

BYLAWS OF THE DIVISION OF INTERNATIONAL PSYCHOLOGY
AMERICAN PSYCHOLOGICAL ASSOCIATION DIVISION 52
Adopted 2018

ARTICLE I: NAME AND SCOPE

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.

ARTICLE II: MISSION, VISION AND VALUES STATEMENTS

Section 2.1 Division 52 Mission Statement

Both at home and abroad, the Division of International Psychology (1) engages current and future psychologists who wish to think and act globally in their lives and work, (2) promotes ethically responsive and internationally informed education, training, research, practice, leadership, exchange, study, and service, and (3) fosters application of the essential knowledge, skills, and values of psychology to the most pressing issues of our day.

Section 2.2 Division 52 Vision Statement

Division 52 seeks to:

1. become the primary or secondary professional “home” for current and future psychologists to engage in all things international;
2. encourage psychologists and students to direct their education, training, research, practice, leadership, exchange, study, and service activities and aspirations toward international emphases, populations, and needs;
3. openly explore and engage a globally inclusive and epistemologically diverse understanding of psychology as a discipline and profession, while a) respectfully and credibly appraising established and emerging models, methods, and worldviews from the Global North, South, East, and West and b) eschewing the reflexive and superficial embrace or rejection of any particular paradigm or approach, regardless of origin, culture, or context;
4. promote a globally inclusive and epistemologically diverse understanding of psychology within our affiliated organizations and systems as well as the programs, policies, and practices that we develop, implement, and review;
5. provide timely and relevant resources for personal and professional development that are aligned with our mission, vision, values, and strategic priorities;
6. create vibrant opportunities for collaboration and networking within psychology and with interdisciplinary colleagues and students around the world;

7. apply internationally informed psychological science and expertise to the global challenges we collectively face, exemplified by the Sustainable Development Goals of the United Nations;
8. foster a culture of informed citizenry, ethical engagement, and social responsibility by the field and profession of psychology to address the global issues that affect us all.

Section 2.3 Division 52 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 as well as the natural world which sustains us. To facilitate inculcation of and responsiveness to such values, Division 52 promotes processes of 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). We likewise value activities that disseminate, translate, evaluate, and infuse globally responsive findings, pedagogies, and applications into credible and impactful actions, policies, and practices. In so doing, we recognize 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 Affiliate. Individuals become members of the Division after stating their interest in international psychology and payment of Division dues, with the exception of the class of Fellows, to which one must also be elected.

Section 3.2: Definition of Member

The three subtypes of Member include: Full Members, Fellows, and Life Status Members.

1. Full Members are full or associate members of the APA with an interest in international psychology.
 - a. Full Members shall be entitled to the following rights and privileges:
 - i. To attend and to participate in the meetings of the Division

- ii. To receive Division publications
 - iii. To hold elected office
 - iv. To Chair and to serve on Committees of the Division
 - v. To participate in Division listservs and other communication channels
 - vi. To submit nominations for Division elections
 - vii. To have a vote, except in elections for Student Chair-Elect
2. Fellows are APA members who have been nominated by the Division and elected by the APA Council of Representatives for Fellow status.
- a. Nomination to Fellow Status
 - i. Nomination shall be made by the Fellows Committee and 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 outstanding international contributions to psychology in research, teaching, practice, or in disseminating or promoting international perspectives in psychology, that have demonstrable impact on the field
 - d) Be endorsed by three APA Fellows, including at least two Fellows within the Division
 - b. Election as Fellow of the Division:
 - i. Members of the Division who are not Fellows of APA may be nominated to the APA as Fellows by the Board of Directors upon recommendation of the Division Fellows Committee 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.
 - ii. Members of the Division who are Fellows of APA but not Fellows of the Division may be nominated by the Fellows Committee Chair and elected as Fellows of the Division by the Division Board of Directors.
 - c. Fellows of the Division shall be entitled to the same rights and privileges as Full Members.
3. Life Status members are defined as APA Life Status members who are also Division members.
- a. Life Status members are entitled to the same rights and privileges as Full Members as noted in the APA Association Rules for division membership status of APA Life Status members.

Section 3.3 Definition of Professional Affiliates

1. Professional Affiliates include individuals 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 who share a commitment to

the Mission, Vision and Values of the Division and are engaged in professional activities in areas allied with psychology.

