
DIVISION OF PSYCHOLOGISTS IN PUBLIC SERVICE (DIVISION 18) BYLAWS

RATIFIED BY MEMBERSHIP MAY 19, 2023

ARTICLE 1: NAME AND CORE VALUES

1. The name of this organization shall be the Division of Psychologists in Public Service of the American Psychological Association. Hence forth referred to as “the Division.”
2. The members of the Division are principally involved in public service through their common responsibilities to carry out programs that are publicly legislated, publicly funded, and accountable to the public.
 - A. As psychologists, we share these values common to all organized groups of psychologists to:
 - I. Advocate for psychology and psychologists: demonstrate an unwavering commitment to promoting the field while supporting and unifying those who make it their profession.
 - II. Build on a foundation of science: ensure the best available psychological science informs policies, programs, and products.
 - III. Engage with and deliver value to members: provide resources, opportunities, and networks that help all members at every stage of their career.
 - IV. Champion diversity, inclusion, and equity: understand and appreciate differences and be inclusive in everything we do.
 - V. Respect human rights: focus on human rights, fairness, and dignity for all segments of society.
 - VI. Lead by example: serve others, model integrity, and demonstrate the highest ethical standards in all our actions.
 - B. As psychologists in public service, we also have a mission to advance the creation, communication, and application of psychological knowledge in public service settings to benefit society and improve people’s lives. This includes but is not limited to the following goals:
 - I. Keep challenges and opportunities associated with public service psychology at the forefront of the American Psychological Association (“APA” or “the Association” hereafter).
 - II. Increase the division’s effectiveness by increasing communication and collaboration, bolstering cross-collaboration among the sections, investing in strategic priorities, creating capacity for new initiatives, reviewing and updating the strategic plan, and enhancing the division’s visibility and impact within APA.
 - III. Increase membership and member engagement.
 - IV. Identify unifying themes within the Division and advance initiatives related to these themes.
 - V. Support psychologists as they train the next generation of psychologists and other mental health professionals to work in public service settings.

- VI. Seek to advance equity through challenging historical structures which have resulted in systemic marginalization. The Division strives to facilitate the empowerment of all people to participate fully in all dimensions of civic, economic, and social life.
- VII. Disseminate culturally relevant, setting-appropriate, and population-driven evidence-based practices for public service settings.
- VIII. Communicate scholarly advances related to psychology in the public service through educational programming and publications.

ARTICLE 2: MEMBERSHIP

- 1. Membership classifications, requirements, and expectations
 - A. Membership in the Division shall be limited to persons who are actively interested in the application or study of psychology in public service.
 - B. Membership of the Division shall include four classes: Fellows, Members, Associates, and Affiliates. In addition to interest in public service psychology, the minimum requirements for the first three of these classes shall follow Article 2 of the the Bylaws of APA.
 - i. Fellows in other divisions of APA may join the Division as Members. The designation of Fellow specifically in Psychologists in Public Service is only conferred following a positive recommendation by the Division’s Fellows Committee and ratification by APA.
 - ii. Current Members or Associates of APA may join the Division at the same rank they hold in the Association. These individuals become members or associates of the Division after paying Division dues.
 - iii. Individuals who meet qualifications as Members or Associates of APA but are not current Members or Associates of APA may join the Division as affiliates (Professional, International, or Student).
 - C. All individuals, regardless of membership classification, are expected to adhere to the Division’s mission, values, and responsibilities as specified in Article 1 of these bylaws. Individuals whose conduct is determined to be in violation of Article 1 of these bylaws may be removed from the Division following due process procedures outlined in the Division’s Policies and Procedures Manual. Behaviors that could result in removal include, but are not limited, to hateful speech, disrespect for the rights or well-being of other persons, promotion of ideas that are harmful and/or not supported by psychological science, or other forms of professional misconduct. The final decision to remove a member shall be determined and communicated by the Division President.
- 2. Fellowship status
 - A. Fellows shall be characterized by outstanding contribution and performance to psychology in the field of public service.
 - B. Fellows must meet the minimum standards prescribed for Fellows of APA and be Members of the Association. Fellows of APA, and qualified persons with at least one year’s membership in the Division are eligible for nomination as Fellows of Division 18.
 - C. The Division’s Fellows Committee shall be responsible for reviewing the applications of Division candidates for Fellow status on behalf of the Executive Board. Applicants who are approved by APA for fellowship status in the Division shall be designated as “Fellows in the Division of Psychologists in Public Service.”
- 3. Membership voting privileges

- A. Only Division members who are also Members or Fellows of APA can vote for the Division offices of President-Elect, Secretary, Treasurer, Council Representative(s), and Members-at-Large, as these elections are managed by the Association’s Nominations and Elections Office.
- B. Any membership classification at the division-level may vote in ballots disseminated by the Division including, but not limited to, special interest section officers and divisional policy or procedural changes.

