

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

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ARTICLE I: NAME AND PURPOSES

Section 1.1 Name

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 1.2 Purposes

The purposes of the Division are to promote greater global awareness throughout psychology, to further the development and advancement of international relations among psychologists through sharing knowledge, encouraging collaboration and exchange, and to encourage the development and use of ethical and culturally informed materials and strategies for teaching, research and application.

Section 1.3 501(c) (3) status

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: VISION AND VALUES STATEMENT

Section 2.1 Vision Statement

Division 52 seeks to:

1. become the primary or secondary professional “home” for psychologists to engage in all things international;
2. encourage professional activities and aspirations toward international emphases, populations, and needs;

3. encourage open exploration of established and emerging models, methods, and worldviews from the Global North, South, East, and West;
4. provide resources for personal and professional development that are aligned with our mission, vision, values, and strategic priorities;
5. create vibrant opportunities for international and interdisciplinary collaboration and networking;
6. promote the application of internationally informed psychological science and expertise to global challenges, exemplified by the Sustainable Development Goals of the United Nations.

Section 2.2 Values Statement

Division 52 envisions a field and profession of psychology where a broad representation of applied, cultural, empirical, epistemological, theoretical, and disciplinary synergies may engage and enliven current and future psychologists in our ongoing pursuit of the greater good. Both locally and globally, we value internationally-minded education, training, research, practice, leadership, exchange, study, and service activities that support intellectual rigor, personal and professional integrity, self-awareness, ecological validity, conceptual depth, interdisciplinary collaboration, mutual understanding, cultural responsiveness, and kindness, compassion, and care for all, including marginalized and dispossessed individuals and groups and the natural world which sustains us. To facilitate expression of these values, Division 52 promotes self-reflection regarding the many formative variables that shape who we are and may become as students, professionals, citizens, and human beings (e.g., cultural, national, linguistic, economic, educational, environmental, ethnic, gender, political, religious). Division 52 values activities that disseminate, translate, evaluate, and infuse globally responsive findings, pedagogies, and applications into credible and impactful actions, policies, and practices. In so doing, Division 52 recognizes always the needs, contributions, perspectives, and hopes of the many publics we serve, at home and abroad.

ARTICLE III: MEMBERSHIP

Section 3.1 Categories of Membership in the Division

There shall be three categories of membership in the Division: Member, Professional Affiliate, and Student. Individuals become members of the Division after stating their interest in international psychology and payment of the Division dues, with the exception of the class of Fellows, to which one must be elected.

Section 3.2: Definition of Member

Member include: Member, Charter Member, Fellow and Emeritus Member

1. Members are full or associate members of the APA or are eligible to be full or associate members of the APA. Members shall have an interest in international psychology.
 - a. A Member shall be entitled to the following rights and privileges:
 - I. To attend and participate in the meetings of the Division
 - II. To vote in Division Elections

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- III. To receive subscription to Division publications
 - IV. To participate in Division listservs and other communication channels
 - V. To serve on Committees of the Division
 - VI. If a Member of APA in good standing, to hold elected office.
2. Fellows are APA members who have been proposed by the Division and approved by the APA Board of Directors for Fellows status
- a. Election to Fellow Status
 - i. The Division Board of Directors, upon recommendation of the Fellows Committee 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 Fellows Committee, such nomination to be conducted in accordance with extant Bylaws and Association Rules of the APA.
 - ii. 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.
 - iii. Election as Fellow of the Society:
 - a) Members of the Division who are not Fellows of APA may be nominated to the APA as Fellows by the Board of Directors on recommendation of the Fellows Chair. Subsequent election of such persons as Fellows by the Council of Representatives of the APA shall also constitute election as Fellows of the Division.
 - b) Members of the Division who are Fellows of APA but not Fellows of the Division may be proposed by the Fellows Committee Chair and elected as Fellows of the Division by the Division Board of Directors.
 - b. Fellows of the Division shall be entitled to the same rights and privileges as a Members.
3. Emeritus Members are APA Emeritus members
- a. Emeritus members are entitled to the same privileges as Members with the exception of receiving the Division journal as part of membership. Emeritus members are entitled to receive the Division journal at the Division cost for print or electronic access.

