional ideas. Several research awards are available to convention participants.

SEPA Governance Structure and Function

SEPA is governed by the Executive Committee which includes all of the elected officers and members-at-large. The SEPA Administrative Officer is an ex-officio member of this group. The purpose of SEPA is to advance psychology as a science, as a profession, and as a means of promoting human welfare. Its mission is to stimulate the exchange of scientific and professional ideas across the diverse areas of psychological inquiry and application. Membership in the Southeastern Psychological Association is open to students and professionals who share our interests and goals in psychology and would like to join us in this mission. Future plans include electronic submission of papers/symposia for the meetings, convention registration forms, and membership registration forms.

SWPA Governance Structure and Function

The
Governance Structure
and
Function
is not available at this time.

WPA Governance Structure and Function

WPA is governed by a five-member elected Executive Voting Board consisting of the President, President-elect, Past-President, Secretary-Treasurer, and the Representative-at-Large. The WPA Executive Officer is an ex-officio member of this group.

The 2,200 member Western Psychological Association was founded in 1921 for the purpose of stimulating the exchange of scientific and professional ideas and to enhance interest in the processes of research and scholarship in the behavioral sciences. Membership in the Western Psychological Association is open to both students and professionals who wish to support these goals and who would like to be a part of the network that we have created to further them.

Aside from the obvious advantages of the educational, professional, and social interactions that membership in our association provides, there are other benefits which our members enjoy. These include the receipt of *The Western Psychologist*, Internet access to paper submissions, membership and convention registration forms, Internet access to the full convention program, reduced registration fees for our convention and seminars, and reduced travel, rental car, and credit card costs.