

BY-LAWS OF THE AMERICAN PSYCHOLOGY-LAW SOCIETY, DIVISION 41 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

Article I: Name and Purpose

1. The name of this organization shall be: The American Psychology-Law Society (Society)/Division 41 of the American Psychological Association (Association).
2. The purposes of the Society shall be to:
 - a. Advance the contributions of psychology to the understanding of law and legal institutions through basic and applied research;
 - b. Promote the education of psychologists in matters of law and the education of legal personnel in matters of psychology, including the appropriate use of psychologists in the legal system; and
 - c. Inform the psychological and legal communities and the general public of current research, educational, and service activities in the field of psychology and law.

Article II: Membership

1. There shall be eight categories of members in the Society:
 - a. Full Members shall be those with doctorate degrees in Psychology who join both the Association and the Society.
 - b. Associates shall be those with master's degrees in Psychology who join both the Association and the Society. Associates are eligible to vote after 5 consecutive years of Association membership (referred to as Five-Year Voting Associates).
 - c. Fellows shall be Full Members who have been granted Fellow Status by the Association and Society.
 - d. Full Affiliates shall be those with terminal degrees who join the Society but do not join the Association.
 - e. Distinguished Members shall be Full Affiliates who have been granted Distinguished Member status by the Society.
 - f. International Affiliates shall be Full Affiliates who join the Society and reside outside the United States.
 - g. Student Affiliates shall be undergraduate or graduate students who join the Society.
 - h. High School Teacher Affiliates of the Association who wish to join the Society may do so as High School Teacher Affiliates of the Society.
2. Members from all eight categories of membership are eligible to serve on Society committees.

3. Full Members nominated for Fellow in the Society must provide evidence of unusual and outstanding contributions in the area of psychology and law. All candidates for Fellow must be endorsed by at least two Fellows of the Society. In addition, all candidates for Fellow must meet the requirements of the by-laws of the Association. Full Affiliates nominated for Distinguished Member in the Society must provide evidence of unusual and outstanding contributions in the area of psychology and law. All candidates for Distinguished Member must be endorsed by at least two Fellows or Distinguished Members of the Society.
4. Minimum membership dues are set by vote of the Executive Committee and may be imposed on all members. Non-payment of dues for two consecutive years shall be considered as equivalent to resignation from the Society.

Article III: Officers

1. The officers of the Society shall consist of a President, a President-Elect, an Immediate Past-President, a Secretary, a Treasurer, three Members-at-Large, Division Representatives to the Council of Representatives of the Association (in numbers permitted by the Association), and a Student Section Committee Chair. Each shall perform the usual duties of the respective office and specific duties provided elsewhere in these By-Laws or assigned by the Executive Committee (see article IV, section 2 of these By-Laws).

- a. President:

The President shall be the principal officer of the Society and shall in general supervise all of the business and affairs of the Society. The President shall preside at all meetings of the membership and of the Executive Committee and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Committee. The President shall be elected for a three-year term, serving the first year as President-Elect, the second year as President, and the third year as Immediate Past-President. Full Members and Full Affiliates are eligible to serve as President. Full Members and Full Affiliates, and Five-Year Voting Associates are eligible to vote in the election of President.

In the absence of the President or in the event of the President's inability to act, the President-Elect shall perform the duties of the President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as from time to time may be assigned by the President or by the Executive Committee.

- b. Treasurer:

The Treasurer shall have charge and custody of and be responsible for all funds of the Society, receive and give receipts for monies due and payable to the Society, deposit all such monies in the name of the Society in such banks or other depositories as shall

be selected by the Executive Committee, prepare an annual financial report and a budget for the upcoming year for the Society, and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Executive Committee. The Treasurer shall serve for a five-year term of office, this term being staggered with the term of the Secretary in such a manner as to provide continuity for the Executive Committee and the Society.

