

**BYLAWS OF DIVISION 53  
OF THE  
AMERICAN PSYCHOLOGICAL ASSOCIATION**

**ARTICLE I  
NAME AND PURPOSE**

- A. The Division name is the Society of Clinical Child and Adolescent Psychology of the American Psychological Association (APA).
- B. The Division's purpose is to encourage the development and advancement of clinical child and adolescent psychology through integration of its scientific and professional aspects. The Division promotes scientific inquiry, training, professional practice, and public policy in clinical child and adolescent psychology as a means of improving the welfare and mental health of children, youth, and families. In the service of these goals, the Division promotes the general objectives of the American Psychological Association.

**ARTICLE II  
MEMBERSHIP**

- A. There are five membership categories: Member, Fellow, Associate Member, Honorary Member, and Student Associate.
- B. To qualify for Member status, an individual shall be an APA member with an interest in the scientific or professional aspects of clinical work with children. A Member shall be entitled to the following Division rights and privileges:
  - 1. To attend and participate in meetings and to receive publications;
  - 2. To hold office, to serve on Committees, and to vote in elections.
- C. To qualify for Fellow status, an individual shall be:
  - 1. A Division Member.
  - 2. Nominated by the Division's Fellow Committee and ratified by the Division's Board of Directors, such nomination and ratification to be *consistent* with the Bylaws and Association Rules of APA.
  - 3. Nomination requires endorsement by three (3) or more APA Fellows at least two of whom must be Division Fellows.
  - 4. Fellow recommendations must be based upon the Member's outstanding contributions to the science and/or profession of Clinical Child and Adolescent Psychology as attested by the following:
    - a) Prior status as a Member for at least one (1) year and ten (10) years postdoctoral experience.
    - b) Documentation of the ways in which the Member's activities, contributions, and/or performance have had a discernible and salutary effect on the development of Clinical Child and Adolescent Psychology as a science and/or profession (see APA Division Fellows Criteria and Procedures).

5. Fellows have all the rights and responsibilities of members and may nominate prospective new Fellows.
- D. To qualify for Associate status an individual shall be an APA Associate Member or have corresponding credentials from another field, and shall have an interest in the scientific or professional aspects of clinical work with children. A Division Associate member shall:
  1. Be entitled to attend and to participate in meetings of the Division and to receive its publications, to serve on Committees when appointed, and to nominate individuals for elective positions in the Division.
  2. Not be entitled to hold office or vote in elections.
- E. To qualify for Honorary Member status, an individual must be 65 years or older and must have been a Division member for at least three (3) years. Honorary members shall retain privileges of their previous membership category.
- F. To qualify for Student Associate status, individuals must be enrolled in a graduate program or school of recognized standing in a field related to the Division's purpose.
  1. Student Associate members shall:
    - a) Be entitled to attend and participate in Division meetings and receive its publications;
    - b) Not be entitled to hold office, serve as committee voting members nor vote in elections.
- G. The Executive Secretary, upon direction of the Membership & Public Interest Committee, shall be responsible for communicating to the applicants their membership status in a timely fashion.

### **ARTICLE III OFFICERS**

- A. Division Officers shall be a President, President-Elect, Past-President, Secretary, and Treasurer.
- B. The President shall be the Member or Fellow who has just completed his/her term as President-Elect. S/he shall take office after serving one year as President-Elect, and shall serve for one (1) year. The President shall preside at all meetings, shall be the Chair of the Board of Directors, and shall perform all other usual duties of a presiding officer.
- C. The President-Elect shall be a Member or Fellow of the Division elected for a term of one (1) year. The President-Elect shall be a member of the Board of Directors, shall appoint a Program Co-Chair, and shall perform the duties traditionally assigned to a Vice-President. 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.
- D. The Past-President of the Division shall be the most recently retired President of the Division, shall serve as a member of the Board of Directors, and shall serve as Chair of the Nominations and Elections Committee and Chair of the Awards Committee. If for any reason the Past-President cannot complete his/her term of office, the office shall remain vacant through the balance of the year in which it occurs.
- E. The Secretary shall be a Member or Fellow of the Division elected for a term of three (3) years. During his/her term, s/he shall be a member and the Secretary of the Board of Directors, shall keep the minutes of the meetings of the Division and of the Board of Directors, and shall perform all other duties of a Secretary as required.

