

Division 29 of the American Psychological Association  
Bylaws of Society for the Advancement of Psychotherapy

Revised May 2025

**ARTICLE I: NAME AND PURPOSE**

A. The name of this organization shall be The Society for the Advancement of Psychotherapy: Division 29 (The Society) of the American Psychological Association (APA).

B. The Society for the Advancement of Psychotherapy is an educational and scientific organization, the purposes of which shall be to foster collegial relations among its members who are individuals interested in psychotherapy, to stimulate the exchange of scientific and technical information about psychotherapy theory, research, practice and training, to encourage the evaluation and development of the practice of psychotherapy as a psychological art and science, to educate the public regarding psychotherapy and the services of psychologists who are psychotherapists, and to promote the general objectives of the APA.

**ARTICLE II: MEMBERSHIP**

A. There shall be five (5) categories of membership in The Society for the Advancement of Psychotherapy: Member, Fellow, Associate Member, Student Affiliate, and Non-APA-member Affiliate.

B. The minimum qualifications for election to the category of Member shall be Attainment of the category of Member or Fellow in the APA.

- C. The minimum qualifications for election to the category of Associate Member shall be attainment of the category of Associate Member in the APA.
- D. The minimum qualifications for election to the category of Student Affiliate shall be enrollment in undergraduate or graduate courses in psychology or post-baccalaureate training in psychology.
- E. The minimum qualification for election to the category of Non-APA-member Affiliate shall be an earned doctoral degree in a field directly relevant to psychotherapy or a professional credential that entitles the individual to practice psychotherapy independently.
- F. Election to Fellow in the society shall be managed by the Committee on Fellows, see Article XI Section G, established by the Board of Directors and consistent with APA policy. The Board of Directors, upon recommendation of the Committee on Fellows, shall adopt and maintain criteria for election to Fellow status that shall be applied to applicants by the committee.
- G. The minimum qualification for election to the category of Fellow shall be:
1. Attainment of the category of Member of The Society for the Advancement of Psychotherapy for at least one year prior to nomination.
  2. Five years of qualifying experience in the field of psychotherapy.
  3. Demonstration of evidence of unusual and outstanding contribution or performance in the field of psychotherapy.
  4. Nomination to the category of Fellow by The Society's Committee on Fellows, such nomination to be conducted in accordance with extant Bylaws and Association Rules of the APA.

### **ARTICLE III: MEMBERSHIP RIGHTS AND PRIVILEGES**

A. All members shall be entitled to attend and to participate in the meetings of The Society and shall receive its publications. Members, Non-APA Affiliate Members and Fellows of The Society, and Associate Members of The Society who are also voting Associate Members of the APA, shall also be entitled to vote in regular and any special elections or on referenda.

B. Non Voting Associate Members shall not be entitled to hold office, to serve as voting members of the committees of The Society, or to vote in regular or special elections or on referenda.

C. Student Affiliates shall not be entitled to hold office, except as Student Representative to the Board of Directors, or serve as a chair of any standing committee of The Society except for the Student Development Committee. Student Affiliates may serve as chair of ad hoc committees or task forces and may serve as voting members of all Society committees or task forces. A Student Affiliate of The Society may remain a Student Affiliate while enrolled at least half-time in an undergraduate or graduate level program of study or engaged in post-baccalaureate training.

E Non-APA-member Affiliates of The Society shall be entitled to all the rights and privileges of full members except that they are eligible to hold elected office as Director but not eligible to hold elected office within the Executive Committee or as Council Representative.

#### **ARTICLE IV: RESIGNATION FROM THE SOCIETY**

A. Members, Fellows, and Associate Members who fail to pay assessments for one year shall be considered to have resigned. Students and Non-APA member affiliates of The Society are considered resigned if their dues are not paid by April 1<sup>st</sup>.

B. Members may resign at any time by notifying the Society's central office in writing of their desire to terminate membership. Dues will not be pro-rated.

## **ARTICLE V: OFFICERS**

A. The Officers of The Society shall be the President, the President-elect, the immediate Past President, the Secretary and the Treasurer, and all officers have the right to vote on matters brought before the body.