Nothing in this Section shall be construed to bar collection by the Association or any other entity designated by majority vote of the Executive Committee of funds due and payable to the Society. When such collection occurs, the Treasurer shall have charge of ensuring ultimate deposit of such funds in the accounts of the Society and maintaining appropriate accounting of their receipt. Full Members and Full Affiliates are eligible to serve as Treasurer. Full Members, Full Affiliates, and Five-Year Voting Associates are eligible to vote in the election of Treasurer.

c. Secretary:

The Secretary shall keep the minutes of the meetings of the Executive Committee, be the custodian of the Society records, secure and review evidence concerning the qualifications of all candidates for membership or changes in membership status in the Society, maintain an annually-updated membership list, disseminate information regarding the Society's activities to the membership, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Executive Committee. The Secretary shall submit a budget for necessary operating expenses to the Executive Committee for approval, and shall have the authority to hire an Administrative Assistant according to the amount approved for such expenses. The Secretary shall serve for a three-year term of office, this term being staggered with the term of the Treasurer in such a manner as to provide continuity for the Executive Committee and the Society. Full Members and Full Affiliates are eligible to serve as Secretary. Full Members, Full Affiliates, and Five-Year Voting Associates are eligible to vote in the election of Secretary.

d. Members-at-Large:

One Member-at-Large shall be responsible for working with individuals involved in preparing and developing the Society's annual conference. One Member-at-Large shall be responsible for representing the needs of Early Career Professionals. One Member-at-Large shall be responsible for working with the Society's Student Section. Members-at-Large may also take on other duties as assigned by the President, in consultation with the Executive Committee. Members-at-Large shall be elected by Society membership and shall serve terms of three years, these terms being staggered so that one Member-at-Large is elected each year. Full Members and Full Affiliates are eligible to serve as Members-at-Large. Full Members, Full Affiliates and Five-Year Voting Associates are eligible to vote in the election of Members-at-Large.

2. There shall be Divisional Representatives to the Council of Representatives (Council) of the Association in numbers permitted by the Association. Representatives shall be elected for a three-year term of office. In the event that there is more than one Divisional Representative allotted by the Association, their terms will be staggered in such a manner as to provide continuity in representation to the Council. Full Members are eligible to serve as Divisional Representatives. Full Members and Five-Year Voting Associates are eligible to vote in the election of Division Representatives.
3. The Student Section Chair is elected by the Student Affiliates in accordance with procedures set in the Student Section By-Laws.

Article IV: Committees

1. The Committees of the Society shall consist of standing committees as provided by the By-Laws. The President, in consultation with the Executive Committee, may establish ad hoc committees and task forces to carry out the business of the Society. No committee or task force shall have the authority of the Executive Committee in reference to amending, altering, or repealing the By-Laws; electing, appointing, or removing any officer of the Society; or amending or repealing any resolution of the Executive Committee; nor shall the appointment of any such committee and the delegation thereto of authority relieve the Executive Committee or any individual Executive Committee member of any responsibility imposed upon it by these By-Laws. In accordance with Article V, Section 7, of the By-Laws of the Association, all committees shall be subject to a review by the Association's Board of Directors.
2. Executive Committee:
 - a. There shall be an Executive Committee of the Society, consisting of the President, the President-Elect, the Immediate Past-President, the Secretary, the Treasurer, the Divisional Representatives to the Council, three Members-at-Large, the newsletter editor, web page editor, the editor of the Society's journal, the book series editor, and the chair of the Student Section Committee of the Society. The newsletter editor, the editor of the Society's journal, the web page editor, and the book series editor are non-voting, ex-officio members of the Executive Committee. Any vacancy occurring in the Executive Committee shall be filled by the affirmative vote of a majority of the remaining members, even if less than a quorum (see this article, section 2b) of the Executive Committee, provided that the position is not filled by the Immediate Past-President, Immediate Past-Secretary, or Immediate Past-Treasurer of the Society. An officer elected to fill a vacancy on the Executive Committee shall be elected for the unexpired term of the predecessor in that office.
 - b. For voting purposes, a quorum shall consist of more than 50% of the voting members of the Executive Committee.