- F. The Treasurer shall be a Member or Fellow of the Division elected for a term of three (3) years. In the event of the incapacity of the Treasurer, or a vacancy in that office, the President-Elect is authorized to serve in his/her stead until the next yearly election. During his/her term, s/he shall be a member of the Board of Directors, shall oversee custody of all the membership funds and property of the Division, shall oversee the receipt of all money to the Division, shall direct disbursements as provided under the terms of these Bylaws, shall oversee the keeping of adequate accounts, shall prepare the annual budget in consultation with the President and the Board of Directors, shall make an annual financial report to the Division, and in general shall perform the usual duties of a Treasurer.
- G. Officers shall assume their positions January 1 of each calendar year subsequent to their election and shall maintain them until their successors are seated. During the period between their election and the assumption of office, officers shall be given the title of officer-designate and shall be ex-officio members of the Board of Directors without vote.
- H. In the case of death, incapacity, or resignation of the President-Elect, Treasurer, Secretary, Member-at-Large or Council Representative, the Board of Directors shall, by majority vote, elect a successor to serve until January 1 of the next year and shall also undertake to conduct a special election from among eligible members to secure a permanent incumbent who shall complete the unexpired term.
- I. An elected officer is eligible to run for another elected position in the Division only during the last year of his/her term of office.

#### **ARTICLE IV BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of the following members:
  - 1. Elected officers with voting capacity;
    - a. Division Officers as specified in Article III, Section A through I;
    - b. Representatives to APA Council of Representatives as specified in Article IV, Section C;
    - c. Three (3) Members-at-Large elected for three (3) year terms in a staggered sequence.
  - 2. Ex-officio officers without voting capacity:
    - a. The Journal Editor (i.e., Journal of Clinical Child and Adolescent Psychology). This person shall be elected by the Board of Directors upon recommendations of the Journal Editor Selection Committee for a term of five (5) years.
    - b. The Newsletter Editor (i.e., inBalance). This person shall be elected by the Board of Directors upon recommendations of the Newsletter Editor Selection Committee for a term of three (3) years.
    - c. The Web Editor. This person shall be elected by the Board of Directors upon recommendation of the Publications and Communications Committee for a term of three (3) years.
    - d. The Listserv Manager. This person shall be elected by the Board of Directors for a term of three (3) years.
    - e. The Program Chair and Co-Chair. The Program Co-Chair is appointed by the President-Elect immediately following the APA annual meeting. This person serves a two-year term, with the first year as Co-Chair and the second year as Chair.