B. The President shall be the Member or Fellow of The Society who has just completed a term as President-elect. The President shall succeed to office by declaration at the close of the year after election as President-elect and shall serve for one (1) year. The President shall preside at all meetings of The Society, shall be the Chair of the Board of Directors, and shall perform all other usual and customary duties of a presiding officer. The President shall cast a vote at meetings of the Board of Directors only when that vote would break a tie. No Member or Fellow of The Society may run for the presidency of The Society while serving as president, president-elect, or past president.

C. The President-elect shall be a Member or Fellow of The Society elected for a term of one (1) year. The President-elect shall be a member of the Board of Directors with vote and shall perform the duties which are usual and customary for a vice-president. In the event that the President fails to serve his/her/their term for any reason whatsoever, the President-elect shall succeed to the unexpired remainder thereof and continue to serve through his/her/their own scheduled term. The President-elect shall serve as Chair of the Committee on Nominations and Elections, assuming that post while President-elect Designate.

D. The Past President of The Society shall be the most recently retired President of The Society. The Past President shall serve a one-year term as a member of the Board of Directors with right to vote, and shall serve on the Committee on Professional Awards as a voting member.

E. The Secretary shall be a Member or Fellow of The Society, elected for a term of three (3) years. During that term, the Secretary shall be a member and the secretary of the Board of Directors; shall safeguard all records of The Society; shall keep the minutes of the meetings of The Society, of the Board of Directors, and of the Executive Committee; shall issue an annual report; shall oversee the updating of the policies of The Society based upon actions of the Board of Directors; shall oversee all bylaws voting.

F. The Treasurer shall be a Member or Fellow of The Society, elected for a term of three (3) years. During that term, the Treasurer shall be a member of the Board of Directors; shall oversee custody of all funds and property of The Society; shall direct disbursements as provided under the terms of these Bylaws; shall oversee the preparation of an annual budget for consideration and adoption by the President and the Board of Directors; shall make an annual financial report to The Society; and in general shall perform the usual and customary duties of a Treasurer. The Treasurer shall serve as a member of the Finance Committee.

G. The officers of the Society shall form the Executive Committee. The Chair of the Publications and Communications Board shall also be a member of the Executive Committee ex officio without vote. Upon election of a President-elect Designate, a Secretary Designate, or a Treasurer Designate, these persons shall become members of the Executive Committee ex officio without vote. The Executive Committee shall meet on the call of the President or any other three (3) officers.

The duties of the Executive Committee shall be:

1. To supervise the affairs of The Society between meetings of the Board of Directors, managing those affairs within policies set by the Board and implementing actions directed by the Board.

2. To review matters on the agendas of meetings of the Board of Directors and to make recommendations about these matters to the Board.

3. To negotiate the terms of any contract entered into by and between The Society and any external organization hired to provide goods or services to The Society and to supervise and evaluate the performance of such organizations.

H. The Officers shall assume their duties on January 1 of the year following their election and shall maintain their offices until their successors are seated. During the period between their election and the assumption of their offices, the Officers shall be given the title of (Name of Office) Designate.

I. In the case of death, incapacity, or resignation of any officer except the President or Past President, the Executive Committee shall, with the approval of the Board of Directors, appoint as a replacement the individual who was the first eligible runner-up in the most recent election for that office to serve the remainder of the term. Should there be no eligible runner-up who is able or willing to serve, the Executive Committee will nominate and submit for approval by the Board of Directors an individual to serve the remainder of the term.

J. Should a candidate receiving the most votes decline to serve after the balloting but before the outcome of the election has been announced, the Nominations and Elections Committee shall declare elected the candidate receiving the next largest number of votes for that office.

K. The means for filling a vacancy in the office of President is specified in Article V, Section C of these Bylaws. In the case of death, incapacity, or resignation of the Past President, such vacancy shall remain through the balance of the year in which it occurs.