2. Professional Affiliates 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
 - d. To serve on Committees or Task Forces of the Division
 - e. Professional Affiliates shall not be entitled to hold Division office or vote.

Section 3.4 Definition of Student Affiliates

1. To qualify as a Student Affiliate of the Division, an individual shall be enrolled as a student in a program or school of recognized standing in the area of psychology.
2. Student Affiliates 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;
 - d. To serve as Co-Chair of Division committees as long as the other Co-Chair or Chair is a Member
 - e. To hold office of Student Committee Chair and as voting Student Representative to the Division Executive Board
 - f. To submit nominations for Student Committee Chair-Elect
3. Student Affiliates shall be the sole electors of the Student Committee Chair-Elect. Student Affiliates shall not hold other elected offices in the Division or vote in other elections for Division offices or cast other votes.

ARTICLE IV: GOVERNANCE OF THE DIVISION

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, Regular and Ad Hoc Committees, Editors of Division publications, Chairs of Special Interest Groups and Task Forces, appointed functionaries and other appointed positions. The Voting Board comprises the elected officers and representatives with vote. The Extended Board comprises the voting members and non-voting ex officio members.
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 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.

3. The Board of Directors shall meet at least twice each year, typically at the mid-winter and annual meetings of Division 52. 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 Board members of the Division except at such times as the President or a majority of voting members of the Board of Directors may declare an executive session. Any member of the Division may attend a board meeting with the invitation and approval of the President and any member of the Division may request that an item be placed on the agenda prior to the meeting and before the President approves the agenda in advance of the meeting.
5. 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 present at the meeting shall constitute a quorum, assuming due notice of the meeting to all elected members of the Board of Directors. Each elected member of the Division present shall have one vote, and no elected member of the Division 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 Executive Committee

1. The Executive Committee consists of the President, Past-President, President-Elect, Secretary, and Treasurer. The purview of the Executive Committee is to conduct affairs of the Division between meetings of 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 agenda 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;
3. The Executive Committee shall provide a report to the Board of Directors at each Board of Directors meeting. The Board of Directors shall provide a report of its activities to the membership at the membership's annual meeting.

Section 4.3: 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 Initiatives, Secretary, Treasurer, Student Committee Chair (Representative to the Board), Early Career Psychologist Chair (Representative to the Board), and Representative to the APA Council of Representatives.
2. Except where noted otherwise in these Bylaws, 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, Presidential Advisory Committee, Executive Committee, and Members as chair and shall perform all other usual duties of a presiding officer;
 - ii. To appoint chairs for division committees as needed, and to confirm Award Subcommittee chairs to serve in their Past-President year;
 - iii. To participate as a member of the Nominations and Elections Committee and of the Awards Committee;
 - iv. To fulfill other duties as specified in the Division Handbook.
4. President-elect
 - a. The President-elect is elected by Division Members
 - b. 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.
 - c. The duties of the President-elect are as follows:
 - i. To co-chair the Strategic Planning Committee along with the Past President;
 - ii. To participate as a member of the Presidential Advisory Committee, the Nominations and Elections Committee, and the Awards Committee;
 - iii. To fulfill other duties as specified in the Division Handbook.
5. Past President
 - a. The President of the Division shall become Past President at the conclusion of his/her term.
 - b. 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

and the duties of the Past President will be shared among the President and President-elect.

- c. 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, and appoint Award Sub-Committee Chairs;
 - iii. To participate as a member of the Presidential Advisory Committee;
 - iv. To co-chair the Strategic Planning Committee along with the President-Elect;
 - v. To fulfill other duties as specified in the Division Handbook.
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 maintain a comprehensive, accurate and accessible record of all official Division proceedings, rosters, records, timelines and materials and to ensure appropriate processes of documentation, review and approval;
 - ii. To maintain the Division Handbook in coordination with the Strategic Planning Committee to assure that Division decisions and rules of procedure are properly recorded and maintained in the Handbook;
 - iii. To maintain coordination between the Division and the Central Office of APA;
 - iv. To issue a call for items and coordinate production of Board and Member meeting agendas and agenda books.
 - v. Further tasks and duties are specified in the Division Handbook.
7. Treasurer
- a. The Treasurer shall be elected for a term of three (3) years.
 - b. The duties of the Treasurer are:
 - i. To Chair and regularly convene the Finance Committee;
 - ii. To keep accounts that clearly categorize and track all Division income and expenses, to reconcile these accounts with reports from APA finance, and to disburse funds as within the approved budget;
 - iii. To prepare the annual budget in consultation with the President and the Board of Directors.
8. Vice President for Communication
- a. The Vice President for Communication shall be elected for a term of three (3) years.
 - b. The duties of the Vice President for Communication are:
 - i. To facilitate and support all communication and publication activities of the Division;
 - ii. To Chair the Publications and Communications Committee;
 - iii. To participate on the Presidential Advisory Committee, representing the actions and concerns within the scope of their respective areas of

