

## **Bylaws**

### **Division of Trauma Psychology (56) (A Division of the American Psychological Association) Revised MONTH DAY, 2020**

#### **Article I Name and Purpose**

- A. The name of this organization shall be the Division of Trauma Psychology.
- B. The purpose of this Division shall be to promote the general objectives of the APA and the development of the field of psychological study of trauma and disaster in its scientific, professional, educational, and public-policy development aspects; and to advance scientific inquiry, training, and professional practice in the area of trauma treatment as a means of furthering human welfare.

#### **Article II Membership**

- A. There shall be five categories of membership in the Division: Member, Fellow, Associate, Professional Affiliate and Student Affiliate.
- B. Members, Fellows, and Associates shall hold equivalent status in the American Psychological Association. They shall be entitled to the following rights and privileges:
  - 1. To attend and participate in the meetings of the Division and to receive its publications
  - 2. To hold office, serve on committees of the Division and vote in its elections.
- C. The category of Professional Affiliate is open to professionals with an interest in the field of trauma psychology who are not Members of the APA. To qualify as a Professional Affiliate member, applicants should have a professional degree and/or license, or have substantial background in trauma-related practice or research. They shall be entitled to the following rights and privileges:
  - 1. To attend and participate in the meetings of the Division and to receive its publications
  - 2. To vote for the Professional Affiliate Representative to the Division and to serve as members of committees
- D. The category of Student Affiliate is open to students enrolled in a graduate or undergraduate program in psychology, social work, or related field.
- E. To qualify as a Fellow, an individual shall be:

1. A Member of the Division
  2. Nominated to the category of Fellow by the Division's Committee on Fellows, following standard procedures utilized by the American Psychological Association
  3. Approved by the APA Fellows Committee
- F. Student Affiliates shall be entitled to the following rights and privileges:
1. To attend and participate in the meetings of the Division and to receive its publications
  2. To vote for the Student Representative to the Division Council and to serve as student members of committees
- G. Any Member or Affiliate of the Division may be removed from the Division for cause by a vote of two thirds of the entire Division Council. Action such as unethical practices, unprofessional behavior, or conduct reflecting unfavorably upon the Division or the field of trauma psychology is to be considered sufficient cause for expulsion from the Division.

### **Article III Officers**

- A. The Officers of the Division shall be a President, President-Elect, Past-President, Secretary, and Treasurer. The term of office of President, President-Elect, and Past-President shall be one year. The term of office of Secretary and Treasurer shall be three years, with staggered terms.
- B. All Officers shall be a Member, Fellow, or Associate Member of the Division.
- C. The President-Elect shall succeed to any unexpired term of a President who is unable to serve her/his full term.
- D. All Officers shall perform their duties as defined in the Division's Policies and Procedures Manual.
- E. Officers shall assume their positions on January 1 of each calendar year.
- F. The Secretary and Treasurer may each run for two consecutive terms.
- G. In the case of death, incapacity, or resignation of any elected Officer except for President, the vacant office shall be filled by a vote of the membership to occur within 90 days of the vacancy of the office. In the case of death, incapacity or resignation of the President, that vacant office will be filled by the President-Elect.

**Article IV**  
**Division Council**

- A. There shall be a Council of the Division. Its membership shall consist of the following persons:
1. The elected Officers of the Division
  2. Representative(s) to the APA Council of Representatives to be elected to a three-year term, renewable for 1 term
  3. Three members at large to be elected to three-year staggered terms, renewable for one term. Every third year a diversity member at large will be posted for election to represent minority members in the trauma field.
  4. The Student Representative, to be elected to a two-year term, renewable for one term
  5. The Professional Affiliate Representative, to be elected to a two-year term, renewable for one term
  6. The Editor of the Division's Newsletter to be appointed by the Executive Committee to a three-year term, renewable for one term
  7. The Editor of the Division's Journal is identified by a search committee and recommended for appointment to the APA Publications and Communications Committee for a six-year term, renewable for one term. A second renewable term is voted upon by the Division Council.
  8. Chairs of all Committees of the Division, for a one-year term, renewable if appointed by the incoming President of the Division
  9. Web Editor is appointed by the Division President, for a three-year term, renewable for two terms
  10. Special Interest Group Coordinator, is appointed by the Division President for a three-year term
  11. The Representative for Early Career Psychologists, to be elected for a two-year term
- B. The Council shall meet at least twice yearly, with one meeting occurring at the time and place of the annual convention of the American Psychological Association. The second meeting may be conducted in a conference call. Conference calls are to be coordinated by the Secretary. Additional meetings may be called as needed by the President with the concurrence of a majority of the members of the Council.