## **ARTICLE VI: BOARD OF DIRECTORS**

A. There shall be a Board of Directors of The Society for the Advancement of Psychotherapy. Its membership shall consist of the following persons, all of whom are entitled to vote on issues brought before the body:

1. The Officers of The Society, as specified in Article V, Section A of these Bylaws.
2. Representatives elected to the APA Council of Representatives, as specified in Article VI, Section C of these bylaws.
3. The Chair of The Society's Publications and Communications Board, who shall be a member-of the Board *ex officio* and without vote. The Chair shall be chosen in the manner specified in Article XIV, Section E of these Bylaws.
4. Nine (9) Directors representing content areas, to be elected for staggered three (3) year terms. The content areas represented by these positions shall be: a) Science and Scholarship; b) Education and Training; c) Psychotherapy Practice; d) Public Interest and Social Justice; e) Membership; f) Early Career Psychologists; and g) International Affairs; and h) two (2) Diversity. Directors will coordinate with appropriate chairs and committees of The Society.

5. The Student Representative, who shall be a Student Affiliate of The Society at the start of their term, elected by the Student Affiliate members for a term of two (2) years. Through the Student Representative, all Student Affiliates may request consideration of relevant items by the Board of Directors or Society membership.

B. Council Representatives and Directors, as specified in Section A of this Article, shall assume office on January 1 of the year following their election or appointment and shall maintain those offices until their successors are seated. In the case of death, incapacity, or resignation of a Council Representative or a Director, the means for filling the vacancy so created shall be the same as the means specified for replacing Officers in Article V.

C. The Society shall elect each year that number of Representatives to the APA Council needed to fill vacancies created by the ending of the terms of incumbent Council Representatives and/or vacancies created by change brought about by the yearly APA apportionment ballot. Consistent with the *APA Bylaws*, Representatives to APA Council must be Members or Fellows of The Society and are ordinarily seated for a three (3) year term. The Representatives to the APA Council shall perform those duties required of Council Representatives as specified in the *APA Bylaws* and the *APA Association Rules*. The Society's Representatives to the APA Council shall be members of the Board of Directors with vote. They shall be responsible for advising the Board of Directors about matters of business scheduled to come before APA Council. They shall also be responsible for informing the Board of Directors of significant actions taken by APA Council.

If the Society loses one or more seats on the APA Council as a result of that association's annual apportionment process, and if the loss cannot be offset by the ending of a term or terms of outgoing Representatives to APA Council, and the terms shall be terminated in the inverse order of their having been declared elected such that the most recently elected is the first to be removed.

D. The duties of the Board of Directors shall include:

1. Exercising general supervision over the affairs of The Society and the transaction of the necessary business of The Society, provided only that the actions of the Board of Directors shall not conflict with these Bylaws or with the recorded votes of the membership;
2. Setting policies for the conduct of its own affairs and for the affairs of The Society, provided that such policies are not in conflict with any of the terms of these Bylaws or any recorded votes of the membership and are not in conflict with APA bylaws or recorded votes of its membership.
3. Monitoring, representing and recommending actions in the various Domains to ensure appropriate attention and action by The Society;

4. Reporting its activities to the members and recommending matters for consideration by the members;
5. Filling such vacancies in its own membership as so empowered under the terms of Article V Section H of these Bylaws;
6. Approving or rejecting the President 's appointment of ad hoc committees, task forces, and designating of external organizations to which The Society shall send representatives or liaisons;
7. Approving or rejecting the president's appointments of Chairs of standing committees, ad hoc committees, task forces and representatives and liaisons to external organizations;
8. Advising the President and committee chairs about committee/task force appointments;
9. Advising the Officers of The Society regarding the performance of their duties;
10. Advising the Representatives to APA Council as to matters concerning the relationship between The Society and the APA and about issues which are or should be placed before APA Council;
11. Approving or rejecting the appointment of The Society's editors as outlined in Article XIV, Section E of these bylaws;
12. Adopting a final budget after appropriate review;
13. Recommending or approving the disbursement of funds of The Society and of amendments to the approved budget in accordance with Article X of these Bylaws.

E. The Board of Directors shall meet no less than twice per year, at times and dates to be determined by the Board and Officers. Additional meetings may be called by the President with the concurrence of a majority of the Board of Directors. A majority of the voting members of the Board shall constitute a quorum, following due notice of the meeting. Each member of the Board present at a meeting and entitled to vote shall have one such vote, and no member may vote by proxy. All decisions of the Board shall require assent by a simple majority of those present and voting, except as otherwise noted in these Bylaws.