- f. Chairs of Standing Committees who are not already members of the Board of Directors.
    - g. Two student representatives appointed to a two-year term by the President at the start of his/her term of office.
- B. Members of the Board of Directors shall assume their positions on January 1 of the year following their election to office and shall serve until their successors are seated.
- C. The Division shall elect each year the number of Representatives to APA Council necessary to fill vacancies created by the ending of terms of current Council Representatives and/or vacancies created by changes in the APA apportionment ballot. Representatives to APA Council must be Members or Fellows of the Division and shall be elected for a three (3) year term. The Representatives to APA Council shall perform those duties required of Council Representatives as specified in the Bylaws of APA. The Division's Representatives to APA Council shall be members of the Board of Directors with vote. They shall be responsible for advising the Board of Directors about significant 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.
  1. Representatives to APA Council shall assume office the January 1 following their election. During the period between their election and the assumption of their office, they shall be given the title of Representative-Designate.
  2. If the Division loses one or more of its seats on APA Council as a result of that association's annual reapportionment, and if the loss cannot be offset by the ending of a term or terms of outgoing Representatives to APA Council, then the Board of Directors shall terminate the incumbency of the required number of Representatives elected most recently in inverse order of their having been declared elected.
- D. The duties of the Board of Directors shall include:
  1. Exercising general supervision over the affairs of the Division and the transaction of the necessary business of the Division provided, however, that the actions of the Board of Directors shall not conflict with these Bylaws or with the recorded votes of the membership.
  2. Reporting of its activities to the members and recommending matters for the consideration of the membership.
  3. Advising the President regarding the appointment of Chairs and members of Committees of the Division in accordance with these Bylaws.
  4. Advising the Officers of the Division regarding the performance of their duties.
  5. Advising the Council Representatives as to matters concerning the relationship between the Division and APA and on issues either currently before or that may be desirable to place before APA Council.
  6. Preparing a budget for presentation to the membership at the annual meeting.
  7. Recommending or approving the disbursements of Division funds in accordance with Article VIII of these Bylaws.
  8. Advising the President regarding the appointment of the Journal, Newsletter, and Web Editors, and Listserv Manager.
  9. Setting policies for the conduct of its own affairs or for the affairs of the Division, provided, however, that such policies are not in conflict with any of the terms of these Bylaws.
  10. Authorizing the adaptation and publication of rules and codes for the transaction of the business of the Division, provided the same do not conflict with the Rules and Bylaws of the APA.

- E. The Board of Directors shall meet face-to-face at least once each year. Additional meetings may be called by the President with the concurrence of a majority of the members of the Board of Directors.
- F. Board of Directors meetings shall be open to all members of the Division except at such times as a majority of the Board of Directors may declare an executive session for the purpose of reviewing matters of personnel or other confidential matters. Any member of the Division may place a matter on the agenda for a meeting. The President shall preside over the meetings of the Board of Directors, and the Secretary shall act as Recording Secretary. A majority of the voting members of the Board of Directors shall constitute a quorum, following due notice of the meeting. Each voting member present shall have one vote, and no member may vote by proxy. All decisions of the Board of Directors shall require assent by the majority of those voting, except as otherwise noted in these Bylaws.
- G. There shall be an Executive Committee of the Board of Directors, which shall be composed of the President, President-Elect, Past-President, Secretary, and Treasurer. The Executive Committee shall meet on the call of the President or of any other four Officers and conduct such affairs of the Division between meetings of the Board of Directors as may be needed to implement policy decisions adopted by the Board of Directors. During the interval between meetings, and should the Executive Committee declare there be an emergency requiring immediate action, a telephone conference call may be employed to permit action on the emergency matter by the full Board of Directors.
- H. Any Officer or Board Member may be removed from office before the expiration of his/her term by a two-thirds (2/3) vote of those present at a meeting of the Board of Directors if, in the opinion of the Board, it appears that the best interests of the Division are not being served by the person in question.

## **ARTICLE V COMMITTEES**

- A. Division Committees shall consist of the Standing Committees named below and of Ad Hoc Committees as established by the President with the concurrence of the Board of Directors. Unless reappointed for a subsequent year or years, Ad Hoc Committees shall terminate at the close of the year in which they have been established. All Committee meetings shall be open to all Division members except when confidential matters concerning individual members or applicants are under discussion. When conducting Committee business, the Committee Chair shall vote only in the case of ties.
- B. Members-at-Large will chair most Committees. Except as otherwise provided in these Bylaws, Committee Chairs shall be appointed or reappointed by the President each year.
- C. The Standing Committees shall be:
  - 1. The APA Program Committee. The Program Chair chairs this Committee, which consists of the Program Chair, Program Co-Chair and President-Elect (who becomes President during the year), and others appointed by the Program Chair as are necessary to conduct the business of the Committee for the year. The term of this Committee's duties spans from immediately after the annual APA meeting through the end of the subsequent year's annual APA meeting. The Committee solicits, evaluates, and selects 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 APA.