purview.

9. Vice President for Engagement

- a. The Vice President for Engagement shall be elected for a term of three (3) years.
- b. The duties of the Vice President for Engagement are:
 - i. To facilitate and support Division activities and standing committees focused on membership recruitment and retention, engagement, outreach, liaison activities, and student and ECP activities;
 - ii. To participate on the Presidential Advisory Committee, representing the actions and concerns within the scope of their respective areas of purview.

10. Vice President for Initiatives

- a. The Vice President for Initiatives shall be elected for a term of three (3) years.
- b. The duties of the Vice President for Initiatives are:
 - i. To facilitate and support activities, collaborations, partnerships, programs, and projects that are designed to further the mission, vision, and values of the Division, within the Division, within APA, and external to APA;
 - ii. To participate on the Presidential Advisory Committee, representing the actions and concerns within the scope of their respective areas of purview.

11. Early Career Psychologist (ECP) Representatives to the Board of Directors

- a. The ECP Representative to the Board of Directors shall serve for a three-year period as Chair Elect of the ECP Committee, Chair of the ECP Committee, and Past Chair of the ECP committee. The ECP Committee Chair Elect is elected by the Division membership. The ECP Committee Chair Elect and ECP Committee Past Chair shall serve as non-voting ex officio members of the Board. The ECP Committee Chair shall serve as a voting member of the Board during their year as Representative to the Board of Directors.
- b. Duties of the Chair of the ECP Committee include:
 - i. Chair of the ECP Committee;
 - ii. Active participation as a voting member on the Board of Directors;
 - iii. Regular communication and collaboration with the Vice President for Engagement;
 - iv. Coordination of Division ECP communications, outreach, and engagement with ECPs and associated Division committees and processes;
 - v. Member of the Student Nominations and Elections Committee;
 - vi. Reports of the activities of the ECP committee for the Division newsletter and to the annual and midwinter meetings of the Division 52 Board of Directors.
- c. Duties of the Chair-Elect of the ECP Committee include:
 - i. Active involvement with the ECP Committee;
 - ii. Active involvement with the Division 52 Board of Directors;

- iii. Assisting in the coordination of Division ECP communications, outreach, and engagement with ECPs and associated Division committees and processes.
 - d. Duties of the Past Chair of the ECP Committee include:
 - i. Active involvement with the ECP Committee;
 - ii. Active involvement with the Division 52 Board of Directors;
 - iii. Chair of ECP Awards Committee.
10. Student Representative to the Board of Directors
- a. The Student Representative to the Board of Directors shall serve for a three-year period as Chair Elect of the Student Committee, Chair of the Student Committee, and Past Chair of the Student committee. The Student Committee Chair Elect is the person receiving the highest number of votes cast by Division Student Affiliates for this position. The Student Committee Chair Elect and Student Committee Past Chair shall serve as non-voting ex officio members of the Board of Directors. The Student Committee Chair shall serve as a voting member of the Board of Directors during their year as Representative.
 - b. Duties of the Chair of the Student Committee include:
 - i. Chair of the Student Committee;
 - ii. Active participation as a voting member on the Board of Directors;
 - iii. Regular communication and collaboration with the Vice President for Engagement;
 - iv. Coordination of Division student communications, outreach, and engagement with students and associated Division committees and processes;
 - v. Member of the Student Nominations and Elections Committee;
 - vi. Reports of the activities of the Student Committee for the Division newsletter and to the annual and midwinter meetings of the Division 52 Board of Directors.
 - c. Duties of the Chair-Elect of the Student Committee include:
 - i. Active involvement with the Student Committee;
 - ii. Active involvement with the Division 52 Board of Directors;
 - iii. Assisting in the coordination of Division student communications, outreach, and engagement with students and associated Division committees and processes.
 - d. Duties of the Past Chair of the Student Committee include:
 - i. Active involvement with the Student Committee;
 - ii. Active involvement with the Division 52 Board of Directors;
 - iii. Chair of Student Awards Committee;
 - iv. Chair of Student Nominations and Elections Committee.
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, Fellows or Life Status

Members of the Division and are ordinarily elected to serve a three-year term.

