

BY-LAWS OF THE DIVISION OF EDUCATIONAL PSYCHOLOGY  
OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

Adopted September 1946

Revised September, 1948; March, 1953; September, 1959; September, 1962; August, 1968; March, 1972; September, 1975; April, 1978; August, 1983; August, 1985; August, 1987; August, 1988; August, 1989; August 1991; August 1994; August 1995; January 1996; February 1999, August 2008, August 2012; November, 2014; May, 2016.

**Article I. Name and Purposes**

**Section 1:** The name of this organization shall be the Division of Educational Psychology of the American Psychological Association.

**Section 2:** The purposes of this organization shall be to expand psychological knowledge and theory relevant to education, to extend the application of psychological knowledge and services to all aspects of education, to develop professional opportunities in educational psychology, to further the development of psychological theory through the study of educational processes, and to promote cooperation and joint action with others having similar or related purposes.

**Article II. Membership**

**Section 1:** Membership shall be of five classes: (a) Fellow, (b) Member, (c) Associate, (d) Student Affiliate, and (e) Affiliate. The first three of these classes correspond to these same classes in the American Psychological Association and have similar status. The fourth class, Student Affiliate is comprised of graduate students currently enrolled in a psychology-related academic program. The fifth class is composed of all those interested in Educational Psychology who are not Fellows, Members, Associates of the American Psychological Association or Students. This includes non-United States residents who are actively interested in Educational Psychology by training or profession. The designation "member," includes Fellows unless the contrary is indicated. Membership in each of the first three classes is restricted to those who have been elected to the corresponding class within the Association or to a higher class within the Association. Associates and Affiliates may not vote or hold office in the Division, but shall be entitled to all other rights and privileges of the Division not specifically denied them by these By-Laws.

Membership in the Division shall be open to all members of the Association who at the time of their application are actively interested in the field of educational psychology. Active interest may be evidenced by psychological service in the field of education, such as counseling, measurement, or diagnostic and remedial work; by teaching, administration, and research; or by such other activity as the Membership and Executive Committees consider indicative of significant interest in educational psychology.

**Section 2:** The Executive Committee can accept applicants at any of its Committee Meetings. At least one Member or Fellow of the Division must endorse applications for Member or Associate status in the Division, or for Student Affiliate status. Fellow applicants must be endorsed by at least two Fellows of the Division. The Membership Committee shall ascertain

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whether Associate and Member applicants are qualified for membership in the Division, and shall recommend the status or class of membership appropriate to each qualified applicant.

**Section 3:** Associates and Members of the American Psychological Association may join the Division at any time with a status identical with, or lower than that held in the Association, by paying Division dues assessments.

**Section 4:** An Associate in the Division who attains Member status in the Association may apply for Member Status in the Division. An Associate or Member of the Division who becomes a Fellow of the Association through nomination by some other Division may be nominated for Fellow status in the Division.

**Section 5:** Members of the Division who apply for Fellow status are evaluated by the Fellows Committee; majority approval of the committee is needed for recommendation. The Chair of the Fellows Committee forwards the recommendations of the committee to the Division 15 President; all Fellows of the Executive Committee vote on the candidates. The names of candidates who are approved by the majority of the Fellows on the Executive Committee will then be forwarded to APA for final approval. Upon receiving APA's approval of nominees, the Chair of the Fellows Committee shall notify each nominee of his or her election to Fellow status in the Division.

**Section 6:** A Member, Student Affiliate or Affiliate whose actions reflect sufficient discredit upon the Division may be dropped by not less than two-thirds vote of the members present and voting at any annual business meeting, following recommendations of the Executive Committee of the Division based on a thorough, impartial investigation and review of the case.

### Article III. Officers

**Section 1:** The Officers of the Division shall be a President, a President-Elect, a Vice President, a Past President, a Secretary, a Treasurer, a Treasurer-Elect, a Past-Treasurer, any Representatives of the Division on the Council of Representatives, as provided in Article IV of the By-Laws of the American Psychological Association, and two Members-at-Large to serve on the Divisional Executive Committee.