Section 3.3 Definition of Professional Affiliates

- 1. Professional Affiliate members include: members who are International Affiliates of the APA, or who are psychologists from outside the USA or Canada who are members of their national psychology association and/or are registered or certified as psychologists in their country of work or activity; psychologists in the USA who are not APA members; and non-psychologists in the USA who have professional activities in areas allied to psychology.

2. Professional Affiliate members shall be entitled to the following rights and privileges:
 - a. To attend and participate in the meetings of the Division
 - b. To receive Division publications
 - c. To participate in Division listservs and other forms of communication; and
 - d. To participate in Committees of the Division

Section 3.4 Definition of Student Affiliate Member

1. To qualify as a Student Affiliate Member of the Division, an individual shall be enrolled in a program or school of recognized standing in the area of psychology.
2. A Student Member shall be entitled to the following rights and privileges:
 - a. To attend and participate in the meetings of the Division;
 - b. To participate in Division listservs and other forms of communication;
 - c. To receive its publications;
 - d. To serve as Co-Chair of Division committees as long as the other Co-Chair is a Member
 - e. To hold office of Student Representative to the Division Executive Board and to vote in this election. Student Members shall not be entitled to hold other Division offices, serve as voting members of Standing Committees of the Division, or vote in other Division elections.

ARTICLE IV: Governance of the Division

The governance structures of the division include a Board of Directors, Presidential Advisory group, and Executive Committee.

Section 4.1 Board of Directors

1. There shall be a Board of Directors of the Division that includes all the elected positions of the Division as voting members, and in ex officio status Chairs of Standing and Ad Hoc Committees, Editors of Division publications, Chairs of Special Interest Groups and Task Forces, and the Director of the APA Office of International Affairs.
2. The duties of the Board of Directors shall include:
 - a. 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;
 - b. Recommending matters for the consideration of the membership;
 - c. Filling such vacancies in an office of the Division as so empowered under the terms of Article III, Section 8 of the Bylaws;
 - d. Advising the President regarding the appointment of Chairs and members of Committees of the Division in accordance with these Bylaws;
 - e. Advising the Officers of the Division regarding the performance of their duties;

- f. Advising the Division's APA Council Representatives(s) on issues either currently before or which may be desirable to place before APA Council;
 - g. Adopting a final budget;
 - h. Recommending or approving the disbursement of funds of the Division in accordance with Article IX of these Bylaws;
 - i. Advising the President regarding the appointment of the Editor of any of the Division's print and media publications;
 - j. Setting policies for the conduct of its own affairs or for the affairs of the Division consistent with these Bylaws;
 - k. Authorizing the adoption and publication of Division 52 Handbook for the transaction of the business of the Division provided that the same do not conflict with the Bylaws and Rules of the APA.
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. Details of the meetings are further described in the Division 52 Handbook
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 or in the Division 52 Handbook.

Section 4.2 Presidential Advisory Group

1. The Presidential Advisory Group consists of the President, Past President, President Elect (presidential Trio) and the three division Vice Presidents. The President may, at his/her discretion, include other current or previously elected members in this group as needed. The role of this group is to serve as a consistent channel for communication among and between the Elected members of the Division and Division Committees, Ad Hoc Groups and Special Interest groups. Activities of the Presidential Action Advisory Group shall be further specified in the Division 52 Handbook.
2. The Presidential Advisory Group does not hold decision making or voting privileges.

Section 4.3 Executive Committee

1. The Executive Committee consists of the President, Past-President, President-Elect, Secretary, Treasurer and the three Vice Presidents. The purview of the Executive Committee is to 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.

2. The duties of the Executive Committee shall be:
 - a. 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;
 - b. To review matters on the meeting agendas of the Board of Directors and to make recommendations about these matters to the Board;
 - c. 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;
 - d. 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.
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.