F. An Officer or other member of the Board of Directors may be removed from office and from his/her/their seat on the Board before the expiration of a scheduled term by an affirmative two-thirds (2/3) vote of the other members of the Board upon the call of the roll and the recording of the votes of those present at a meeting of the Board of Directors. Such removal can only be effected upon one or more of the following grounds:

1. A finding of dereliction in the performance of the duties of office;
2. A finding of unethical conduct by the Ethics Committee of the APA and the exhausting of any appeals therefrom;
3. Conviction of a felony or a crime of moral turpitude and the exhausting of any appeals therefrom.
4. Evidence of unprofessional, unethical or illegal behavior of an equivalent severity as 1-3 above.

G. Actions of the Executive Committee shall be reported to the Board of Directors.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS**

A. There shall be a Committee on Nominations and Elections which shall be constituted annually and shall consist of the President-elect who shall assume the Chair while President-elect Designate, and four (4) other members, two elected by the Board of Directors from among its members and two (2) nominated by the President-elect Designate from among the membership at large. The latter shall not themselves be members of the Board and shall serve a one-year term. The Committee shall be responsible for implementing the principles set forth in these Bylaws and the policies adopted by the Board of Directors. The elections of The Society, as conducted by the Committee on Nominations and Elections, shall conform to the Bylaws and to the policies of the APA.

B. Annually, the Committee on Nominations and Elections shall review the composition of the Board to determine available positions and to develop recommendations for slates that would 1) ensure breadth of representation in the composition of the Board and 2) ensure appropriate candidates for Domain representation, attending particularly to diversity, as defined by the APA, and to areas of expertise as appropriate. The Committee on Nominations and Elections will submit the recommended slates to the Board of Directors for approval.

C. The Committee on Nominations and Elections shall distribute a nominating ballot to all voting members of The Society annually, and a separate nominating ballot to the Student Affiliates of The Society every two years so that they may nominate a Student Representative. The nominations ballot shall be accompanied by a statement notifying the members of The Society about The Society's eligibility criteria for standing for election. Those criteria are:

1. With the exception of the Student Representative, candidates for office must be Members or Fellows of The Society.
2. No member may be an incumbent of more than one elective office.
3. A member may only hold the same elective office for two successive terms except the office of president as stipulated in Article V Section B.
4. Incumbent members of the Board of Directors are eligible to accept nomination for positions on the Board during their last year of service or after resignation from their existing office. A letter of resignation must be sent to the President with a copy to the Chair of the Committee on Nominations and Elections.
5. Candidates for Directors shall have appropriate qualifications for the domain to be represented.

D. The name of any Member or Fellow of The Society who is nominated for an elected position, is eligible according to these Bylaws, and who is willing to stand for election, and serve the term of office if elected, may be placed on the ballot for the appropriate office. The name of any Student Affiliate who is nominated for the

position of Student Representative, is eligible according to these Bylaws and who is willing to stand for election and serve in the term of office if elected may be placed on the ballot for the office of Student Representative. When at least two candidates for each vacancy have been identified, and the Committee has ensured that these qualifications have been met, the committee shall have completed this phase of their task.

E. By virtue of their positions on the committee, the members of the Committee on Nominations and Elections shall not themselves be eligible to be nominated for any office in the year in which they serve on the committee.

F. After the Committee on Nominations and Elections has reviewed all candidates and has prepared a slate of nominees, the Chair of the Nominations and Elections Committee shall submit a report outlining its actions to the Board of Directors for approval.

G. The Chair of the Committee on Nominations and Elections shall be responsible for submitting to APA in a timely fashion the slates to be included in the final ballot.

H. The Officers, Representatives to APA Council, and Directors shall be elected by the voting members of The Society on a ballot to be determined by the APA. The Student Representative shall be elected by a preferential vote of the Student Affiliates on a ballot to be determined by the Board of Directors. Responsibilities of the Committee on Nominations are specified in the Policies and Procedures manual.

I. If any candidate withdraws, becomes ineligible to hold office or creates a vacancy by death, incapacity or resignation between the time the election takes place and the candidate is seated then the candidate who received the next highest vote in that particular election shall be declared the holder of the office in question and shall be seated. Once a candidate has assumed office, however, vacancies in such an office will be filled in the manner prescribed in Article V.

