

BYLAWS OF THE DIVISION OF INTERNATIONAL PSYCHOLOGY  
AMERICAN PSYCHOLOGICAL ASSOCIATION DIVISION 52

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ARTICLE I: NAME AND PURPOSES

*Section 1*

The name of this organization shall be the Division of International Psychology of the American Psychological Association (APA), hereafter referred to as the Division and the APA respectively.

*Section 2*

The purposes of this Division are to further the development and advancement of international relations among psychologists in the areas of sharing knowledge, encouraging visitation, and encouraging intercultural research and development in clinical practice, and to promote the general objectives of the APA.

*Section 3*

No part of the earnings of the division shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (C) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE II: MEMBERSHIP

*Section 1*

There shall be five categories of membership in this Division: Member, Fellow, Associate, Affiliate and Student Affiliate.

1) Member

- a) Charter Members are the APA members who signed the petition for the establishment of the Division as well as those who paid Division dues for the calendar year in which the Division was established.

- b) To qualify for the status of Member, an individual shall be a member of the APA and shall have an interest in international psychology. A Member shall be entitled to the following rights and privileges:
  - i) To attend and to participate in the meetings of the Division and to receive its publications; and
  - ii) To hold office, to serve on Committees of the Division and to vote in its elections.

2) Fellow

To be nominated for the status of Fellow an individual shall:

- a) Be a Member of APA;
- b) Have been a Member of the Division for at least one year;
- c) Have made an outstanding contribution to the area of international activities in research, teaching or practice; and
- d) Be endorsed by three APA Fellows, including two Fellows within the Division.
  - i) The Board of Directors, upon recommendation of the Fellows Committee
  - ii) shall adopt and maintain criteria for election to Fellow status which shall be applied to applicants by the Committee. Nominations shall be made by the
  - iii) Fellows Committee, such nomination to be conducted in accordance with extant
  - iv) Bylaws and Association Rules of the APA.
  - v) Fellows of the Division shall be entitled to the same rights and privileges as a Member.

3) Associate

To qualify for the status of Associate, an individual shall be an Associate Member of the APA and shall have an interest in international psychology. Associate Members of the Division who are voting Associates of the APA shall be entitled to the following rights and privileges:

- a) To attend and participate in the meetings of the Division and to receive its publications; and
- b) To hold office, to serve on Committees of the Division, and to vote in its elections.

Associate Members of the Division who are not voting Associates of the APA shall be entitled to the following rights and privileges:

- a) To attend and participate in the meetings of the Division and to receive its publications;

b) Associate Members shall not be entitled to hold office, serve as voting members of Standing Committees of the Division, or vote in elections.

4) Affiliate

To qualify as an Affiliate of the Division, an individual shall have an interest in international psychology. An Affiliate shall be entitled to the following rights and privileges:

a) To attend and participate in the meetings of the Division and to receive its publications;

b) Affiliates shall not be entitled to hold office, serve as voting members of Standing Committees of the Division, or vote in elections.

5) Student Affiliate

a) To qualify as a Student Affiliate of the Division, an individual shall be enrolled in a program or school of recognized standing in the area of psychology. A Student Affiliate shall be entitled to the following rights and privileges:

i) To attend and participate in the meetings of the Division and to receive its publications;

ii) Student Affiliates shall not be entitled to hold office, serve as voting members of Standing Committees of the Division, or vote in elections.

*Section 2*

The Chair of the Membership Committee shall be responsible for communicating to each applicant his/her membership status in a timely fashion.

ARTICLE III: OFFICERS

*Section 1*

The Officers of the Division shall be a President, President-elect, Past President, Secretary and Treasurer.

*Section 2*

The President shall be the Member who has just completed his/her term as President-elect. The term of office of the President shall be one year. The President shall preside at all meetings, shall be the chair of the Board of Directors, and shall perform all other usual duties of a presiding officer.

*Section 3*

The President-elect shall be a Member of the Board of Directors, and shall perform the duties traditionally assigned to a vice-president. The term of office of the President-elect shall be one

year. In the event that the President shall not serve his/her full term for any reason, the President-elect shall succeed to the unexpired remainder thereof and continue to serve through his/her own term.

#### *Section 4*

The Past President of the Division shall be the most recently retired President of the Division, shall serve as a member of the Board of Directors, and shall serve as a Chair of the Committee on Nominations and Elections. The term of the office of Past President shall be one year. If, for any reason, the Past President shall not serve his/her full term of office, the office shall remain vacant through the balance of the year in which the vacancy occurs.