ARTICLE 3: DIVISION-LEVEL ELECTED OFFICERS AND EXECUTIVE BOARD

- 1. Elected officer designations
 - A. Elected officers of the Division shall be President, President-Elect, Past-President, Secretary, Treasurer, three Members-at-Large who respectively oversee activities involving communications, education and training, and membership, the Chairs from each Special Interest Section, the Division's representative(s) to the American Psychological Association Council of Representatives, and the Division APAGS/Student Representative.
 - B. Elected officers must be Members of APA and members or fellows of the Division.
- 2. Terms of office and transition of new officers
 - A. The President, President-Elect, and Past President shall serve for 1 year each (i.e., the office of President requires a 3-year commitment in total).
 - B. The Secretary, Treasurer, and Members-at-Large shall serve for 3 years.
 - C. Special Interest Section Chairs shall serve for 2 years unless otherwise designated in section bylaws.
 - D. The terms of office for Division representative(s) to APA’s Council of Representatives is determined by APA.
 - E. The APAGS/Student Representative shall serve for 2 years.
 - F. Committee Chairs (or Co-Chairs) shall serve for a minimum of 2 years; Chairs or Co-Chairs may serve additional terms if there are no other qualified members interested or willing to serve. Committee student representatives (if applicable) shall serve a minimum of 1 year and no more than 2 years.
 - G. All elected and appointed officers, except Division representative(s) to APA’s Council of Representatives, shall assume office on the first day following the Division business meeting at the annual APA Convention in the year they were elected. Transition dates for Division Council Representatives is determined by the Bylaws of APA.
 - C. Any elected or appointed officer who is unable to carry out the duties of their position or whose conduct is determined to be in violation of Article 1 of these bylaws may be relieved of their position prior to the official end of their term following due process procedures outlined in the Division’s Policies and Procedures Manual. Except Division representative(s) to APA’s Council of Representatives, the final decision to remove an officer shall be determined and communicated by the Division President. Removal of Council Representatives shall follow procedures established by APA.
 - D. If an elected officer is no longer able to carry out the duties or otherwise serve in their position, the Executive Board shall elect a current member to hold that office by majority vote until a successor is elected by the Division. The timeline for electing a successor shall be established by the Executive Board. If an appointed officer is no longer able to carry out the duties or otherwise serve in their position, the Division President shall appoint a current member to hold that office.
- 3. Executive Board composition and voting privileges

- A. There shall be an Executive Board of the Division including the President, President-Elect, Past President, Secretary, Treasurer, three Members-at- Large, Section Chairs, Council Representative(s), the APAGS/Student Representative, publication editors, committee chairs, and the APA Convention Program Chair(s). All decisions made by the Executive Board during an in-person or synchronous virtual meeting shall be by a majority vote with a minimum of two-thirds of all voting members required to meet quorum. All decisions made by the Executive Board during an electronic ballot must be voted on by all voting members of the Executive Board and must be unanimous.
- B. Within this Executive Board shall be an Executive Committee comprised of the President, President-Elect, Past President, Secretary, and Treasurer. The Executive Committee has the authority to make decisions on behalf of the Division for the purpose of moving the work and mission of the division forward in a timely manner. Such issues may include those that are highly time-sensitive, involve matters of liability, and/or significantly impact the day-to-day operations or business of the division. Matters requiring vote by the Executive Committee shall be at the discretion of the President. Any decisions made by the Executive Committee shall be by unanimous vote and shall be presented to the Executive Board no later than the next scheduled Board meeting.
- C. Other Division members serving in ad hoc leadership roles may be appointed to the Executive Board at the discretion of the Division President.
- D. Members of the Executive Board with privileges to vote on Division matters shall include the President, President-Elect, Past President, Secretary, Treasurer, Members-at- Large, Section Chairs, Council Representative(s), and the Division APAGS/Student Representative.
- E. Committee, editorial, liaison, and convention program chair positions do not have voting privileges.

ARTICLE 4: SPECIAL INTEREST SECTIONS

- 1. Establishing a new section
 - A. Any interested member or members of the Division may email the Division listserv outlining the conception and functions of a proposed Section and invite those interested in such a Section to reply. The resulting group may petition the Executive Board to become a Section by emailing the President. The petition shall include a tentative Section name, description of the Section's purpose and goals, and confirmation that at least 25 Division members committed to joining the Section if established. At the next Executive Board meeting, the Board shall determine the suitability of the proposed Section by majority vote. If the vote is in favor of the proposed Section, the Executive Board shall invite the petitioning members or designated representatives of the proposed Section to form a provisional steering committee.
 - I. The provisional steering committee will hold an organizational meeting within 30 days of its formation. Within 60 days, the provisional steering committee will call for nominations (may be self-nominations) of at least two candidates each for the positions of Section Chair and Secretary-Treasurer. The Chair and Secretary-Treasurer shall be selected by majority vote of the steering committee. The newly elected Chair shall be responsible for drafting Section bylaws, with input from the provisional steering committee.
 - II. The proposed Section must present its intended name, roster of officers, draft bylaws, and membership list to the Executive Board for review. Immediately following approval by a majority vote during an Executive Board meeting or by a unanimous electronic ballot of the Board, the Section shall become an official part of the Division.