- c. The Executive Committee shall set and amend Society policy by majority vote of a quorum. The voting for such matters shall be conducted at an annual meeting or by electronic or mail ballot, as decided by the Executive Committee.
- d. The Executive Committee shall meet at least twice annually at the Association's annual convention and the Society's annual conference. Other meetings may be held on the call of the President, by consensus of the Secretary and Treasurer, or by consensus of a simple majority of the Executive Committee. All outgoing and incoming members of the Executive Committee should be present at the annual meeting of the Executive Committee (held in conjunction with the Association's annual convention). With the consideration of new business, the President-Elect shall assume the office of President and the incoming Executive Committee shall take office. All members of the Executive Committee should also be present for the annual meeting of the Executive Committee held in conjunction with the Society's annual conference.
- e. Executive Committee members, other than the journal editor and book series editor, shall not be paid for their services to the Society. Executive Committee members will be reimbursed for travel to Society executive meetings according to the reimbursement policies then in effect. For good cause shown, and with the prior approval of the President, an Executive Committee member shall be considered present at a meeting, and eligible to vote, if participating by conference call or other remote means.

3. Fellows Committee:

The Committee on Fellows shall include three Fellows of the Division appointed by the President. The Fellows Committee shall review all nominations for Fellow and Distinguished Member status, collect and consider such supporting materials as necessary, and recommend nominees for Fellow and Distinguished Member status.

4. Nomination and Awards Committee:

The Nomination and Awards Committee shall consist of the Immediate Past-President as Chairperson, the current President, and three other non-Executive Committee members appointed by the President.

- a. The Nomination and Awards Committee shall nominate at least two persons for each office for which election is being held, taking care to assure broad representation in the administration of the Society. In addition, any Member, Member-at-large, or Fellow of the Society who gains the support of 25 members of the Society on a petition for nomination shall be nominated for the office. Membership of the Society shall be reminded of this option in a

timely manner, 60 days prior to the holding of elections. The Nomination and Awards Committee shall ascertain whether Members, Members-at-large, or Fellows so nominated meet requirements for office as specified in the By-Laws and are willing to serve if elected. The Nomination and Awards Committee shall also nominate, in consultation with the Publications and Communications Committee, candidates to assume editorial duties of Society publications as openings occur.

- b. The Nomination and Awards Committee shall present nominations for any awards offered by the Society to the Executive Committee, which will select recipients of these awards by a majority vote.

5. Conference Advisory Committee:

The Conference Advisory Committee shall consist of a chair and members appointed by the President. The Conference Advisory Committee will advise the President on the appointment of individual conference chairs and/or co-chairs and will assist the conference co-chairs with the planning of Society conferences.

6. Student Section Committee:

- a. This Student Section Committee shall work to further the participation of students in the activities of the Society, promote and support psycholegal research and practice efforts of students, enhance communication between students interested in the interface of psychology and law, and assist in the professional development of students in careers involving psychology and law.
- b. Officers of the Student Section Committee of the Society shall be elected according to the provisions for such elections established in the Student Section By-Laws, such guidelines and any modifications thereto subject to the approval of the Executive Committee. The Chair of the Student Section Committee shall participate in the Executive Committee of the Society as an ex-officio, voting member.
- c. The Student Section Committee shall be appropriated a budget to further its prescribed activities. The Student Section Committee shall prepare an annual budget for review, revision, and approval by the Executive Committee at its annual meeting. The Student Section Committee also shall submit, at the annual meeting, a formal written accounting of the past year's expenditures in light of the established budget for the previous year.

7. Publications and Communications Committee:

There shall be a Publications and Communications Committee that shall include the editor of the Society's journal, *Law and Human Behavior* (Chair), the editors of

other Society journals, the editor of the Society newsletter, the editor of the Society web page, and the editor of the Society book series. This committee shall: be responsible for publication of the Society's newsletter, journal, and book series; advise the Nominations and Awards Committee on candidates to assume editorial duties of Society publications as openings occur; oversee such journals, newsletters, books, book series, pamphlets, and other materials as will inform the psychological and legal communities and the public about research and practice in the area of law and psychology; and make recommendations to the Executive Committee to ensure that the membership receives all communication and information relevant to Society affairs to the maximum extent feasible.

