

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 five 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 and Voting Members of the Executive Committee

1. The officers of the Society and voting members of the Executive Committee 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 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, 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 oversee Research, Teaching, and Practice committees, which include: Research, Grants-in-Aid, Interdisciplinary Grants, Conference Advisory, Scientific Review Papers, Teaching, Training and Careers, Practice, and Continuing Education. One Member-at-Large shall be responsible for representing the Special Interest committees, which include: Minority Affairs, Early Career Professionals, Professional Development of Women, Student, Corrections, and Legal Scholars. One Member-at-Large shall be responsible for managing the Administration, Awards, and Communication committees, which include: Governance, Finance, Book Award, Dissertation Award, Nomination and Awards, Fellow, Social Media, Publications and Communications, and the Undergraduate Paper Award. 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. In the event that a Member-at-Large is unable to complete his/her term, the

President may appoint, with consultation of the Executive Committee, a member to complete the unexpired term of the predecessor in that office.

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. In the event that a Divisional Representative is unable to complete his/her term, the President may appoint, with consultation of the Executive Committee, a member to complete the unexpired term of the predecessor in that office.

3. The Student Committee Chair is elected by the Student Affiliates in accordance with procedures set in the Student Committee 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 or to accomplish particular tasks. 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 Representative(s) to the Council, three Members-at-Large, the newsletter editor, web page editor, the editors of the Society's journals, the book series editor, and the chair of the Student Committee of the Society. The newsletter editor, the editor of the Society's journals, the web page editor, and the book series editor are non-voting, ex-officio members of the Executive Committee. All chairs of Society committees are invited to attend Executive Committee meetings. Any vacancy occurring in the Executive Committee shall be filled by an appointment of the President, in consultation with the Executive Committee, to fill the unexpired term of the predecessor in that office.

b. In the conduct of Society business, the Executive Committee shall follow the procedural rules of Keesey's Modern Parliamentary Procedure.

c. For voting purposes, a quorum shall consist of more than 50% of the voting members of the Executive Committee.

d. The Executive Committee shall set and amend Society policy by majority vote of a quorum. Because the Association is organized under the laws of the District of Columbia, the Association and its divisions, including the Society, cannot make decisions in settings other than those in which all of the board members (or Executive Committee members) can hear one another speak on the topic to be decided. As such, Society business should be carried out using face-to-face, telephone, or web-based meetings whenever possible. If the Society conducts a vote over email, unanimous approval is required; unanimous approval means that every eligible voting member must respond and everyone must agree.

e. 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.

f. Executive Committee members, other than the journal editors 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 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 two persons for each office for which election is being held, taking care to ensure 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 is responsible for helping plan and administer an annual conference. Committee membership consists of (but is not limited to) past and present conference co-chairs.

6. Student Committee:

a. The Student 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 Committee of the Society shall be elected according to the provisions for such elections established in the Student By-Laws, such guidelines and any modifications thereto subject to the approval of the Executive Committee. The Chair of the Student Committee shall participate in the Executive Committee of the Society as an ex-officio, voting member.

c. The Student Committee shall be appropriated a budget to further its prescribed activities. The Student Committee shall prepare an annual budget for review, revision, and approval by the Executive Committee at its annual meeting. The Student 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:

The Publications and Communications Committee should include: the editor of *Law and Human Behavior* (Chair), the editors of other journals published by the Society, 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, journals, 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.

8. Book Awards Committee:

The Book Awards Committee is responsible to consider, on an annual, rotating basis, either authored or edited books published during the preceding two years that have been nominated to receive the AP-LS Book Award. Nominations may be made by anyone, and self-nominations are encouraged. The award is given to the author(s) or editor(s) of a book that makes an outstanding contribution to the field of law and psychology (broadly defined). The winner of the award receives an award plaque and is invited to deliver an address at the AP-LS annual conference. Committee members review the nominations received and the books nominated, and determine the winner(s) of the award.

9. Continuing Education Committee:

The Continuing Education (CE) Committee is responsible for planning workshops that are the primary vehicle for the American Psychology-Law Society's vision of translation of knowledge into practice. Through CE workshops, AP-LS conference participants receive in-depth exposure to important developments and innovations in psychology-law and skills training that they can use in practice and/or can pass along to students and colleagues. The society's core values of knowledge and application based on methods of science, outstanding service to its members and society, and continual pursuit of excellence are the driving force behind the CE workshops on psychology-law presented to our members.

10. Corrections Committee:

The Corrections Committee is responsible for increasing the presence of correctional practice and research within the Society. To this end, the committee: (1) invites distinguished practitioners and researchers to deliver addresses on topical issues at the annual AP-LS conference, (2) co-sponsors an outstanding student research in corrections award with the AP-LS Student Committee, (3) sponsors practitioner-oriented panels for the APA conference, and (4) offers networking opportunities for researchers and practitioners who do work relevant to corrections.

11. Early Career Professionals Committee:

The Early Career Professionals (ECP) Committee is responsible for: (1) developing and maintaining programs that address needs typically encountered by ECPs; (2) working with other AP-LS committees in pursuing agendas of relevance to ECPs; and (3) acting as a liaison to the APA Committee on Early Career Psychologists. A primary responsibility of the AP-LS ECP Committee is to oversee the peer-reviewed ECP Grants-in-Aid program. The ECP Committee also hosts workshops or other skills-advancing events at the annual AP-LS conference, and facilitates social and networking events at the annual AP-LS and APA conferences.