Section 4.4: Elected Positions

1. The elected positions of the Division shall be: President, President-Elect, Past President, Vice President for Engagement, Vice President for Communication, Vice President for Programs and Initiatives, Secretary, Treasurer, Student Representative to the Board, Early Career Representative to the Board, and Representative to the APA Council of Representatives.
2. All elected positions are filled by persons elected by the Division 52 membership. Terms of office commence January 1.
3. President
 - a. The President shall be the Member who has just completed his/her term as President-elect.
 - b. The term of office of the President shall be one year.
 - c. The duties of the President are as follows:
 - I. To preside at meetings of the Board of Directors, Officers, and Members as chair and perform all other usual duties of a presiding officer
 - II. To appoint chairs or chair-designates for division committees as needed.
 - III. To regularly convene and receive advice from the Presidential Advisory Group
 - IV. To receive information from the Chairs of the Program, Convention Program committees, the Council Representative, the Parliamentarian, the Federal Advocacy Coordinator and the Advocacy Committee, and represent their purview in meetings of the Presidential Action Advisory Group and Officers.

- V. To prepare a quarterly column/statement to the Division to be published in the Division newsletter
- VI. To participate in the DivTrio listserv and “Presidential Trio” group (see Division 52 Handbook)

4. President-elect

- a. The President-elect is the person who receives the most votes among nominees for President-Elect of the Division. The term of office 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.
- b. The duties of the President-elect are as follows:
 - I. To attend the Division Leadership Conference as President-Elect
 - II. To chair the Strategic Planning Committee
 - III. To participate as a member in those standing committees that are of specific interest
 - IV. To appoint Convention Chair and Suite Chair for their Presidential year
 - V. At the end of their President-elect year, to designate chairs or chair designates of Standing Committees or other Division positions that are due for appointment to commence in January of their presidential year
 - VI. To participate in the Presidential Advisory Group and DivTrio listserv and “Presidential Trio” group (see Division 52 Handbook)

5. Past President

- a. The Past President of the Division shall be the most recently retired President of the Division. 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.
- b. The duties of the Past President are as follows:
 - I. To chair the Committee on Nominations and Elections.
 - II. To chair the Committee on Awards, select Award Sub-Chairs, and manage the awards decision making and reporting process (see Division 52 Handbook)
 - III. To receive information from the Division Archivist and Historian/History Committee Chair and represent their purview in meetings of the Presidential Action Advisory Group and Officers.

6. Secretary

- a. The Secretary shall be elected for a term of three (3) years.
- b. The duties of the Secretary are as follows:
 - I. To safeguard all records of the Division and coordinate timely archiving with the Division archivist

- II. To take and keep the minutes of the meetings of the Division, including member meetings, Board of Directors meetings, and Executive Committee meetings
- III. To maintain coordination with the Division and the Central Office of APA
- IV. To maintain coordination with the Web Editor to ensure that Division membership and governance information is accurate and timely
- V. To inform the membership of action taken by the Board of Directors
- VI. In coordination with the Membership Chair, to keep an updated membership mailing list
- VII. To maintain an updated Board of Directors mailing list
- VIII. To issue a call for items and coordinate production of Board and Member meeting agendas and agenda books
- IX. To participate in meetings of the Executive Committee
- X. In general, perform the usual duties of a Secretary.

7. Treasurer

- a. The Treasurer shall be elected for a term of three (3) years. 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.
- b. The duties of the Treasurer are:
 - I. To Chair and regularly convene the Finance Committee
 - II. To oversee custody of all membership funds and property of the Division
 - III. To oversee the receipt of all money by the Division
 - IV. To direct disbursements as provided under the terms of these Bylaws,
 - V. To oversee the keeping of adequate accounts,
 - VI. To prepare the annual budget in consultation with the President and the Board of Directors
 - VII. To make an annual financial report to the Division
 - VIII. To participate in Officers meetings, and,
 - IX. In general, perform the usual duties of a Treasurer.