**Section 2:** The Officers named in this article shall be Members or Fellows of the Division.

**Section 3:** The term of office shall be: one year for the President; one year for the President-Elect; one year for the Vice President, one year for the Past President; one year for the Treasurer; one year for the Treasurer-Elect; one year for the Past-Treasurer; three years for the Secretary; three years, with staggered terms, for the Council Representatives; and three years, with staggered terms, for the Members-at-Large of the Executive Committee. The responsibilities of these offices are described below and are further elaborated in the Division 15 Policies and Procedures Manual.

**Section 4:** It shall be the duty of the President to preside at all meetings of the Division; to act as Chair of the Executive Committee; to appoint committees as they may be authorized or needed;

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to exercise supervision of the affairs of the Division with the approval of the Executive Committee; and to perform such other duties as are incidental to this office or as may be required of him or her by vote of the Executive Committee, and as defined further in the Policies and Procedures Manual. The President will also work closely with the President-Elect to prepare the person to assume the duties of the presidency. The President shall assign responsibility for communication with, and representation to the EC of, selected committees to the President-Elect, Past-President, and Vice President. The President-Elect, Past-President, and Vice President shall be responsible for timely consultation and communication with the President regarding all activities of the committees for which they are responsible.

**Section 5:** It shall be the duty of the President-Elect to serve as a member of the Executive Committee, appoint the Chair of the division Program Committee for the year of this person's presidential term, to perform the duties of the President in the event of the absence, incapacity, or death of the latter, and to fulfill all other responsibilities as defined in the Policies and Procedures Manual.

**Section 6:** The Past President shall be the most recently retired President and shall serve as a member of the Executive Committee, and shall also fulfill all other responsibilities as defined in the Policies and Procedures Manual.

**Section 7:** It shall be the duty of the Vice President to serve as a member of the Executive Committee and to fulfill all other responsibilities assigned by the President as defined in the Policies and Procedures Manual.

**Section 8:** It shall be the duty of the Secretary to keep the records of all meetings of the Division and to perform such other duties as are elsewhere indicated by the By-Laws or requested by the President, and as defined in the Policies and Procedures Manual.

**Section 9:** The duties of the Treasurer are as follows, as well as other duties as are elsewhere indicated by the By-Laws or requested by the President, and as defined in the Policies and Procedures Manual: Prepares financial reports for Div 15; Keeps track of fiscal records, compares against APA records; Attends all EC meetings for Div15; Makes recommendations concerning financial implications of Div15 decisions to the EC; Serves as voting member of EC; Arranges for Letters of Understanding, invoices, budgets, or other administrative records; Prepares draft budget for next year; Works with program chairs and grad student chairs on their budgets for APA; Oversees the tasks assigned to the Treasurer-Elect and Past-Treasurer; supports both as needed and maintains clear communication and coordination such that he/she can confidently approve and sign-off on their work as needed. Further, the Treasurer along with the Division President, is the fiscally-responsible agent for the Division. In addition, the current Treasurer is the only member of the Treasurer-Elect, Treasurer, and Past-Treasurer structure to have voting rights and travel support. Only the current Treasurer has financial decision making authority in relation to APA central.

**Section 10:** The duties of the Treasurer-Elect are as follows, as well as other duties as are elsewhere indicated by the By-Laws or requested by the President, and as defined in the Policies and Procedures Manual: Processes reimbursements and payments; Manages travel expenses;

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Deposits checks; Keeps running balance updated; Processes awards and grant payments; Consults with Treasurer and Past-Treasurer to prepare for the next two years work and to support this year's work as needed.

**Section 11:** The duties of the Past Treasurer are as follows, as well as other duties as are elsewhere indicated by the By-Laws or requested by the President, and as defined in the Policies and Procedures Manual: Prepares and submits annual taxes; Assists Treasurer and Treasurer-Elect in duties as needed; Provides historical context on financial issues to Div 15 EC members; Provides support for the Treasurer and Treasurer-Elect as needed; Consults with Treasurer and Treasurer-Elect to support this year's work as needed; Serves on the Div 15 Financial Planning Committee; Makes recommendations concerning financial implications of Div15 decisions to the EC.