- C. There shall be an annual open business meeting of the Division held during the annual convention of the American Psychological Association.
- D. Only elected members of the Council may vote at Council meetings. This consists of the following persons:
  - 1. The elected Officers of the Division
  - 2. The Members-at-Large
  - 3. The Student Representative
  - 4. The Professional Affiliate Representative
  - 5. The APA Council Representative(s)
  - 6. The Representative for Early Career Psychologists
- E. A majority of elected members in attendance at a Council meeting constitutes a quorum.
- F. There shall be an Executive Committee of the Council. The Executive Committee is authorized to make decisions on behalf of the Division as needed between regularly scheduled Council meetings. The membership of the Executive Committee shall consist of the Officers of the Division. The Executive Committee shall meet on the call of the President or of any of the four other Officers.
- G. The Executive Committee may hire an Executive Director to support the administrative affairs of the Division as fiscally feasible and approved by the Council.
- H. Any Officer or Council member may be removed from office before the expiration of her/his term by a 2/3 vote of the members present at a Council meeting if, in the opinion of the Council, it appears that the best interests of the Division are not being served by the person in question.

## **Article V Committees**

- A. The Committees of the Division shall consist of such Standing Committees as are provided by these Bylaws, such ad hoc committees as shall be established by the President with the concurrence of the Executive Committee, and such task forces or working groups as shall be established as a prerogative of the President. Meetings of committees are open to all members of the Division unless an executive session is declared by a 2/3 vote of the committee members. The Chair of any committee shall cast a vote only in the case of a tie. Chairs of ad hoc committees, task forces or working groups must be Members, Fellows or Associates of the Division unless otherwise

specified in these Bylaws. The Chairs of the Committees are appointed by the President with the concurrence of the Executive Committee, unless they are specified as part of these Bylaws, and shall serve a term of one year that may be renewed by the incoming President.

B. The Standing Committees shall be as follows:

1. **Finance Committee.** This committee shall be chaired by the Treasurer of the Division, and shall consist of the Past-President, one Member-at-Large, and an additional person appointed by the President. The Finance Committee shall receive and make recommendations to the Executive Committee on all budgetary requests over \$100.00.
2. **Program Committee.** This committee shall be chaired by an individual initially appointed by the President, and shall consist of a Co-Chair appointed by the President-Elect who will become chair in the following year, the immediate Program Past Chair, and those members of the Division chosen by the Chair as needed or desired. This Committee shall be responsible for soliciting, evaluating, and selecting scientific and professional contributions to be presented as part of the Division's annual meeting program, in coordination with the Board of Convention Affairs of the American Psychological Association.
3. **Nominations and Elections.** This Committee shall be chaired by the Past President, and include an individual appointed by the President, and an individual appointed by the President-Elect. It shall be responsible for soliciting nominations for elected offices in the Division, preparing a slate and establishing procedures to stand for election to open positions, conducting elections in coordination with the Elections Office of the American Psychological Association, and preparing proposed changes to the Division's Bylaws for vote as needed. If there is no Past President available, the Executive Committee may select a person to Chair this committee.
4. **Fellows Committee.** This Committee shall be chaired by an individual appointed by the President. This individual shall hold the rank of Fellow in the American Psychological Association. The committee shall consist of such additional members as are chosen by the Chair, providing that those individuals also hold the rank of Fellow in the APA. This committee shall be responsible for soliciting and evaluating applications for Fellow status in the Division, and communicating those recommendations to the Membership Committee of the APA.
5. **Student Affairs Committee.** This Committee shall be chaired by the elected Student Representative, and shall consist of any student members of the Division. It shall be responsible for coordinating activities with APAGS, and for developing programming for student members of the Division in

coordination with the Council.