8. Vice Presidents

- a. There shall be three elected Vice Presidents who are elected for three-year terms in staggered sequence. The role of the Vice Presidents is to serve as coordinators and catalysts for areas of interest as specified below, and to report on and represent the activities within their area regularly to Presidential Advisory Board and the Board of Directors, and to encourage communication across and within Division bodies about these activities.
- b. Vice President for Communication.
This area includes purview over all communication and publication activities of the Division. Duties of the Vice President for Communication include:

- I. Chair of the Publication and Communications Committee. Committee members include Editor of the Division Journal, Editor of the Newsletter, Web Editor, Book Series Editor, Social Media Editor, and other members or chairs of communications areas as discussed by the VP for Communication and the President.
 - II. Active participation in the Presidential Action Advisory Group. This includes communication about and representation of the purview of Division publications and communications, and consideration of communication strategies, policies and initiatives
 - III. Development of quarterly reports/messages about communications issues for readers of the Division newsletter.
- c. Vice President for Engagement
- This area includes purview over activities of the following those standing and ad hoc committees focusing on member recruitment, engagement, outreach and student and ECP concerns. Duties of the Vice President for Engagement include:
- i. Active participation in the Presidential Action Advisory Group, representing the activities and concerns of the Membership Committee, Fellows Committee, Student Committee, ECP Committee, Regional Outreach Committee, FastConnect, and Liaison Committees.
 - ii. Development of quarterly reports/messages about communications issues for readers of the Division newsletter.
- i. Vice President for Programs/Initiatives.
- This area includes purview over activities of the Division focused on education (Webinars, Curriculum and Mentoring), Ad Hoc Committees, Special Interest Groups, and on promoting cross-and intra-division synergies and communication. Duties of the Vice President for Programs/Initiatives include:
- I. Active participation in the Presidential Action Advisory Group, representing the activities and concerns of the Webinar Committee, International Committee for Women, Ad Hoc Committees, and Special Interest Groups.
 - II. Development of quarterly reports/messages about ongoing and planned programs and initiatives for readers of the Division newsletter.
9. Early Career Representative to the Board
- a. The Early Career Psychologist (ECP) representative to the board is the person receiving the most votes in the Division wide election for this position. Early Career is defined as within 10 years of the doctoral degree. The ECP representative is elected for a period of three years.
 - b. Duties of the ECP Representative to the Board include:
 - I. Chair of the Early Career Committee.
 - II. Development of quarterly reports/messages about ongoing and planned programs and initiatives for readers of the Division newsletter.

10. Student Representative to the Board

- a. The Student Representative to the Board is the person receiving the highest number of votes cast by Division Student Affiliate members for this position. The term of service is for a period of 2 years.
- b. Duties of the Student Representative to the Board include:
 - I. Chair of the Student Member committee
 - II. Manager of the Division 52 Student Listserv
 - III. Development of quarterly reports/messages about ongoing and planned programs and initiatives for readers of the Division newsletter.

11. Council Representative

- a. 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.
- b. Duties of the Council Representative include:
 - I. Duties of APA Council Representatives as specified in the APA Bylaws and Procedures
 - II. Development of quarterly reports about ongoing issues and activities of the APA Council and Board of Directors for inclusion in the Division newsletter
 - III. Consultation with the Division President and Board about upcoming Council issues and alerts about those issues with international implications

Section 4.5. Elections, Succession and Removal of Elected Positions

1. Elected members shall assume their positions on January 1 of the calendar year after their election and shall maintain them until their successors are seated. During the period between their election and the assumption of office, elected members shall be given the title of [Position name]-designate and shall be ex-officio, non-voting, members of the Board of Directors.
2. Replacement. 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.
3. Any elected member 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 4.6: Dual Roles

An elected member 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 member has retired from the position. In general, elected members will not serve in other leadership positions (Committee Chair) during their term in office.

Section 4.7 : Appointed Positions

The Division shall appoint editors for its print and electronic publications and communications channels; chairs for its Standing Committees, Ad Hoc Committees, and Special Interest Groups, and other such functionaries as required for the operation and programs of the Division.