#### *Section 5*

The Secretary shall be elected for a term of three (3) years. During his/her term, (s)he shall be a member of the Board of Directors, shall safeguard all records of the Division, shall keep the minutes of the meetings of the Division and of the Board of Directors, shall maintain coordination with the Division and the Central Office of APA, shall inform the membership of action taken by the Board of Directors, shall keep an updated membership mailing list, and shall perform all other usual duties of a Secretary.

#### *Section 6*

The Treasurer shall be elected for a term of three (3) years. During his/her term, (s)he shall be a member of the Board of Directors, shall oversee custody of all membership funds and property of the Division, shall oversee the receipt of all money by the Division, shall direct disbursements as provided under the terms of these Bylaws, shall oversee the keeping of adequate accounts, shall prepare the annual budget in consultation with the President and the Board of Directors, shall make an annual financial report to the Division and, in general, shall perform the usual duties of a Treasurer. In the event of the incapacity of the Treasurer, or a vacancy in that office, the President-elect is authorized to serve in his/her stead until the next yearly election.

#### *Section 7*

The Officers shall assume their positions on January 1 of each calendar year and shall maintain them until their successors are seated. During the period between their election and the assumption of office, the Officers shall be given the title of Officer-designate and shall be ex-officio, non-voting, members of the Board of Directors.

#### *Section 8*

In the case of death, incapacity, resignation or other cause of vacancy in the office of the President-elect or Secretary, the vacant office shall be awarded to the candidate for the position who was, at the time of the most recent past election, the runner-up for the office in question. If the runner-up declines to serve, or is for any other reason, unavailable, the Board of Directors shall, by a majority vote, elect a successor to serve until the next annual meeting and shall also undertake to conduct a

special election from among eligible members to secure a permanent incumbent who shall complete the unexpired term.

*Section 9*

Any Officer may be removed from office before the expiration of his/her term by a public two-thirds (2/3) vote of those present at a meeting of the Board of Directors if it appears that the best interests of the Division are not being served by the person in question.

*Section 10*

An elected officer is eligible to run for another office in the Division only during the last year of his/her term of office or when the elected officer has retired from the position.

ARTICLE IV: BOARD OF DIRECTORS

*Section 1*

There shall be a Board of Directors of the Division. Its membership shall consist of the following persons:

- 1) The elected officers of the Division as specified in Article III, Section 1 of these Bylaws;
- 2) There shall be four Members-at-large who shall be Members of the Division, elected for three-year terms in staggered sequence. Members-at-large shall be members of the Board of Directors with vote. The terms of the initial Members-at-large shall be set by the Board of Directors for one, two, or three years so as to implement staggered terms. They shall assume office on January 1 of the year following their election. One of the Members-at-large shall be an Early Career Member. A member-at-large initiates or works on at least one special project that furthers the goals of the division and reports on the progress annually.
- 3) The Division shall elect that number of Representatives to APA Council necessary to fill vacancies created by ending terms of current Representatives and/or vacancies created by changes on the APA Apportionment Ballot. Representatives to Council must be Members or Fellows of the Division and are ordinarily elected to serve a three-year term. The Division's Representative(s) to Council shall be members of the Board of Directors with vote.
- 4) The Division shall elect a Student Representative who is a Member of the Division, elected for a two year term. The Student Representative shall be a member of the Board of Directors with vote.

- 5) The appointment of the newsletter editor shall be for renewable three-year periods. The newsletter editor shall be an ex officio member of the Board of Directors without vote. The appointment of the newsletter shall be made upon the recommendation of the President and after the approval of a majority of the Board of Directors. The duties of the editor include inviting submissions of articles, coordinating the peer-review process of research articles submitted, editing all submissions accepted for publication, ensuring that the contents of the publication adhere to the general purposes of Division 52 and presenting periodic updates about the Bulletin to the Division 52 board.
- 6) The divisional journal editor shall also be an ex officio member of the Board of Directors without vote. The editor's responsibilities are those usually associated with the preparation and publication of an APA journal.
- 7) The chairs of the Division's standing committees, ad hoc committees and special task forces, the newsletter associate editors, webmaster and parliamentarian shall be ex officio members of the board without vote.