- III. Section bylaws must be ratified by a majority vote of Section members within 30 days of Executive Board approval.
2. Internal organization of sections
 - A. Elected officers for the Division's special interest sections, other than the section chair who is a voting member of the Executive Board, must be full members or fellows of the Division but do not need to be Members of APA. Appointed positions within the special interest sections can be of any membership classification at the division-level.
 - B. The Section shall elect its own officers in accordance with Division policies and procedures, and appoint its own ad hoc committees. It shall have at least a Chair and a Secretary-Treasurer. The Chair of the Section shall serve on the Division Executive Board. Officer positions may be added based on the individual needs of the Section and in accordance with the established bylaws of the Section.
 - C. The Section shall establish its own bylaws but may not set policies or procedures that contradict those of the Division or APA. Bylaws and bylaw revisions shall be ratified by a majority vote of Section members.
 - D. The Section shall hold regular meetings at a date, time, and frequency determined by the Section Chair. Minutes of the Section business meetings shall be filed with the Division Secretary.
 - E. Sections that so desire may have affiliates who are not members of APA, but these affiliates must be members or fellows of the Division. Affiliates may hold elected office in section-level positions.
 - F. If Section members so indicate by a majority vote, the Section may collect dues from its members in addition to Division dues.
 - G. Each Section may request a proportional amount of Division program time at the annual APA Convention (based, in part, on the ratio of Division members affiliated with the Section relative to the total Division membership). Additional program time may be allocated to a Section through negotiation with the Division Program Convention Chair(s). Sections may also submit suggestions for specific program proposals to the Program Convention Chair(s). Final decisions on all programs shall be made by the Program Convention Chair(s).
 3. Dissolution of a section
 - A. Dissolution of a Section of the Division shall be granted by the Executive Board if:
 - I. A majority of Section members vote in favor of dissolution in an electronic ballot, or
 - II. Dissolution is recommended by the Executive Board and a two-thirds vote of the Division membership who submit an electronic ballot.
 - B. Following the resolution of any financial obligations owed by the Section, any assets including monies in its treasury shall become a part of the Division treasury.

ARTICLE 5: STANDING AND AD HOC COMMITTEES

1. The Division shall consist of standing committees as provided for by these bylaws. Ad hoc committees, taskforces, or workgroups may also be established by the President with the input of the Executive Board of the Division. The Division President shall appoint chairs of ad hoc committees, taskforces, and workgroups and determine their term(s) of service.
2. Standing committees shall include the Diversity Committee, Fellowship Committee, and the Policy & Advocacy Committee. Additional standing committees may be formed and appointed by the Division President to support the mission and values of the Division.
3. Committee chairs or co-chair shall be non-voting members of the Executive Board and must be members or fellows of the Division but do not need to be Members of APA.

ARTICLE 6: MEETINGS

1. A Division business meeting shall take place during the annual APA Convention at a date and time determined by the President and in collaboration with Convention organizers. This business meeting may include a review of Division financial matters, the presentation of scientific papers, or the discussion of other professional matters in the field of public service psychology. All Division members and non-members are welcome to attend.
2. An Executive Board meeting shall take place during the annual APA Convention at a date and time determined by the President. Circumstances permitting, Executive Board members may participate in-person at the Convention or virtually. The President will chair this meeting and set the agenda. The President will determine if additional Division members or other persons should be . times throughout the year. The time, date, and frequency of these meetings shall be determined by the President.
3. Other Divisional and Sectional meetings may be convened by members of the Executive Board or Section leaders to discuss or resolve issues and topics consistent with Division values and goals.
4. Resolution of issues or actions taken up by the Division or its Sections in such meetings shall be determined by a majority vote with a minimum of two-thirds of all voting members required to meet quorum.

ARTICLE 7: DUES

1. Full Division Members, Graduate Student Members, Fellows, Associates, and other Affiliates must pay annual Division dues to maintain membership, unless otherwise determined by the Executive Board or the Bylaws of the APA.
2. The rate of annual dues shall be set by the Executive Board based on recommendations from the Division treasurer. Rates may be modified by a majority during an Executive Board meeting or by a unanimous electronic ballot of the Executive Board.

ARTICLE 8: AMENDMENTS AND DIVISIONAL VOTING

1. Amendments to these bylaws and other divisional ballots may be proposed by the Executive Board or by a petition signed by at least 30 members of the Division.
2. Proposed bylaw amendments and other ballots distributed for membership vote must be emailed to the membership of the Division using the Division listserv and shall be open for a minimum of 14 days.
3. Adoption of bylaw amendments and other proposed divisional matters or motions shall require a two-thirds vote of those members voting by electronic ballot.

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