2. The Nominations and Elections Committee. The Past-President chairs this Committee, which is responsible for nominating candidates for elected office and holding elections for such offices, as described in Article VI, Section A.
3. The Education and Standards Committee. The Member-at-Large for Education and Standards chairs this Committee and shall appoint all Committee members. The Committee shall review and recommend policy on the education and credentialing patterns in clinical child and adolescent psychology, on continuing education, on the accreditation of training programs, and on standards for the provision of clinical psychological services to children, youth, and families. The Committee will also identify existing continuing education and postdoctoral training opportunities of interest to the Division's membership. As feasible, the Committee will help arrange for the delivery of postdoctoral and continuing education activities at professional meetings and conferences.
4. The Science and Practice Committee. The Member-at-Large for Science and Practice chairs this Committee and shall appoint all Committee members. The Committee shall monitor scientific and professional developments related to clinical child and adolescent psychology, and review current ethical issues pertaining to clinical child and adolescent psychology.
5. The Membership and Public Interest Committee. The Member-at-Large for Membership and Public Interest chairs this Committee and shall appoint all Committee members. The Committee shall encourage, facilitate, and oversee membership recruitment efforts and shall monitor issues of public interest related to clinical child and adolescent psychology.
6. The Awards Committee. The Past-President chairs this Committee, which consists of the President-Elect, President, and Past-President. The Committee shall be responsible for recommending the Distinguished Contribution Award nominee to the Board of Directors, which shall take final action on all awards. This award shall require a two-thirds (2/3) majority of those eligible to vote.
7. The Journal Editor Selection Committee. The President chairs this Committee, and appoints additional members, in consultation with the Board of Directors, two (2) years prior to the time a new editor is to assume editorial responsibilities. This Committee solicits nominations for the position of Journal Editor, reviews the credentials of individuals so nominated, and reports to the Board of Directors the search results along with Committee recommendations to the Board of Directors.
8. The Newsletter Editor Selection Committee. The President chairs this Committee and appoints additional members in consultation with the Board of Directors one (1) year prior to the beginning of a new editorial term. This Committee solicits nominations, reviews credentials of individuals so nominated and reports to the Board of Directors results of the search process, along with recommendations for selection.
9. The Publications and Communications Committee. The President chairs this Committee, which consists of the Board of Directors. This Committee sets policy for, and supervises publication of the Journal, Newsletter, Website, and any other Division publications.
10. The Finance Committee. The President chairs this Committee, which consists of the President, President-Elect, Treasurer, and an ad-hoc member appointed by the President. This Committee oversees Division financial assets, investments, and expenditures.
11. The Fellows Committee. The President appoints the chair and two members of this Committee, which consists of six (6) Division Fellows, each serving staggered terms of three

- (3) years. This Committee solicits, evaluates and recommends applicants for Fellowship to the Board of Directors and, where necessary, to the APA Membership Committee.
12. The Committee for Empirically Supported Practice. The President appoints the chair with advice from the Board of Directors. The chair appoints additional members as needed. This Committee monitors, encourages the development of, and promulgates empirically supported practices in the areas of psychological assessment, intervention, and consultation.
13. The History Committee. The President appoints the chair with advice from the Board of Directors. The chair appoints additional members as needed. This Committee documents past actions that are relevant to the Division's history.
- D. In addition to its responsibilities for carrying out those operations specified in Section C of these Bylaws, each Standing Committee shall have the privilege of recommending procedures, new policy or policy changes, and amendments to these Bylaws to the Board of Directors.
- E. Each Committee Chair shall submit a report on its operations and recommendations to the Board of Directors at least annually, at the Board of Directors meeting.
- F. The Board of Directors may authorize the formation of Ad Hoc Committees to accomplish Division goals.
- G. Each Ad Hoc Committee shall have a specific charge for a specified period and shall be subject to annual review by the Board of Directors.
1. The number of members, and terms of office of Ad Hoc Committee members shall be determined by the Board of Directors.
  2. The members and Chair of each Ad Hoc Committee shall be nominated by the President for approval by the Board of Directors.
- H. All persons serving on Committees of the Division must be Members, Fellows, or Associates of the Division.