## *Section 2*

The duties of the Board of Directors shall include:

- 1) Exercising general supervision over the affairs of the Division, and the transaction of the necessary business of the Division provided, however, that the actions of the Board of Directors shall be consistent with these Bylaws. The Board of Directors shall act consistently with the recorded vote of the membership and shall report on its actions to the members at the annual meeting;
- 2) Recommending matters for the consideration of the membership;
- 3) Filling such vacancies in an office of the Division as so empowered under the terms of Article III, Section 8 of the Bylaws;
- 4) Advising the President regarding the appointment of Chairs and members of Committees of the Division in accordance with these Bylaws;
- 5) Advising the Officers of the Division regarding the performance of their duties;
- 6) Advising the Division's APA Council Representatives(s) on issues either currently before or which may be desirable to place before APA Council;
- 7) Adopting a final budget;

- 8) Recommending or approving the disbursement of funds of the Division in accordance with Article IX of these Bylaws;
- 9) Advising the President regarding the appointment of the Editor of any of the Division's print and media publications;
- 10) Setting policies for the conduct of its own affairs or for the affairs of the Division consistent with these Bylaws;
- 11) Authorizing the adoption and publication of rules and procedures for the transaction of the business of the Division provided that the same do not conflict with the Bylaws and Rules of the APA.

### *Section 3*

The Board of Directors shall meet at least twice each year. Additional meetings may be called by the President with the concurrence of a majority of the voting members of the Board of Directors. One of the two meetings may be held by conference call.

### *Section 4*

Board of Directors meetings shall be open to all members of the Division except at such times as a majority of the Board of Directors may declare an executive session. Any member of the Division may place a matter on the agenda of a meeting. The President shall preside over the meetings of the Board of Directors, and the Secretary shall act as Recording Secretary. A majority of the voting members of the Board of Directors shall constitute a quorum, following due notice of the meeting. Each member present shall have one vote, and no member may vote by proxy. All decisions of the Board of Directors shall require assent by majority of those voting, except as otherwise noted in these Bylaws.

## ARTICLE V: EXECUTIVE COMMITTEE

### *Section 1*

There shall be an Executive Committee of the Board of Directors which shall be composed of the President, President-elect, Past President, Secretary and Treasurer. The Executive Committee shall meet on the call of the President or of any other three Officers and conduct such affairs of the Division between meetings of the Board of Directors as may be needed to implement policy decisions adopted by the Board of Directors.

### *Section 2*

The duties of the Executive Committee shall be:

- 1) To supervise the affairs of the Division between meetings of the Board of Directors, managing those affairs within policies set by the Board and implementing actions directed by the Board;
- 2) To review matters on the meeting agendas of the Board of Directors and to make recommendations about these matters to the Board;
- 3) To negotiate the terms of any contract entered into by and between the Division and any external organization hired to provide administrative or publishing services to the Division within policies set by the Board and to supervise and evaluate the performances of such organizations;
- 4) Upon majority vote of the Executive Committee, to declare an emergency and to hold a mail, on line or telephone ballot of the Board of Directors upon any proposed course of action.

### *Section 3*

Actions of the Executive Committee shall be subject to the review of the Board of Directors at each Board of Directors meeting. Actions of the Board of Directors shall be subject to review of the membership at the membership's annual meeting.

## ARTICLE VI: COMMITTEES

### *Section 1*

The Committees of the Division shall consist of such Standing Committees as are provided by these Bylaws and such ad hoc Committees as shall be established by the President with the concurrence of the Board of Directors. All Committee meetings shall be open to all members. In the conduct of Committee business, the Chair of the Committee shall cast a vote only in the case of ties.

### *Section 2*

Except as otherwise provided in these Bylaws, the Chair and all members of the Committees shall be appointed by the President. The Chair and all members of Committees shall serve until their successors are appointed and qualify. In the case of a vacancy on a Committee, such a vacancy shall be filled by Presidential appointment.

### *Section 3*

The President-elect, as soon as possible following the assumption of office, shall appoint a Chair-designate for each Standing Committee. Such Chair-designates shall serve as members of their respective Committees during their year as Chair-designates. Such persons shall become Chairs in the subsequent year.



#### *Section 4*

The Standing Committees of the Division shall be:

- 1) The Finance Committee, which shall consist of four (4) members, the Treasurer, the President, the President Elect and the Past President. The Finance Committee assists in the preparation of the annual budget and reviews and updates financial policies and procedures for the division.
- 2) The History and Archives Committee is chaired by the Historian who maintains and updates a record and history of the division, its list of officers and motions for later summary in the Division Handbook. The Chair records revisions to the Division Bylaws. In addition the committee may pursue other areas of historical and archival interest related to the division.
- 3) The Program Committee shall consist of the past chair, chair and co-chair who assumes the program responsibilities the following year. Committee Members shall be appointed by the President-elect and ratified by the Board of Directors. It shall be the duty of the Committee to solicit, evaluate, and select scientific and professional contributions to be presented as part of the Division's annual meeting programs.
- 4) The Committee on Nominations and Elections as described in Article VII, Section 1.
- 5) The Membership Committee, which shall consist of at least two (2) members, one of whom shall serve for three (3) years as Chair and another who shall serve as Chair-designate in the final year of the Chair's term. It shall be the duty of the Committee to solicit members and recommend applicants for membership. A representative of the International Liaisons, Outreach, Students, and Early Career Professionals Committees is encouraged to serve on the Membership Committee.
- 6) The Fellows Committee, which shall consist of three (3) Fellows of the Division, one of whom shall serve for three (3) years as Chair and another who shall serve as Chair-designate in the final year of the Chair's term. It shall be the duty of the Committee to evaluate and recommend applicants to the APA Membership Committee.
- 7) The Awards Committee, which shall consist of the three (3) most recent Past Presidents of the Division. The Committee shall be responsible for recommending awards of such a nature as are consistent with the aims of the Division. The bestowing of any such award by the Board of Directors shall require an affirmative vote of two-thirds (2/3) of Board Members present and voting.
- 8) The International Committee for Women, for which the Chair will be appointed bi-annually, will identify substantive issues affecting the welfare of women globally and will recommend action to the Division.

- 9) The Student Committee which is chaired by the Student Representative Board member. The Student Committee shall consist of a past chair, chair and co-chair who assumes the responsibilities of chair the following year. Committee members shall be appointed by the President-elect and the Board of Directors. It shall be the duty of the Committee to encourage division membership and the engagement and career development of student members in the field of international psychology.
- 10) The Early Career Professionals (ECP) Committee shall be chaired by the Early Career Member-at-Large who selects and assigns members to key duties of the Committee. The ECP Committee shall promote the membership and contributions of ECP members to the Division and engage in advancing the career development and opportunities of early career psychologists in International Psychology.
- 11) The Chair of the Publications & Communications Committee shall be appointed by the President. The Editor of the division journal, Editor of the division newsletter and Webmaster shall be members of the Committee. The Committee provides oversight and direction for all publication and communication outlets of the Division.

#### *Section 5*

In addition to its designated responsibilities, each Standing Committee shall have the privilege of recommending procedures, new policy or policy changes, and/or amendments to these Bylaws to the Board of Directors.

#### *Section 6*

It shall be the responsibility of the Chair of each Committee to submit a report on its operations and recommendations to the Board of Directors at each of the meetings of the Board of Directors.

#### *Section 7*

The Board of Directors is empowered to authorize the formation of ad hoc committees to accomplish the goals of the Division.

- 1) Each ad hoc committee shall have a specific charge for a specified period of time and shall be subject to annual review by the Board of Directors.
- 2) The number of members and terms of office of ad hoc committee members shall be determined by the Board of Directors.
- 3) The members and chair of each ad hoc committee shall be nominated by the President for approval by the Board of Directors.

- 4) Unless reconstituted for a subsequent year or years, the existence of an ad hoc Committee shall terminate at the close of the year in which it has been established.

## ARTICLE VII: NOMINATIONS AND ELECTIONS

### *Section 1*

The Committee on Nominations and Elections shall consist of the Past President, who serves as ex-officio member and as chair of the Committee, and up to three (3) other members of the Division. The members of the Committee on Nominations and Elections shall be appointed by the President with concurrence of the Board of Directors, and shall serve for one (1) year. In the case of the death, resignation, or incapacity of the Past President, the President shall assume the duties of the Chair.

### *Section 2*

The Committee on Nominations and Elections shall be responsible for implementing the policies required for the nomination and election of Officers and Representatives to Council. All aspects of nomination and election will be done in accordance with the provisions of the APA Bylaws, and shall be completed by the dates specified by APA. A nominating ballot shall be distributed by the appropriate deadline of the year prior to the calendar year requiring the election of Division officers. Only Members, Fellows and Voting Associates of the Division shall participate in the nomination procedure.

### *Section 3*

The nominations shall be tallied by the Committee on Nominations and Elections using the procedures specified in the Bylaws. In the event that there is an insufficient number of nominees who have received at least six (6) nominations, the Committee on Nominations and Elections shall use its discretion in nominating candidates for any remaining spaces.