J. In the case of a protest brought by a member about the conduct of the nominations process or an election, the Board of Directors, at its discretion, may direct the Committee on Nominations and Elections to act as a hearing body and to make recommendations to the Board in response to the protest. Such recommendations from the committee to the Board shall be limited to confirmation of the results of the disputed nomination process or election or to a proposal that a new election for the disputed office be held. In the making of its recommendation, the committee shall provide the Board with its rationales. In formulating a final disposition of the allegations of improper conduct, of a protested nominations procedure or election, a vote by the Board of Directors shall be final.

K. Should the protest against the process of nominations or elections contain allegations of improper conduct on the part of the Committee on Nominations and Elections itself, then the President shall appoint an ad hoc Committee on Election Disputes composed of the Past President as chairperson, one member of The Society who holds no governance position, and a Past President of The Society who is not a member of the Board of Directors. The ad hoc Committee on Election Disputes will make a recommendation to the board of directors on the disposition of the allegations.

#### **ARTICLE VIII: MEETINGS**

A. The Society, through its Program Committee, shall sponsor an array of scientific and professional presentations designed to promote collegial and scholarly interchange. These presentations shall be offered at the time and place of the annual meetings of the APA and shall be coordinated through the program of that parent organization, as well as other times and places as the Board of Directors deems appropriate for the membership

B. The Board of Directors shall plan the holding of an annual Open Membership Meeting, which may be held in conjunction with and in the locality of the Annual Meeting of the APA.

C. Other meetings of The Society may be called upon a majority vote of the Board of Directors.

#### **ARTICLE IX: REFERENDA**

A. A referendum on any matter not inconsistent with these Bylaws or with the Bylaws of the APA may be forwarded to the Board of Directors by a petition signed by not less than 150 of the voting members of The Society.

B. The Board of Directors shall delegate to the Secretary the responsibility for certifying that the petition that accompanies the subject referendum is in order and that its signatures are valid.

C. Upon certification by the Secretary, the Board of Directors shall direct the holding of a vote on the matter via a ballot format to be determined by the Board. Said ballot shall be accompanied by arguments for and against the proposed referendum. Ballots must be returned by a deadline established by the Board but no later than 30 days from the date of distribution. An affirmative vote by a majority of members voting shall be required to sustain the matter contained in the referendum.

#### **ARTICLE X: FINANCES**

A. Membership dues for all categories of membership shall be set by the Board of Directors each year and will be collected and disbursed by the Treasurer.

B. The assessment of any additional or special membership fees beyond those specified in Article X, Section A of these Bylaws may be levied by a majority vote of the Board of Directors. Once established by the Board of Directors, an assessment shall remain in force each subsequent year unless modified by the Board. A request for such change may be initiated by any member of the Board.

C. The Board of Directors, on recommendation of the Finance Committee and the Executive Committee, shall adopt, for the following calendar year, an annual balanced

budget. The Board of Directors, on the recommendation of the Finance Committee and the Treasurer, will establish policies for the management of The Society's finances and investments.

D. Disbursements of the funds of The Society shall be made as follows:

1. The Board of Directors shall authorize disbursements within the amount of the approved budget for any purposes that are not inconsistent with the policies or Bylaws of The Society or the policies or Bylaws of the APA.

2. The Treasurer, with the concurrence of the Executive Committee, is authorized to reallocate unexpended funds from one category of the approved budget to another, provided only that the total approved expenses for the fiscal year are not exceeded.

3. Once a budget has been approved in accordance with Article X, Section C of these Bylaws, disbursements of any amounts for items not contained in the approved budget may be subsequently authorized by the Board of Directors, provided only that such expenditures will not require an increase in the extant assessment during the fiscal year in which it shall be made.

G. The fiscal year of The Society shall commence on January 1 of the calendar year and end on December 31 of that same year.

I. Contracts and other financial instruments which obligate the resources of The Society and are necessary for undertaking programs approved by the Board of Directors shall be executed by the President and/or the Treasurer.

## **ARTICLE XI: COMMITTEES**

A. The committees of The Society shall consist of such standing committees as are provided in these bylaws and of such ad hoc committees or task forces as shall be established by the President with the advice and consent of the Board of Directors. The

Chairs and associated Directors shall provide collaborative leadership in the area of expertise represented by the Committee.