**Section 12:** It shall be the duty of the Representative(s) to serve on the Council of the American Psychological Association as provided in Article III of its By-Laws. The number of allotted Council Representatives may change for any new year of Council business, depending upon apportionment balloting. The Executive Committee shall annually decide whether to nominate and elect any new Representative(s), and shall so direct the Nominations Committee. Once elected, any Representatives shall serve a three-year term. But if the allotment does not justify his or her being seated with Council, he or she shall assume full Council duties when a vacancy appears. Throughout his or her term, the Representative shall be a member of the Executive Committee. The person who receives the next highest number of votes in the election for Council Representative shall serve as Alternate Council Representative and is eligible to substitute for a Divisional Council Representative who is unable to attend a particular Meeting of Council.

**Section 13:** It shall be the duty of the Members-at-Large to attend and participate in all meetings of the Executive Committee and to perform such special duties as shall be assigned to them by the President or the Executive Committee.

### **Article IV. Executive Committee**

**Section 1:** The Executive Committee of the Division shall consist of the President, the President-Elect, the Vice President, the Past President, the Treasurer, the Secretary, the Representative(s) to the Council on Representatives of the Association, and the two Members-at-Large of the Executive Committee. The Division Editors are non-voting, ex officio members of the Executive Committee.

**Section 2:** The Executive Committee shall administer the affairs of the Division, performing the duties and fulfilling the requirements designated in these By-Laws. Actions of the Executive Committee affecting Divisional policy are subject to approval by the membership.

**Section 3:** The President shall call a meeting of the Executive Committee each year, prior to the annual business meeting, and may call such other meetings as may be needed during the year.

**Section 4:** The Executive Committee shall function as a standing committee on Division By-Laws and shall make recommendations to the Division on proposed amendments to the By-Laws. The actions of the Executive Committee are subject to approval by majority vote of the members present and voting at an annual business meeting, or by special mail ballot.

**Section 5:** A majority of the Executive Committee shall constitute a quorum.

**Section 6:** In the case of the death, resignation, or incapacity of a Divisional officer, excepting the President, President Elect, and Vice President, the Executive Committee shall by a majority vote appoint a successor to serve out the term of the vacancy. In the event of a vacancy in the office of President-Elect, a mail ballot shall be held as soon as possible to fill the vacancy.

### **Article V. Nominations and Elections**

**Section 1:** Each year a call for suggested nominees for officers to replace those whose terms will expire shall be issued to members of the Division by its Nomination Committee (see Policies and Procedures Manual). In this call for suggested nominees, the Nomination Committee of the Division will include: 1) a statement that only members of the Division are eligible for nomination for office, 2) a list of Division 15 past and current office holders, 3) a list of the members of the Division's current Nomination Committee, and 4) a form appropriate for members to use in submitting nominations to the Division's Nomination Committee. The names of the members submitting the nominations shall not be required or requested on the nomination form. All Members and Fellows of Division 15 are eligible for nomination to hold a given office in the Division except the following people: 1) the officer currently holding the same office for which the nomination is being invited, 2) members of the Division's current Nomination Committee, and 3) members nominated by the Nomination Committee on the same final slate for another Divisional office.

The Nomination Committee will present to the President of Division 15 a list of the nominations received from the Members of the Division. After discussing the nominations with the President, the Nomination Committee will select the final slate of no more than four nominees for each vacancy from among all the eligible nominees submitted for the respective vacancy by the divisional members. The basis for selecting the final slate of nominees shall be as follows: the one or two people who are most frequently nominated by the membership, who are eligible and willing to serve, shall be placed upon the ballot; in addition, the Nomination Committee may select other nominees, not to exceed a total of four nominees for any one office. These additional nominees may be chosen from among the remaining nominations by members or from among any of the members of Division 15 who are eligible and willing to serve.