Article V: Activities

1. There shall be an annual Society conference and presenting scientific papers and discussing professional matters in the field of the Society's interest. In addition, the Society will prepare programming as Division 41 for the annual Association convention.
2. The Society shall publish a newsletter and web page for purposes of coordinating and disseminating news relevant to the membership of the Society and for conducting Society business.
 - a. As a part of its mandate, the newsletter or web page shall publish the minutes of each Executive Committee meeting, the annual budget for the Society, announcements of the petition process as outlined in Article IV, Section 4(a) of these By-Laws, and final nominations for Society offices.
 - b. The editors of the newsletter and web page shall be nominated by the Nominations and Awards Committee, in consultation with the Publications and Communications Committee, such appointment subject to the approval of the Executive Committee. The editors shall be appointed to three-year terms and shall serve as ex-officio, non-voting members of the Executive Committee. By mutual consent of the newsletter editor or web page editor and the Executive Committee, the appointments may be extended for one additional three-year term, for a maximum of six years.
3. The Society shall publish a journal with the goal of disseminating results of research and scholarly writing in the area of psychology and law. The Editor of the Journal shall be nominated by the Nominations and Awards Committee, in consultation with the Publications and Communications Committee and the (Outgoing) Editor. The Nominations and Awards Committee shall provide a list of two or three eligible candidates to the Executive Committee for consideration. The appointment of Incoming Editor is subject to the approval of the Executive Committee and shall be made at least 18 months prior to the end of the Editor's term. Beginning in January of the (outgoing) Editor's final year, the appointed candidate serves as Incoming Editor for a one-year period. The Incoming Editor may appoint Incoming Associate

Editors. The Incoming Editor receives all new submissions and is mentored by the Editor. Following the one-year term as Incoming Editor, the Editor serves a six - year term. In the last of this six-year term, the Editor serves as mentor to the new Incoming Editor. The Editor assumes all Editor responsibilities during the six-year term. The Editor's term is non-renewable but may be extended for up to two-years by vote of the Executive Committee. The extension should occur only under extenuating circumstances. The Editor may resign early through written notification to the President or may apply to the Executive Committee for a leave-of-absence. The Editor's responsibilities include appointing the Associate Editors, Editorial Board, and Ad-Hoc Reviewers, soliciting manuscripts, managing the peer-review and publication processes, serving as a liaison with the publisher, reporting to the Executive Committee, representing the journal to all constituencies, and coordinating all other journal operations. The Editor takes a lead role in publication contract negotiations that occur during the Editor's term (all contracts must be approved by the Executive Committee, however). The Editor manages the journal's Editorial Budget and in so doing gives consideration to the needs of the Associate Editors and Incoming Editor. The Editor shall serve as an ex-officio, non-voting member of the Executive Committee. In the year in which there is both an Incoming and Outgoing Editor, the Outgoing Editor serves as the ex-officio, non-voting member of the Executive Committee.

4. The Society shall publish a book series with the goal of disseminating results of research and scholarly writing in the area of psychology and law. The editor of the book series shall be nominated by the Nominations and Awards Committee, in consultation with the Publications and Communications Committee, such appointment subject to the approval of the Executive Committee. The Editor shall be appointed for a five-year term and shall serve as an ex-officio member of the Executive Committee. By mutual consent of the book series Editor and the Executive Committee, the appointment may be extended for an additional five year term, for a maximum of ten years.

Article VI: Amendments

1. Amendments to these By-Laws may be proposed by a majority vote of the Executive Committee or by a majority vote of the membership present at any annual meeting. Ratification of the amendment proposed requires a two-thirds majority of those of the membership voting by electronic or mail ballot, or by a two-thirds vote of those members attending any annual meeting. In either case, notice of the vote on the proposed By-Law Amendment must be advertised in at least one issue of the Society newsletter distributed prior to the annual meeting at which the vote on the proposed By-Law Amendment occurs.
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