## **ARTICLE VI NOMINATIONS AND ELECTIONS**

- A. The Nominations and Elections Committee shall consist of the Past-President as Chair and at least one (1) Member and one (1) Fellow of the Division. Committee members shall be appointed by the President with the concurrence of the Board of Directors. In the case of the death, resignation, or incapacity of the Past-President, the President shall assume the Chair's duties. This Committee shall be responsible for implementing policies required for the nomination and election of Officers.
- B. The Committee shall distribute a nominating ballot to all Members by December 1 of each calendar year.
- C. The Committee shall tally nominations. If an insufficient number of nominees have received at least six (6) nominations, the Committee shall use its discretion in nominating candidates for any remaining spaces.
- D. The Committee is responsible for overseeing the distribution of ballots. Division officers shall be elected by a plurality vote of the Members on a ballot on which names shall appear in alphabetical order. This ballot may be distributed by mail, email, or a secure web-base. The Committee shall certify and report election results to the Board of Directors, to the members whose names appeared on the ballot, to members at the annual business meeting of the Division, and in the pages of its Newsletter.

- E. In the case of death, incapacity, or resignation of any elected official, the vacant office shall be filled by the Board of Directors by majority vote; the individual elected shall serve until the next annual meeting. The Board shall also undertake to conduct a special election from among eligible members to secure an incumbent who shall complete the unexpired term.

## **ARTICLE VII MEETINGS**

- A. The Division shall hold an annual scientific and professional meeting at the time and place of the annual convention of APA to present scientific papers and discuss professional matters in the fields of Division interests. The Division shall coordinate its program with, and shall participate in, the program of APA.
- B. At least one Membership business meeting of the Division shall be held in conjunction with, and in the locality of the APA Annual Convention. The purpose of such meetings shall be to provide an opportunity for a personal exchange of information and perspectives about matters of mutual concern between the general membership and the members of the Board of Directors. Any Division member shall have the right to place a matter on the agenda for a business meeting up to 24 hours before the meeting.
- C. Other scientific, professional, and business meetings of the Division may be called by the President with the concurrence of the Board of Directors.

## **ARTICLE VIII FINANCES**

- A. The assessment of any membership dues or special fees shall be recommended by a two-thirds (2/3) vote of the Board of Directors. Once so recommended, the proposed assessment shall be presented to the membership by ballot (as described in Article VI, Section D) for ratification. When increased costs of publication of the Journal of Clinical Child and Adolescent Psychology occur, such costs may be passed along to the members in the form of a dues increase without a vote of the membership.
- B. The Board of Directors, 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 Division funds 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 of 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 only that the total expenses for the year are not exceeded.
  - 3. Once a budget has been approved, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objectives of the Division may be authorized by a two-thirds (2/3) vote of the Board of Directors provided only that such expenditure will not require an increase in the approved assessment during the fiscal year in which it shall be made.

- D. The Treasurer is authorized to sign checks on behalf of the Division or to direct the disbursement of funds.
- E. 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 by the President and the Treasurer.
- F. In the event of the Division's dissolution, all unencumbered funds in the Division treasury at that time shall be turned over to APA.

## **ARTICLE IX AMENDMENTS**

- A. These Bylaws shall be amended only by mail, email ballot, or secure web-based ballot. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of three percent (3%) or twenty-five (25) Members, whichever is greater, presented to the Board of Directors. The proposed amendment shall be mailed, emailed, or delivered through a secure web-based ballot to each Member with a voting period of sixty (60) days. An affirmative vote of a majority of the votes cast shall be required to ratify the amendment which shall be effective immediately.

Approved 8/16/98

Amended by Vote of Members 8/15/00

Amended for grammar and to reflect name change for division and journal, 12/13/00

Articles V.C.5 and IX.A. amended by vote of membership in November 2005

Amended for grammar and to reflect acceptance of electronic voting for APA elections and added History Committee as a Standing Committee, April 2010