6. **Diversity and Multicultural Committee.** This Committee shall be chaired by the Member-at Large for Diversity from an under-represented group in the trauma field. The Chair should appoint a Co-Chair who should either: a) be a member of a historically underrepresented group in the field of trauma studies, such as people of color, lesbians and gays, or people with disabilities, or b) have a demonstrated history of activism for the inclusion of historically underrepresented groups. This Committee shall be responsible for representing issues of diversity and multicultural concerns to the Division.
7. **Publications Committee.** Publications Committee, with an independent chair, and three *ex officio* members that include the Journal Editor, Newsletter Editor, and Web master. This committee will set the selection criteria for editors, and the chair will be a member of the EC.
8. **Membership Committee.** This Committee shall be chaired by an individual appointed by the President, and shall consist of such individuals chosen by the Chair. It shall be responsible for membership recruitment and retention, and coordinate the membership list with the APA Office of Division Services, if appropriate.
9. **Practice Committee.** This Committee shall be chaired by an individual appointed by the President and include those individuals chosen by the Chair. It shall be responsible for responding to requests related to practice by the President or Executive Committee. These requests may involve the development of positions, standards, or conceptualization of issues for approval by the Council. The Committee may also identify issues of concern related to practice to the Executive Committee.
10. **Science Committee.** This Committee shall be chaired by an individual appointed by the President and include those individuals chosen by the Chair. It shall be responsible for responding to requests related to science by the President or Executive Committee. These requests may involve the development of positions, standards, research, or conceptualization of issues for approval by the Council. The Committee may also identify issues of concern related to Science to the Executive Committee.
11. **Education and Training Committee.** This Committee shall be chaired by an individual appointed by the President and include those individuals chosen by the Chair. It shall be responsible for encouraging education and training at doctoral and post-doctoral levels in the science and practice of trauma studies.
12. **Sub-Committee on Continuing Professional Education.** It shall be chaired by an individual appointed by the President and include those individuals chosen by the Chair. It shall be responsible for the development and offering

of continuing education programs related to the psychological study of trauma. It shall report to the Education and Training Committee.

13. **Awards Committee.** This committee shall consist of an individual chosen by the President and an individual appointed by the President-Elect. It shall be responsible for the development and recommendation of awards by the Division, for the creation of awards criteria, and for the appointment of ad hoc committees to select recipients of awards. The Awards Chair shall also be responsible for organizing the Division's Social Hour that will be held at the annual convention. The awards shall be presented to recipients at the Social Hour.
14. **Special Interest Groups Committee.** This Committee will oversee and organize the activities of the Special Interest Groups (SIGs), which represent members' broad interests in the field of trauma psychology. They have been established to keep pace with the growing sophistication in the theory and practice of trauma psychology and with increased social, political, and environmental demands on those who provide trauma support.
15. **Social Media Committee.** The Social Media Committee develops and maintains the Division's presence on social media, such as Facebook, Twitter, LinkedIn, and other possible social media outlets. Social media will allow the Division to communicate with members and engage with others who are interested in trauma. These channels will allow us to highlight recent current events regarding trauma, present highlights of work that Division members are doing in the field of trauma, and quickly communicate about events that are happening at the APA convention. The Chair of the Committee is appointed by the President and will serve a term of two years.
16. **Policy Committee.** The Policy Committee was formed to make recommendations to the Division's Executive Council regarding policies that involve trauma. These include Congressional issues, Legislative actions, Federal Agency initiatives and priorities. Procedures for informing the Division membership regarding current policies and issues will be developed by this committee, as well as ways to influence and educate policy makers and others on relevant matters.
17. **Disaster Relief Committee.** The fundamental objective of the Disaster Relief Committee is to serve the interests of the Division's membership by providing information, education, and training in disaster response and facilitating the voluntary involvement of our members in disaster relief activities. The Committee is also committed to serving the interests of the APA membership and the communities affected by disaster domestically and internationally, and we are presently developing a set of prioritized objectives and strategies for achieving those goals.