- b. Duties of the Council Representative include:
 - i. Duties of APA Council Representatives as specified in the APA Bylaws and Procedures;
 - ii. Regular consultation with the President and Board of Directors regarding Council deliberations or pending votes of relevance to the mission, vision, values, and/or strategic priorities of the Division;
 - iii. Regular consultation with the President and Board of Directors regarding matters of relevance to the mission, vision, values, and/or strategic priorities of the Division that could be brought before Council on behalf of the Division.

Section 4.4. Elections, Succession, Replacement and Removal of Elected Positions

1. Elected individuals 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 individuals shall be given the title of [Position name]-designate and shall be ex-officio, non-voting, members of the Board of Directors.
2. In the case of death, incapacity, resignation or other cause of vacancy in the offices of President-elect, Secretary, Treasurer, Vice-President or Council Representative, 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 President shall, subject to ratification by the Board of Directors, appoint a successor to serve until the next election for that position. In the case of death, incapacity, resignation or other cause of vacancy in the offices of President, ECP Chair, or Student Chair, the individual in the Elect position will assume that office and remain in that position until the end of their term as President or Chair. In the case of death, incapacity or other cause of vacancy in the offices of Past-President or Past-Chair, the position shall remain vacant until the next term cycle when the current President or Chair will become Past President or Past-Chair.
3. Any elected individual may be removed from office before the expiration of his/her term by a two-thirds (2/3) vote of a quorum of the voting Board at a meeting of the Board of Directors if it is determined that the best interests of the Division are not being served by the elected individual. Any discussion about removal of an elected individual shall be confidential and shall take place in Executive Session with only the voting Board.

Section 4.5 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 individuals will not serve in other leadership positions (e.g., a Committee Chair of the Division) during their term in office, except when such a position is specified as part of their duties.

Section 4.6 Appointed Positions

The Division shall appoint editors for its print and electronic publications and communications channels; chairs for its Standing Committees, Regular 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;
- 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 duties of the editor are outlined in the Division 52 Handbook and 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 are consistent with the mission, vision, and values of the Division.

b. Journal Editor

- i. The editor of the Division's journal, *International Perspectives in Psychology*, will be selected by individuals appointed by the President and ratified by Division 52 Board of Directors, working in collaboration with the publisher with which Division 52 has a contract. The selection will be ratified by the Board of Directors.
- ii. The journal editor's term will also be determined in conjunction with the publisher and Division Board of Directors;
- iii. The journal editor is an ex officio member of the Board of Directors without vote;
- iv. The journal editor's responsibilities are those usually associated with the preparation and publication of a scholarly journal. The journal editor's responsibilities to the Division are outlined in the Division 52 Handbook

c. Web Editor

- i. The Web Editor shall be appointed by the President for a renewable three-year term;
- ii. The duties of the Web Editor are outlined in the Division 52 Handbook.

d. Social Media Editor

- i. The Social Media Editor shall be appointed by the President for a renewable three-year term;
- ii. The duties of the Social Media Editor are outlined in the Division 52 Handbook

Other publications: as appropriate, the Division may appoint editors for other Division sponsored publications or publication series.

e. Functionaries

a. Parliamentarian

The Parliamentarian is appointed by the President for a 1-year term that may be renewed by successive Presidents to a maximum of 5 successive terms.

The duties of the Parliamentarian are outlined in the Division 52 Handbook.

a. Archivist

The archivist is appointed by the President for a 1-year term that may be renewed by successive Presidents for a maximum of 5 successive terms. The duties of the Archivist are outlined in the Division 52 Handbook.

b. Federal Advocacy Coordinator

The Federal Advocacy Coordinator is appointed for a 1-year term that may be renewed by successive Presidents for a maximum of 5 successive terms.

The duties of the Federal Advisory Coordinator are outlined in the Division 52 Handbook.