B. All committee meetings shall be open to all members of The Society except at such time as the committee may, by majority vote, declare an executive session for the purposes of discussing a matter of personnel or a legal consultation.

C. All members of standing committees, ad hoc committees or task forces must be Members, Associate Members, Fellows, non-APA Member Affiliates or Student Affiliates of The Society in good standing. All Chairs must be voting members of the Society.

D. Among the first duties, the President-elect shall appoint, with the approval of the Board of Directors and in consultation with the current Chair and Director, a Chair designate who shall serve as a member of the appropriate committee during the year preceding the one in which he or she shall serve as Chair and shall assume the duties of the Chair in the year in which the President-elect becomes President. Except as otherwise specified in these Bylaws, committee membership shall include a chair, and other members who may be jointly appointed by the Chair and corresponding Director or Executive Committee member as specified in the governance structure and subject to approval by the President.

E. The President, Directors, and committee Chairs shall consider student representation as well as the APA's definition of diversity as outlined in APA's Ethics Code of The Society's membership and their diversity in terms of theoretical orientation and areas of specialization, when forming committees.

F. Standing committees of The Society for the Advancement of Psychotherapy shall be:

1. The Committee on Fellows, which shall consist of a chair, chair designate, and past chair, all of whom shall be Fellows of The Society. It shall be the responsibility of

the committee to recruit nominations for Fellow status, to evaluate and to recommend applicants/nominees for Fellow status to the Board of Directors of The Society, according to the Rules of APA and the Society.

2. The Membership Committee shall hold the responsibility of recruiting qualified Members, Associate Members, Student Affiliates, and Non-APA member Affiliates, and to keep the Board of Directors informed.

3. The Committee on Nominations and Elections performs duties as described in Article VII of these Bylaws.

4. The Program Committee shall be responsible for soliciting, evaluating, and selecting scientific and professional program proposals submitted by the membership for presentation as part of APA Annual Convention to be coordinated with the APA's Board of Convention Affairs. The Chair shall serve for (2) years.

5. The Finance Committee shall consist of a chair, the treasurer, and at least one other individual from the general membership of SAP. No more than one member of the Finance Committee, in addition to the treasurer, shall be a voting member of the Board. The Finance Committee shall oversee the fiscal practices and planning of The Society, monitor its financial records, cause an annual review of its financial activities, aid the Treasurer in the preparation of the annual budget to be submitted for the approval of the Board of Directors, make recommendations to the Board of Directors on fiscal policy, and make recommendations regarding investments.

6. The Committee on Diversity shall be responsible for fostering membership diversity in the activities of The Society, for promoting awareness of diversity as defined in the APA Ethics Code, and for recommending policies and programs designed to educate in this area.

7. The Committee on Professional Awards, which shall consist of a Chair, who is a Fellow of The Society and will serve for two (2) years, and a minimum of five (5) members including the immediate Past President. Members of the Committee on Professional Awards shall be ineligible to receive Society awards during the calendar year in which they serve on the committee. The Committee on Professional Awards

shall recommend to the Board of Directors, its candidates for one or more recipients of each professional Society award.

8. The Education and Training Committee shall have the responsibility of promoting and enhancing psychotherapy education and training. The Committee shall include two Student Affiliates, one of whom shall be the Student Representative.

9. The Continuing Education Committee shall have the responsibility of securing Society sponsorship approval from the APA to offer CE activities, to monitor APA policy on Continuing Education, and to coordinate and supervise any Society CE offerings.

10. The Committee on Psychotherapy Practice shall have the responsibility of promoting and advancing the practice of psychotherapy. The Committee shall consist of a Chair and additional members of The Society who hold a license in good standing and maintain at least a half-time professional practice.

11. The Student Development Committee shall: a) promote student membership in The Society; b) facilitate communication between Student Affiliates and the Board of Directors; c) promote student perspectives within The Society; d) organize and promote activities and initiatives that are of interest to students and relevant to the mission and viability of The Society; and, e) foster the understanding of psychotherapy education, training, practice and research among students. The Committee shall be chaired by the Student Representative for a two (2) year term. After election as Student Representative-designate, the designee will serve as Chair-designate of the Student Development Committee. The Education and Training Committee Director will be a member of the Student Development Committee, *ex-officio* and without vote.