The final slate of nominees for each vacancy will consist only of eligible members who are willing to serve if elected to office. The Nomination Committee is responsible for determining the eligibility and willingness to serve of each nominee before submitting the final slate of nominees to the Secretary of the Division.

The final slate of nominees is to be in the hands of the Divisional Secretary at least one week prior to the deadline for submitting nominations to the Central APA office. The Chair of the Nomination Committee will submit a written report of the Committee's activities to the Secretary of Division 15 no later than three weeks after the deadline for submitting a nomination to the Central APA office.

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**Section 2:** With one exception, officers shall assume office immediately following the close of the annual Divisional business meeting at which their election is announced and shall hold office until their successors are elected and assume office. A newly elected Council Representative, however, will assume office at the conclusion of the winter session of Council immediately following his or her election.

**Section 3:** Division 15 may offer online voting.

### Article VI. Meetings

**Section 1:** The Division of Educational Psychology shall hold an annual business meeting during the time of, and in the same locality as, the annual meetings of the American Psychological Association. The Executive Committee of the Division shall meet at least once per year in addition to the meetings it holds during the Annual meeting of APA and with additional meetings being held with the approval of a majority of the voting members of the Executive Committee.

**Section 2:** A mail ballot may be called for by action taken at the annual meeting, or for the transaction of interim business.

**Section 3:** In conjunction with the annual business meeting, other meetings shall be held for the discussion of professional matters, and for the presentation of scientific and professional papers. The program for such meetings shall be coordinated with the program of the American Psychological Association.

### Article VII. Committees

**Section 1:** The committees of the Division shall consist of the standing committees provided in these By-Laws and special committees such as may established by a vote of the Members or by the Executive Committee, or as appointed by the President. Committees shall serve for the term of the President unless otherwise specified. The President shall appoint the Chair of each committee unless otherwise specified in these By-Laws. The President will appoint members to each committee, as needed, to ensure its size and composition reflects the committee description in the Bylaws and P&P Manual. Each appointment of a Chair shall require approval by a two-thirds majority of the Executive Committee.

**Section 2:** The Fellows Committee shall consist of a Chair with Fellow status - and four Fellows of the Division, plus the President and Secretary, ex officio. If the ex officio members of the Fellows Committee are not Fellows of APA, then they will not serve and the President will appoint additional Fellows of the Division to make the Committee have seven members. The four Fellows Committee Members shall serve overlapping terms of three years each, with one appointed every other year by the presiding President. It shall be the duty of the Fellows Committee to examine the applications and credentials submitted, seeking additional information when necessary, and to make recommendations regarding each applicant to the Executive Committee in accordance with the requirements set forth in Article II of these By-Laws. It shall

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also be the duty of this Committee (a) to cause to be announced, each year, the final dates for the receipt of nominations for Fellow status in the Association, and for the receipt of applications from those Members of the Division desiring to be considered for such nominations; (b) to conduct such additional canvass as may seem wise to secure names of Members of the Division who should be considered for such nomination; (c) to ensure that the names proposed receive the fullest practicable consideration within the Division; (d) to submit to the Executive Committee names of all Members of the Division who meet the qualifications for Fellow Status as set forth by a majority vote of the Fellows Committee; and (e) to forward to the Executive Committee evidence that each member recommended has met the minimum qualifications of Fellows in the Association and to recommend to the Executive Committee those found to be qualified for Fellow Status in the Division.

**Section 3:** The Nomination Committee shall consist of two members of the Division designated by the President, and the Past-President who serves in the role of Chair. It shall be the duty of this committee to cooperate with the Election Committee of the American Psychological Association.

**Section 4:** The Program Committee shall consist of the President, the President-Elect, the Secretary of the Division, ex-officio, one or two program chairs, and the program chair(s) from the previous year. The President will designate the chair or co-chairs at the beginning of his or her term. It shall be the duty of the Program Committee to make arrangement for the annual meeting and program of the Division in accordance with Article VI of these By-laws. This Committee also organizes the Executive Committee meeting at AERA. The Chair(s) of this committee shall represent the Division in its cooperation with the Program Committee of the American Psychological Association.