ARTICLE V: COMMITTEES of the DIVISION

Section 5.1: Types of Committees

The Committees of the Division shall consist of such Standing Committees as are provided by these Bylaws and such Committees, 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: Committee Meetings

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 Committee Chair Appointments

1. Except as otherwise provided in these Bylaws, the Chair of a Standing Committee of the Division shall be appointed by the President and ratified by the Board of Directors. The term of service for Standing Committee chairs is three years. Committee members are appointed by the President on recommendations of the Committee Chair or Board of Directors. The Chair and 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 the President, in consultation with the Committee Chair.
2. Except as otherwise provided in these Bylaws, the President-elect, as soon as possible following the assumption of office, shall renew or appoint a Chair-designate for those positions with upcoming vacancies. 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 5.3: Standing Committees

The Standing Committees of the Division shall be:

1. Awards Committee
 - a. The Chair of the Awards Committee shall be the Past President. The Awards Committee members include the Presidential Trio and the two most recent Past-Presidents of the Division prior to the current Past President if they are willing and able to serve in this role.
 - b. The Past-President shall appoint or confirm chairs for each separate award offered by the Division.
 - i. The Chair of the Distinguished Contributions Award subcommittee is the Past President. The committee for this award consists of the Past President, President, President-Elect, and the two previous past presidents before the current Past President if they are willing and able to serve in this role.
 - c. Details of the other award subcommittee chair appointments and award procedures are outlined in the Division 52 Handbook.
2. Committee on Nominations and Elections
 - a. The Chair of the Nominations and Elections Committee shall be the Past President. Members shall include the President, President-Elect, and other members as designated by the President.
 - b. No member of the Nominations and Elections Committee shall stand for Division election while on the committee.
 - c. The purview of the Nominations and Elections Committee is to:
 - i. develop slates of candidates for division elections and to coordinate with APA in the conduct of those elections;
 - ii. develop recommendations and nominations to the slates of other APA governance groups to infuse an international perspective throughout APA.
 - d. The tasks of the Nominations and Elections Committee are specified in the Division 52 Handbook.
3. Convention Planning Committees
 - a. The Convention Planning Committee includes the Program Committee and the Hospitality Suite Committee. Together the Chairs of the Program Committee and Hospitality Site Committee serve as Co-Chairs of the Convention Planning Committee.
 - i. The Program Committee includes a Chair who has already served one year as Chair Designee. The Chair Designee is appointed by the President-Elect designee and serves as Chair Designee through convention during the next year when the person who appointed them is President-Elect. They then become Chair and serve the remainder of that year and through Convention in the next year.

- ii. The Program Committee shall prepare the program of the annual meeting in coordination with the Convention Committee of the APA and the President of the Division.
- iii. The Hospitality Suite Chair and Chair Designee composition and appointment schedule is the same as for the Program Committee.
- iv. The Hospitality Suite Committee shall recommend the location and type of meeting space desired for APA convention activities, in consultation with the Program Committee, President, and APA Convention Services. The committee is responsible for logistics of Hospitality Suite events that will occur during the annual convention.

4. ECP Committee

- a. The Chair of the ECP Committee is ex officio the ECP Representative to the Board of Directors.
- b. The purview of the ECP Committee is to
 - i. Provide resources relevant to ECPs to enhance their international perspectives and opportunities;
 - ii. Foster a home base for ECPs within the division;
 - iii. Provide opportunities to connect with other division members;
 - iv. Facilitate ECP leadership and engagement in the division and in APA;
 - v. Enhance the visibility of ECPs in the division.
- c. Tasks of the ECP Committee are specified in the Division Handbook.

5. Fellows Committee

- a. The members of the Fellows committee shall be three Fellows of the Division.
- b. For planning purposes, the term for the Fellows Committee chair shall commence August 31 rather than January 1 of each calendar year.
- c. Duties of the Fellows Committee are further specified in the Division Handbook.

5. 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.
- c. Duties of the Finance Committee are specified in the Division 52 Handbook.

6. International Committee for Women

- a. The purview of the International Women's Committee is to develop information, resources or initiatives to further the role of women as international psychologists or to further the role of women internationally
- b. The International Committee for Women will identify substantive issues affecting the welfare of women globally and will recommend action to the Division.