1. Editors

a. Newsletter Editor

- i. The appointment of the newsletter editor shall be for a renewable three-year period. The newsletter editor shall be an ex officio member of the Board of Directors without vote.
- ii. The appointment of the newsletter editor shall be made upon the recommendation of the President and after the approval of a majority of the Board of Directors.
- iii. The editor shall provide semiannual reports to the Board of directors, and actively participate in Division meetings. The duties of the editor are outlined in the Division 52 Handbook

b. Journal Editor

- i. The Editor of the Division's journal, International Perspectives in Psychology, will be selected by representatives of the Board of Directors appointed by the President working collaboratively with the publisher of the journal with which Division 52 has a contract.
- ii. The Editor's term will also be determined in conjunction with the publisher, but is generally for a renewable 5-year period.
- iii. The Journal editor is an ex officio member of the Board of Directors without vote.
- iv. The editor's responsibilities are those usually associated with the preparation and publication of an APA journal.
- v. The editor shall provide semiannual reports to the Division Board of Directors.
- vi. The editor's responsibilities to the Division are outlined in the Division 52 Handbook.

c. Web Editor

- i. The Web Editor shall be appointed for a renewable 3 year term. The appointment shall be made by the President.
- ii. Duties are outlined in the Division 52 Handbook.

- d. Social Media Editor
 - i. The Social Media editor shall be appointed for a renewable 2 year term. The appointment shall be made by the President.
 - ii. Duties are outlined in the Division 52 Handbook.

2. Functionaries

- a. Parliamentarian
The Parliamentarian is appointed by the President for a xx year term. The duties of the Parliamentarian are outlined in the Division 52 Handbook.
- b. Archivist
The archivist is appointed by the President for a three year term. The duties of the Archivist are outlined in the Division 52 Handbook.
- c. Federal Advocacy Coordinator
The Federal Advocacy Coordinator is appointed by the President for a three year term. The duties of the FAC are outlines in the Division 52 Handbook.

ARTICLE V: COMMITTEES of the DIVISION

Section 5.1

The Committees of the Division shall consist of such Standing Committees as are provided by these Bylaws and such ad hoc Committees and Interest Groups as shall be established by the President with the concurrence of the Board of Directors or by the Board of Directors.

Section 5.2

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 5.3

The Standing Committees of the Division shall be:

- 1. The Finance Committee
 - a. The Chair of the Finance Committee shall be the elected Division Treasurer. Members shall be the President, Past President, and President-Elect.
 - b. The Finance Committee assists in the preparation of the annual budget and reviews and updates financial policies and procedures for the division. Duties of the Finance Committee are specified in the Division 52 Handbook.
- 2. The Committee on Nominations and Elections
 - a. The Chair of the Nominations and Elections Committee shall be the Past President. Members may include past presidents and other Division members as suggested by the Chair of the committee and approved by the President and Board of Directors.
 - b. The purview of the Nominations and Elections Committee is to develop slates of candidates for division elections and to coordinate with APA in the conduct of

those elections. The tasks of the Nominations and Elections Committee are specified in the Division 52 Handbook.

3. Awards Committee
 - a. The Chair of the Awards Committee shall be the Past President. The Awards Committee members include the three (3) most recent Past-Presidents of the Division, and the Chairs for each Division award sub-committee. The Committee of the 3 most recent Past Presidents shall comprise the committee for the Distinguished Contributions award. Other awards will be chaired by persons appointed by the President.
 - b. The duties of the Awards Committee and Awards Committee Sub-chairs are specified in the Division 52 Handbook.
4. Membership Committee
 - a. The Chair of the Membership Committee shall be appointed by the President for a period of three years. Members of the Membership Committee shall be appointed by the President on recommendation of the Chair and Board of Directors.
 - b. The purview of the membership committee is to promote membership in the Division. Duties of the committee are outlined in the Division 52 Handbook
5. Fellows Committee
 - a. The Chair of the Fellows Committee shall be appointed by the President for a period of three years.
6. ECP Committee
 - a. The Chair of the ECP Committee is the ECP Representative to the Board of Directors
 - b. The purview of the ECP Committee is
7. Student Committee
 - a. The Chair of the Student Committee is the Student Representative to the Board of Directors.
 - b. The purview of the Student Committee is to
8. Publications and Communications Committee
 - a. The Chair of the Publications & Communications Committee is the Vice President for Publications and Communication. The Editor of the division journal, Editor of the division newsletter, the Web Editor, and the Social Media Coordinator shall be members of the Committee.
 - b. The Committee provides oversight and direction for all publication and communication outlets of the Division.
9. Liaison Committee
 - a. The Chair of the Liaison Committee shall be appointed by the President for a period of 3 years. The Chair-designate shall serve 1 year as Chair Designate prior to becoming Chair.
 - b. The purview of the liaison committee is to coordinate liaisons between Division 52 and APA Divisions, other associations within the US, associations outside the