**Section 5:** The Career Achievement Award for Distinguished Psychological Contributions to Education Award Committee shall consist of six Fellows of the Division, serving three-year terms.

**Section 6:** The Richard E. Snow Award for Early Contributions in Educational Psychology Committee shall consist of a Chair and four members of the Division including at least one Fellow. Each member will serve a three-year term. The Chair of the committee will serve a three-year term and can be re-appointed for a second three-year term.

**Section 7:** The Dissertation Awards Committee shall consist of a Chair and six members of the Division including at least three Fellows. Each member will serve a three-year term. The Chair will serve a three-year term and can be re-appointed for a second three-year term.

**Section 8:** The Publications Committee shall consist of a Chair with Fellow status, two additional Fellows of the Division appointed for three-year terms, and two additional members. The terms of the Fellows shall be staggered; each member may be re-appointed once. In addition, the President, President-Elect, Vice President, and Past-President shall serve on the Committee as ex-officio members. No person may serve concurrently as a voting member of the Publications Committee and as an Editor of any publication sponsored by the Division. The

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Publications Committee is responsible to the Executive Committee for the supervision of all publications sponsored by the Division, including journals, newsletters, books, monographs, pamphlets, and so forth. This committee shall advise the President with regard to appointments of Editors for divisional journals and newsletters and on business aspects of the various publications. The Committee will make recommendations to the Executive Committee regarding (a) proposals for new publications, (b) financial and operating procedures for existing and proposed publications, and (c) editorial policy for the various publications.

**Section 9:** The Graduate Student Affairs Committee shall consist of a Chair or two Co-chairs and two members of the Division. The Chairs or Co-chairs and each member shall serve a three-year term. It shall be the duty of this committee to conduct a graduate student seminar each year to run in conjunction with the APA meeting.

**Section 10:** The Membership Committee shall consist of a Chair and two to three additional members of the Division, each appointed to a three-year term by the President. The committee shall work with APA membership services, which has been contracted to handle all membership requests, to monitor and coordinate the process as needed. In addition, the committee is charged to proactively solicit members and affiliates for the division by devising action plans on an annual basis, by serving as a liaison with other divisions within APA to share ideas, and by providing appropriate announcements in the division Newsletter and electronic sources. The committee is responsible for maintaining and updating the division information brochures. (See more specific information in Policies and Procedures Manual).

**Section 11:** The Division 15 International Committee shall consist of a Chair and members from different places in the world as well as student members. The Chair and the President shall determine committee size. Each member serves a three-year term but reappointments are possible.

**Section 12:** The Finance Committee shall consist of the current Past-Treasurer for one-year term, a former President for a three-year term, and two additional members appointed by the President with staggered terms up to three years.

**Section 13:** New standing and special committees may be appointed by the President on recommendation of the membership at the annual business meeting, or at the instruction of the Executive Committee, or at the President's discretion for the conduct of interim business.

## Article VIII. Finances

**Section 1:** The membership dues, as determined by the Council of Representatives, are paid to the Division by the APA out of the members' annual Association dues. Any special assessment shall be recommended by the Executive Committee to the membership at any annual business meeting or by mail. Such recommendations should include both the amount and the duration of the assessment. Action on the recommendations shall be decided by a two-thirds majority vote at a business meeting or by mail ballot of the Division, whichever the Executive Committee chooses by a two-thirds majority vote.



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**Section 2:** The President shall prepare at least once a year a budget plan for the division and submit it to the Executive Committee. The budget plan must be approved by the majority of Executive Committee members.

### **Article IX. Amendments**

Amendments to these By-Laws may be adopted at any annual business meeting of the Division by not less than two-thirds vote of the eligible members present and voting, or by a similar vote by electronic ballot of members, provided the proposed amendments have been presented and read at the preceding annual business meeting, or provided that they have been mailed by electronic means to each member of the Division or of the Association not less than one month prior to the final vote on the proposed amendment, with a reminder sent two weeks before the final due date.