18. **Liaison Committee.** The Liaison Committee works to establish relationships with other organizations that have an interest in trauma or that want to incorporate a trauma-psychology perspective into their work. This Committee will establish formal relationships with other APA Divisions and groups such as the International Society for the Study of Traumatic Stress, the International Society for the Study of Trauma and Dissociation, etc.
  19. **Early Career Psychology Committee.** The goal for the ECP committee is to create an exciting and accessible place within the division for junior members to get connected to the larger division and ultimately to APA.
  20. **International Committee.** The mission of the International Committee is to insure that international issues are represented in Division business and policies and to foster international collaboration and communication concerning trauma related issues.
- C. In addition to its responsibilities for carrying out those operations specified in Article V. Section B of these Bylaws, each Committee shall have the privilege of recommending procedures, new policies, or policy changes and/or amendments to these Bylaws to the Council.
- D. It shall be the responsibility of the Chair of each Standing Committee and ad hoc committee, task force, or working group to submit a written report on its operations and recommendations to the Council twice a year, during the meeting of the Council at the APA convention, and during the Mid-winter meeting. Additional reports may be requested as needed by the President.
- E. The Council 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.
  2. Chairs shall be appointed by the President in consultation with the Executive Committee, and shall be empowered to choose committee members.
- F. The President is empowered to authorize the formation of ad hoc task forces or working groups to accomplish the goals of the Division. The President is empowered to also appoint Liaisons to national or international organizations or agencies as needed, with the concurrence of the Executive Committee.
1. Each ad hoc task force or working group shall have a specific charge for a specified period of time and shall be subject to annual review.
  2. Chairs shall be appointed by the President and shall be empowered to select and/or remove committee members.

**Article VI**  
**Nominations and Elections**

- A. The Committee on Nominations and Elections, as described in Article V Section B part 3 shall solicit nominations via a nominating ballot distributed to all members of the Division by February 15th, as well as via other means (e.g., Division listserv and Website).
- B. There shall be a minimum of two candidates for each elective office. If, once nominations are tallied, there is an insufficient number of candidates, the committee is empowered to directly solicit individuals to run for office and place them on the ballot.
- C. Officers of the Division shall be elected by a plurality vote of the members on a ballot on which the names shall appear in alphabetical order.

**Article VII**  
**Meetings**

- A. The Division shall hold an annual scientific and professional meeting at the time and place of the annual convention of the American Psychological Association, in the form of divisional programming for the APA Convention. The purpose of this meeting shall be the presentation of scientific papers and the discussion of professional matters in the fields of the Division's interests. Other meetings will be voted on by the Executive Council.
- B. There shall be one open Membership Business meeting of the Division to occur in conjunction with the annual convention of the APA. All members in all categories of membership are eligible to attend, participate, and to submit items to be considered by the Executive Committee for placement on the agenda for discussion. Such items must be submitted to the Secretary no less than 14 days prior to the start of the Membership Business meeting.
- C. Other scientific, professional and/or business meetings of the Division may be called by the President with the concurrence of the Executive Committee.

**Article VIII**  
**Finances**

- A. The assessment of any membership dues or special fees shall be recommended by the 2/3 vote of the Division Council.
- B. The Division Council, on recommendation of the Finance Committee and Treasurer, shall endorse an annual budget of anticipated income and expenditures, which shall be

presented for review and approval of the members at the annual Membership business meeting.

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

1. The President shall authorize disbursements within the amounts of the approved budget which are consistent with the Bylaws of the Division and of the APA.
2. The Treasurer, with the concurrence of the Finance Committee, is authorized to reallocate unexpended funds from one category to another, provided only that the total expenses for the year are not exceeded.
3. Once a budget has been approved, disbursement of any amount for items not contained in the approved budget but for purposes consistent with the objectives of the Division may be authorized by a 2/3 vote of the Executive Committee, provided only that such expenditure will not require an increase in the approved dues assessment during the fiscal year in which it shall be made.

D. The Treasurer is authorized to open bank accounts and sign checks on behalf of the Division and to direct the disbursement of funds. The President is also authorized to sign checks on behalf of the Division.

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

F. In the event of the dissolution of the Division, all unencumbered funds in the Division treasury at that time will be turned over to the APA.

**Article IX  
Amendments**

A. These Bylaws shall be amended either by mail or verifiable electronic ballot. An amendment to these Bylaws may be proposed by a majority of the Council or by a petition of 3% or 25 members, whichever is greater, presented to the Council. The proposed amendments will be disseminated to the Members via a method approved by the Council, with a voting period of 30 days. Unless amendment is urgent, all proposed amendments to these Bylaws must be submitted for a vote at the time of Division elections. An affirmative vote of a simple majority of votes cast shall be required to ratify the amendment which shall be effective immediately.