12. The Committee on Science and Scholarship shall have the responsibility to promote the integration of contemporary research into practice and training in psychotherapy.

13. The Committee on Social Justice shall carry the responsibility of developing, coordinating, and advancing the social justice initiatives of The Society.

14. The Committee on Early Career Psychologists shall have the responsibility to address, advocate for, and promote the needs and interests of early career psychologist

members of The Society. The Committee shall include one (1) advanced trainee member who will serve a two (2) year term during the last year of program residency and pre-doctoral internship.

15. The International Affairs Committee shall be responsible for efforts to recruit and retain members from other countries as well as for ensuring that international perspectives are represented in The Society's activities and initiatives including in its web and print media.

16. The Publications and Communications Board, which is established and outlined in Article XIV.

H. The Board of Directors may also authorize the formation of ad hoc committees or of task forces to help accomplish the aims and purposes of The Society. Ad hoc committees or task forces shall be provided a specific charge with expected outcome, and will terminate at the close of the year in which it has been established, unless the Board of Directors may approve a longer term for a project that the board deems important for the Society and when completion of the project would be expected to cross presidential terms. The board would provide a clear charge and expected outcome, and to include a clear end date. Budget allocation for such a project shall be considered on an annual basis as part of the regular budget development and shall be based on a specific budget request by the chair or Director. The President shall appoint a chair and members for each ad hoc committee or task force created during the year of his/her presidency.

I. Meetings and activities of standing committees, task forces and ad hoc committees must be conducted within the constraints of the authorizations specified in the approved annual budget. Chairs of standing committees, ad hoc committees, and task forces may call meetings and set agendas for their respective committees.

J. In addition to its responsibilities for carrying out those duties specified in these Bylaws, each standing committee, ad hoc committee, and task force shall have the

privilege of recommending procedures, policy changes, and/or amendments to these Bylaws to the Board of Directors.

K. It shall be the responsibility of the chair of each standing committee, ad hoc committee and task force to submit an annual report, and any other reports as requested by the president, of its operations, its concerns, and any recommendations it might wish to make. Such report(s) shall be submitted to the Board of Directors through the central office as requested by the President. Chairs of committees also are responsible for submitting budget requests to the Treasurer for consideration and inclusion in the preparation of the annual budget.

## **ARTICLE XII: LIAISONS**

A. The President-elect shall, in the year in which he or she serves as President-elect, seek the recommendations of the Directors, identify those external organizations and boards and committees of the APA deemed to merit the appointment of a liaison, observer, or monitor from The Society for the Advancement of Psychotherapy; and make such appointments for the year of his or her Presidency. Such appointments will expire with the term of the president making the appointment unless reappointed by the next president.

B. All appointments for liaisons, observers, and monitors from The Society for the Advancement of Psychotherapy shall be approved by the Board of Directors. The President-elect shall seek the advice and consent of the Board of Directors in designating such needed liaison activities.

C. Liaisons appointed to represent The Society shall make a report on issues of concern at each Board of Directors meeting held during their appointment.

## **ARTICLE XIII: SECTIONS**

A. The Board of Directors, by majority vote, may create sections of The Society for the Advancement of Psychotherapy. Such sections may be approved, provided that the request for the establishment of the section:

1. Is accompanied by a valid petition signed by at least 150 of the voting members of The Society;

2. Presents a proposed set of bylaws for the section, which bylaws shall not be in conflict with the bylaws of The Society or with those of the American Psychological Association;

3. Demonstrates that the focal interest of the section represents a substantive area within the domain of psychotherapy.

B. Before approving any proposed section, the Board of Directors shall review existing sections to determine whether the proposed section may be in conflict with the programs of any existing section or sections.

C. Once approved, sections of The Society shall be entitled to:

1. Hold meetings and conduct section business insofar as such meetings or the conduct of such business do not conflict with the holding of meetings or the conduct of business of The Society;

2. Develop section program proposals for review by The Society's Program Committee;

3. Publish a newsletter.

D. Sections shall forward to the Secretary an annual report that describes the significant activities of the section for the past year and any proposals it might wish to make to The Society's Board of Directors.