### *Section 4*

The Officers of the Division shall be elected by a preferential vote of the members on a ballot. The American Psychological Association oversees the sending of ballots, the count of the votes, the notification of the results of the election to the President of the Division, and the notification to the members whose names appeared on the ballot. The election results shall be reported at the annual business meeting of the Division and in the *Bulletin* as well as announcement-only listserv and website. The Committee on Nominations and Elections shall be responsible for the notification to the Board of Directors of the results of the election, the notification to the members whose names appeared on the ballot, and the reporting of the election results at the annual business meeting of the Division and in the pages of its publication when that becomes available.

### *Section 5*

Any vacancies on the Board of Directors which cannot be filled by the appointment of the next-most-popular defeated candidate shall be appointed by the President only until the next election, at which time the position will be filled by election for the remainder of the term of office.

## ARTICLE VIII: PUBLICATIONS

### *Section 1*

The Division shall publish a newsletter, a website, a journal and other such publications as shall be approved by the Board of Directors.

### *Section 2*

The inaugural appointment of the Webmaster shall be for renewable three-year periods. The appointment of the Webmaster shall be made upon the recommendation of the President and after the approval of a majority of the Board of Directors.

### *Section 3*

The Editors of the journal and newsletter and the Webmaster shall be responsible for issuing reports to the Board of Directors in the same fashion as are the committees of the Division, as described in Article VI, Section 6 of these bylaws.

### *Section 4*

The Editor of the Division's journal, *International Perspectives in Psychology*, will be selected by representatives of the Executive Committee appointed by the President working collaboratively with the publisher of the journal with which Division 52 has a contract. The Editor's term will also be determined in conjunction with the publisher.

### *Section 5*

Should the Board of Directors approve the production of publications in addition to the newsletter, webpage and journal, the Board of Directors shall also approve the appointment and terms and conditions of appointment for the Editor or Editors of such additional publications.

## ARTICLE IX: MEETINGS

### *Section 1*

The Division shall hold an annual scientific and professional meeting at the time and place of the annual convention of the APA for the presentation of scientific papers and the discussion of professional matters in the realms of international psychology. The Division shall coordinate its program with, and shall participate in, the programs of the APA.

### *Section 2*

There shall be at least one Membership Business Meeting of the Division that shall be held in conjunction with and in the locality of the annual convention of the APA. The purpose of such a meeting shall be to provide an opportunity for a personal exchange of information and perspective about matters of mutual concern between the general membership and the members of the Board of Directors. Any member of the Division shall have the right to place a matter on the agenda of any business meeting of the Division up to 24 hours before the meeting.

### *Section 3*

Other scientific, professional, and/or business meetings of the Division may be called by the President with the concurrence of the Board of Directors.

## ARTICLE X: FINANCES

### *Section 1*

The assessment of any membership dues or special fees in addition to charges for Division membership voted by the APA Council of Representatives shall be recommended by a two-thirds (2/3) vote of the Board of Directors. The proposed assessment shall be presented to the membership for ratification at the annual meeting of the Division. Ratification shall require a majority vote of those members in attendance at the Annual Membership Business Meeting at the APA convention.

### *Section 2*

The Division Treasurer shall present to the Division Board of Directors a proposed annual budget for the following year and a final financial report on the prior year's budget.

### *Section 3*

Disbursement of funds of the Division shall be made as follows:

- 1) The Board of Directors shall authorize disbursements within the amounts of the approved budget for purposes which are not inconsistent with the Bylaws of the Division or the APA, nor with the recorded actions of the membership.
- 2) The Treasurer, with the concurrence of the President, is authorized to reallocate unexpended funds from one category of the approved budget to another, provided that the total expenses for the year are not exceeded.
- 3) Once a budget has been approved, disbursements for items not contained in the approved budget but for purposes harmonious with the objectives of the Division may be authorized by a two-thirds (2/3) vote of the Board of Directors, provided that the total expenses for the year are not exceeded.

*Section 4*

The Treasurer is authorized to sign checks on behalf of the Division or to direct the disbursement of funds.

*Section 5*

All contracts and other financial documents, other than checks, necessary to undertake programs approved by the Board of Directors in accordance with these Bylaws shall be executed jointly by the President and the Treasurer.

ARTICLE XI: AMENDMENTS

Amendments to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of three percent (3%) of the voting Members of the Division and presented to the Board of Directors. The proposed amendment shall be either inserted into the next issue of the Division newsletter mailed separately to the last-known Post Office address of each voting Member along with the statements which specify the arguments for and against the proposed change or presented to the members online. Online voting will be permissible if recommended and approved by the Executive Committee. Ballots shall be counted sixty (60) days after mailing, and the voting period shall then be considered closed. An affirmative vote by a two thirds majority of the votes cast shall be required to ratify the amendment which shall be effective immediately.