7. Liaison Committee

- a. The purview of the liaison committee is to coordinate liaison activities between Division 52 and APA Divisions, Offices or activities, other entities or initiatives within the US, initiatives outside the USA, and members in countries and territories outside the USA.
- b. To facilitate and further the activities of the Liaison Committee, the Chair is expected to communicate and collaborate regularly with the Vice President for Engagement.
- c. Liaison committee members will consist of Liaison Coordinators for the various kinds of liaison relations specified in the Division 52 Handbook.

8. Membership Committee.

- a. The purview of the membership committee is to promote membership in the Division. Duties of the committee are outlined in the Division 52 Handbook.
- b. Representatives from the Students, Early Career Professionals, Liaison, and Communication and Publications Committees are encouraged to serve on the Membership Committee.

9. 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 at least shall be members of the Committee.
- b. The Committee provides oversight and direction for all publication and communication outlets of the Division.
- c. Tasks of the Publication and Communications Committee are outlined in the Division Handbook.

10. Strategic Planning Committee

- a. Members include the President, Past President, and President Elect.
- b. The Past President and President Elect serve as Co-Chairs of the Strategic Planning Committee.
- c. The purview of the Strategic Planning Committee is to a) ensure fidelity by the Division to the mission, vision, values, and strategic priorities of the Strategic Plan and b) further, monitor, evaluate, update, and report upon the ongoing implementation of the Division 52 Strategic Plan at least twice each year to the Division Board of Directors.

11. 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:
 - i. Enhance contact and communication between students and division membership;
 - ii. Enhance student engagement and leadership in the division;
 - iii. Promote the international and professional development of psychologists-in-training;
- c. Tasks of the Student Committee are specified in the Division Handbook.

Section 5.4: Other Committees and Interest Groups

Other Committees such as those related to specific Division projects, and Interest Groups are defined in the Division 52 Handbook.

Section 5.5: 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 reviewed and approved for an additional period of time by the Board of Directors, 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 Division elected positions 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. Student Affiliates shall participate in the nomination procedure for Student representative to the Board. The procedures for this nomination are specified in the Division Handbook.
- c. Nominations shall be tallied by the Committee on Nominations and Elections. Ordinarily two persons shall be nominated for each office at the discretion of the Committee on Nominations and Elections.

Section 6.2: Election Procedures

The elected officials of the Division shall be elected by a vote of the members on a ballot.

ARTICLE VII: AWARDS

The Division shall bestow honorifics and other forms of recognition for activities and achievements consistent with the Division 52 mission, vision, and values statements.

1. The Standing Committee on Awards shall be constituted to develop, publicize, gather nominations for Division awards, and make recommendations for recipients that are ratified by the Board of Directors.
2. The President may develop and bestow Division 52 citations for activities and service that are consistent with the Division 52 mission, vision, and values statements.

ARTICLE VIII: PUBLICATIONS AND COMMUNICATION

Section 8.1: Publications

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

Section 8.2: Electronic Communications

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

Section 8.3: 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 IX: MEETINGS

Section 9.1: 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 9.2: 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.

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 9.3: 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.
3. The President, with agreement of the Executive Committee, may hold additional meetings of the Board of Directors throughout the year.

ARTICLE X: FINANCES

Section 10.1: Membership assessment

The assessment of any membership dues or special fees 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.

Section 10.2: Budget

The Outgoing Division Treasurer shall present to the Division Board of Directors a proposed annual budget for the following year that will provide general operating guidelines. This budget will be confirmed by the incoming Treasurer and ratified at the Spring Board Meeting. The Treasurer will prepare a final financial report on the prior year's budget and Division finances for presentation at the annual Spring meeting.

Section 10.3: 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 minimum of two-thirds (2/3) vote of the Board of Directors, provided that the total expenses for the year are not exceeded.

Section 10.5: 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 10.6: Reserves

The Division shall maintain reserve funds.

1. The amount of this reserve shall be maintained at a minimum of the equivalent of two year's operating budget for the Division.
2. The Board shall develop mechanisms as needed to review and approve requests to use reserve funds for Division activities.

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 distributed by mail or email separately to the last-known Post Office address or email address of each voting Member or conducted via a procedure of online voting that is developed, approved, and overseen by the Executive Committee of the Division. Ballots shall be counted thirty (30) 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.

APPENDIX: DIVISION 52 HANDBOOK