USA, and members in countries and territories outside the USA. The duties and functions of the Liaison Committee and sub-committees are specified in the Division 52 Handbook.

10. Webinar Committee

- a. The Chair of the Webinar committee is appointed by the President for a period of three years.
- b. The purview of the Webinar committee is to develop and implement Division 52 webinars for delivery on a regular basis. Details of the webinar process are described in the Division 52 Handbook.

Section 5.4 Other Committees

Other Committees (such as Strategic Planning, International Women, Fast Connect, Mentoring and History) are defined in the Division 52 Handbook

Section 5.5 Interest Groups

Interest groups on specific international topics (such as immigration) are described in the Division 52 Handbook.

Section 5.6 Ad Hoc Committees and Groups

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 VI: NOMINATIONS AND ELECTIONS

Section 6.1 Nominations

1. 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.
2. A nominating ballot shall be distributed by the appropriate deadline of the year prior to the calendar year requiring the election of Division officers.
 - a. Only Members shall participate in the nomination procedure for all positions except the Student Representative to the Board.
 - b. All members including student members shall be eligible to participate in the nomination procedure for Student representative to the Board. 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 6.2 Election Procedures

The elected officials 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 6.3 Vacancies

Any vacancies in elected positions 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 VII : PUBLICATIONS AND COMMUNICATON

Section 7.1 Publications

The Division shall publish a newsletter, a journal and other such publications as shall be approved by the Board of Directors. The Division will appoint an editor for each publication.

Section 7.2 Electronic Communivations

The Division shall host a website and social media outlets as approved by the Board of Directors. The Division will appoint a Web Editor and social media coordinator. The specifics of web and communication procedures are specified in the Division Handbook.

Section 7.3 Additional publications or communication outlets

Should the Board of Directors approve the production of additional publications or communication outlets, 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 VIII: MEETINGS

Section 8.1 Annual Meeting

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 8.2 Membership meeting

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.

1. 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.
2. 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. Replace with: The Business Meeting will also include an agenda item for open questions and discussion and any member of the Division may place a matter on the agenda during this period.
3. A quorum shall consist of those Fellows, Members, and Affiliates of the Division attending the announced Annual Business Meeting.
4. Other scientific, professional, and/or business meetings of the Division may be called by the President with the concurrence of the Board of Directors.

Section 8.3 Board of Directors Meetings

The Board of Directors will meet at least twice yearly.

1. A "Spring Meeting" generally in the first quarter of the year will take place at a location selected to coincide with a scientific meeting whose focus is compatible with the purpose of the Division.
2. A "Summer/Fall Meeting" will take place prior to or during the annual convention of the APA, prior to the Annual Business Meeting as specified in Section 8.2.
3. The president, with agreement of the Executive Committee, may hold additional meetings of the Board of Directors throughout the year.

ARTICLE IX: FINANCES

Section 9.1 Membership assessment

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 recommend 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 9. 2 Budget

The Division Treasurer shall present to the Division Board of Directors a proposed annual budget for the following year that is ratified at the Spring Board Meeting (see Article VIII section 8.3.1) and a final financial report on the prior year's budget.

Section 9.3 Disbursement of Funds of the Division

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 9.4 Authorization

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

Section 9.5 Contracts

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.

Section 9.6 Reserves

MECHANISM FOR USING THE RESERVES and for the MINIMUM AMOUNT The reserves need to be.

ARTICLE X: 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.

DIVISION 52 HANDBOOK (to follow)

