

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; December, 2020; April 2023.

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.

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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 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 of any status may have their membership terminated for ethical violations, criminal complaints, civil complaints, or other actions exposing the Division to legal liability, as determined by a two-thirds confidential vote of the Executive Committee following a thorough, impartial, and confidential investigation and review of the case. An individual in consideration for membership termination will be notified of the accusations warranting expulsion, and provided the opportunity to respond prior to a final Executive Committee vote. Any individual with a conflict of interest cannot be involved in the termination, and thus must recuse themselves from the investigation and vote for membership termination.

Article III. Officers

Section 1: The Officers of the Division shall be a President, a President-Elect, a Past President, a Secretary, a 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.

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-

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Elect; one year for the Past President; three years for the 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; 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, and Past-President. The President-Elect and Past-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 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 8: It shall be the duty of the Treasurer to assume responsibilities for budgetary concerns of the Division and to perform such other duties as are elsewhere indicated by the Bylaws or requested by the President, and as defined in the Policies and Procedures Manual.

Section 9: 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

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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. Should an Alternate Council Representative be needed for a specific meeting this role can be filled by a) any member of the Executive Committee who is also a Member or Fellow of APA or b) a previous Division 15 Representative to Council at the request of the Executive Committee. The Alternative Council Representative is eligible to substitute for a Divisional Council Representative who is unable to attend a particular Meeting of Council.

Section 10: 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.

Section 11: In cases where any Division Officer fails to perform the specified duties of the office as evaluated by a member of the Executive Committee, that member shall notify the Officer in writing stating the concerns and expectations for remedying the situation. If the Officer continues to fail in the performance of duty, the member shall then submit to the President a written statement and documentation concerning the failure of performance with a recommendation for removal of office. The President shall then contact the Officer in question requesting a written response to this recommendation within thirty days. Upon receipt of this response or after a period of thirty days, the President shall convene a confidential meeting of the Executive Committee, excluding the Officer in question and the member who made the initial charge, to review the documentation. A majority vote of the Executive Committee, excluding the Officer in question and the member who made the initial charge, shall be required for removal from office. If the Officer in question is the President, then the point of contact for the member of the executive committee shall be the Past President.

Section 12: In the case of the death, resignation, or incapacity of a Divisional officer, excepting the President and President Elect, 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, special election shall be held as soon as possible to fill the vacancy.

Article IV. Executive Committee

Section 1: The Executive Committee of the Division shall consist of the President, the President-Elect, 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.

Section 2: The Executive Committee shall administer the affairs of the Division, performing the duties and fulfilling the requirements designated in these By-Laws.

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 Executive Committee's recommendations for bylaws revisions are subject to approval by a two-thirds vote of the members present and voting at an annual business meeting, or by special ballot.

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

Article V. Elections and Voting

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

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Secretary of Division 15 no later than three weeks after the deadline for submitting a nomination to the Central APA office.

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: 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 or Policy and Procedures Manual and ad hoc committees may established by the President. 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 Policy and Procedures Manual. Each appointment of a Chair shall require approval by a 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.

Section 3: The Nomination Committee shall consist of two members of the Division designated

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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.

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. The Chair of the committee will serve a three-year term and can be re-appointed for a second three-year term.

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 for a concurrent term but may return to the committee after a three-year break. In addition, the President, President-Elect, 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.

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.

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.

Section 11: 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.

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Section 12: Committees shall be added to these bylaws by a vote of the membership pursuant to Article IX at the recommendation of the Executive Committee and President. To be suggested for inclusion in these bylaws the committee must have existed for a minimum of 10 years as a standing committee included in the Policy and Procedures Manual.

Article VIII. Finances

Section 1: The membership dues are determined a majority vote of the Executive Committee.

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. Editorial changes such as corrections of spelling errors, grammatical errors, or numbering of articles and sections that do not affect the meaning or intent of these bylaws may be made pending a majority vote of the Executive Committee.