E. A section may be dissolved by:

1. A finding by the Secretary that the number of section members has declined below 75; or
2. An affirmative vote of two-thirds (2/3) of the voting members of the Board of Directors sustaining a resolution that the purposes or activities of a previously approved section have become inconsistent with the aims and purposes of The Society or with those of the APA; or
3. A vote by a majority of the members of a section to so dissolve. Such vote shall be conducted in the same manner described for the conduct of The Society's elections as described in Article IX, Sections B and C of these Bylaws;
4. Once a section is dissolved, all its assets will revert to the Society.

#### **ARTICLE XIV: PUBLICATIONS**

- A. The Society shall publish a scholarly journal, an Internet website, and such other publications or media presence as shall be approved by the Board of Directors. Permission for the publication of The Society's journal has been secured from the Council of Representatives of the American Psychological Association.
- B. In order to maintain suitable supervision over The Society 's publishing activities, there shall be a Publications and Communications Board whose responsibilities shall include:
  1. Exercising general management oversight, on behalf of the Board of Directors, over the publishing and communications activities of The Society;
  2. Recommending policy to the Board of Directors for communication with and to members, potential members and the public;
  3. Recommending publication ventures to the Board of Directors;
  4. Reviewing editors' proposed publication budgets and recommending these, with commentary, to the Finance Committee.

5. Serving as a search committee in the case of a vacancy occurring in the post of editor of one of The Society's publications or other media, or in the case of a vacancy on its own board.

C. The Publications and Communications Board shall consist of six (6) members serving staggered three (3) year terms. The Publications and Communications Board may also include one (1) student member, appointed at the pleasure of the Chair with the approval of the Board of Directors. Each year, the President-elect shall appoint a member of the Publications and Communications Board to serve as chair-designate for the Publications and Communications Board who will serve as chair in the year in which the President-elect serves as President; the chair may be reappointed by subsequent Presidents-elect until the completion of his or her three year term. The members of the Publications and Communications Board shall be nominated by its chair, and the ratification by a majority vote of the Board of Directors. Should a vacancy occur due to the death, incapacity, or resignation of a member of the Publications and Communications Board, the unexpired term of the vacancy shall be filled in the same manner as the initial appointment.

D. The Publications and Communications Board shall be responsible for issuing reports to the Board of Directors in the same fashion as are the committees of The Society, as described in Article XI of these Bylaws.

E. The editors of The Society's publications and other media shall be appointed for fixed terms of five (5) years for the editor of the Journal and three (3) years for the Internet or other editors. Their appointments shall be made upon recommendation of the Publications and Communications Board to the Board of Directors and ratified by majority board vote. They shall serve as members of the Publications and Communications Board *ex officio* and without vote. Editors shall be eligible to succeed themselves once.

F. Upon recommendation of the Publications and Communications Board, should the Board of Directors approve the production of publications in addition to the Journal,

and the Internet, the Board of Directors shall also approve the appointment, terms, responsibilities, and any remuneration for the editor or editors of such additional publications or media.

#### **ARTICLE XV: AMENDMENTS**

A. In addition to those other instances outlined in these bylaws, an amendment to these Bylaws may also be proposed by a majority vote of the Board of Directors or by a petition signed by seventy five (75) of the voting members of The Society presented to the Board of Directors.

B. An affirmative vote of two-thirds (2/3) of the voting members who have returned their ballots shall be required to ratify the proposed amendment which shall go into effect immediately.

#### **ARTICLE XVI: CONFLICT OF INTEREST**

A. Members of the Board, Publications Board, and Committees, when conducting Society business, are responsible to address actual or perceived conflicts of interest. They are expected to be diligent in considering how their personal relationships, other professional obligations and relationships, and financial interests may affect or be perceived as affecting their work with The Society. If a conflict of interest arises and cannot be resolved in a way that expresses the primary interests of The Society, the person should recuse him or herself and not participate in decisions on that issue.

#### **ARTICLE XVII: SUBORDINATION TO THE AMERICAN PSYCHOLOGICAL ASSOCIATION**

A. Nothing in these Bylaws is intended to be in conflict with the Bylaws of the APA. Should any such conflict arise, the Bylaws of the APA shall take precedence.