12. Dissertation Awards Committee:

The Dissertation Award Committee is responsible for selecting each year's top dissertations. Committee members review submitted dissertations and rate them based on four criteria: originality, quality, contribution, and presentation. At each annual conference, the first-, second- and third-place award winners are invited to present their research.

13. Finance Committee:

The Finance Committee is responsible for advising on both the long-term investments and the annual budget. The committee advises the EC on the recruitment and retention of an investment firm to handle APLS investments; monitors the performance of the investment firm; and serves as a liaison between the investment firm and the EC.

14. Governance Committee:

The Governance Committee is responsible for continually assessing organizational alignment and improve efficiency and effectiveness of the governance structure and operations. Its membership consists of one Member-at-Large tasked with Administration, Awards, and Communications, two additional full members of the society, and one student member.

15. Grants-in-Aid Committee:

The Grants in Aid Committee is responsible for encouraging research across a range of psycholegal research topics. The committee consists of psychological professionals across various backgrounds. Committee members are employed across both academic and non-academic settings in order to promote research in underdeveloped areas of basic and applied research.

16. Interdisciplinary Grants Committee:

The Interdisciplinary Grant Committee is responsible for providing seed money to fund research that connects psychology and law (taken together) with other disciplines that is likely to lead to larger funding opportunities. Committee membership varies depending on the expertise needed to evaluate the grants submitted.

17. Legal Scholars Committee:

The Legal Scholars Committee is responsible for promoting the recruitment and retention of legal scholars in the society, and including legal scholars in conference programs.

18. Minority Affairs Committee:

The Minority Affairs Committee is responsible for facilitating activities and developing opportunities within the Society that embrace, respect and value diversity. The committee is dedicated to the recruitment and retention of culturally and linguistically diverse students into psychology and law related doctoral programs, and faculty into psychology and law related academic and professional positions. The committee is comprised of individuals representing a diversity of backgrounds and

expertise in the field (e.g., academicians, researchers, clinicians, practitioners, graduate and doctoral students).

19. Practice Committee:

The Practice Committee is responsible for providing guidance to the Executive Committee, editors, and committee chairs concerning broad issues about practice, such as national and international trends affecting the psychology-law practice and the development and dissemination of information that is useful for psychology-law practitioners.

20. Professional Development of Women Committee:

The Professional Development of Women Committee is responsible for promoting the professional development of women, particularly during early to later career transitions. In keeping with the APA's Committee on Women in Psychology, the committee intends to ensure that women in all their diversity achieve equality within the psychological community and in the larger society, nationally and globally in order that all human resources are fully actualized. By identifying and addressing potential obstacles to career advancement, the committee hopes to promote better representation of women at top levels of academic and professional rank (full professors; diplomates) and greater recognition of women's achievement in APLS and AAFP.

21. Research Committee:

The Research Committee is responsible for providing guidance to the Executive Committee, editors, and committee chairs concerning broad issues about research, such as the promotion of research funding for psychology-law issues, national and international research trends, ethics in research, evidence-based approaches to practice and policy, and mentoring in research.

22. Scientific Paper Review Committee:

The Scientific Paper Review Committee is responsible for overseeing the process by which scientific review papers (or white papers) are prepared, reviewed and approved. Only topics that are approved by the Executive Committee of AP-LS will be considered for a white paper. The committee chair is responsible for appointing the lead author, working with the lead author, and approving additional members of the writing group. The committee chair will ensure that the process involves extensive opportunities for wide input from AP-LS members, which will normally include postings of a draft for AP-LS member comments, presentation of the paper at an AP-LS annual conference meeting, and targeted reviews by experts solicited by the committee chair in consultation with the Executive Committee of AP-LS. The manuscript will be submitted to Law and Human Behavior for publication and requires approval of the Executive Committee of AP-LS before it becomes an official scientific review paper of AP-LS.

23. Social Media Committee:

The Social Media Committee is responsible for investigating the appropriateness of various social media outlets for an AP-LS presence, making recommendations to the Executive Committee for establishing appropriate presences, and launching and maintaining the social media outlets. The Social Media Committee also coordinates with the Student Committee.

24. Teaching, Training, and Careers:

The Teaching, Training and Careers Committee is responsible for helping further the careers of junior- and senior-level professionals in the field of psychology and law. The Committee focus is broad, targeting professionals at teaching institutions to those at research intensive universities and private companies to clinicians in forensic practice. The committee has developed several helpful guides for prospective and current students, and also promoted the teaching of psychology and law by sponsoring several annual awards, and by collecting and disseminating sample syllabi and other teaching materials.

25. Undergraduate Paper Award:

The Undergraduate Paper Award Committee is responsible for coordinating yearly recognition for high-quality mentored undergraduate research in psychology and the law. The committee is composed of faculty members from different areas of psychology and the law who advertise the award, review submissions, and make award decisions.

Article V: Activities

1. There shall be an annual Society conference at which scientific papers shall be presented and professional matters in the field of the Society's interest shall be discussed. In addition, the Society will prepare programming as Division 41 for the annual Association convention.

2. The Society shall publish a newsletter and maintain a web page for purposes of coordinating and disseminating news relevant to the membership of the Society.

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 journals with the goal of disseminating results of research and scholarly writing in the area of psychology and law. The Editor of a 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 an Incoming Editor is subject to the approval of the Executive Committee and shall be made at least 18 months prior to the end of an Editor's term. Beginning in January of an (outgoing) Editor's final year, the appointed candidate serves as an Incoming Editor for a one-year period. An Incoming Editor may appoint Incoming Associate Editors. An Incoming Editor receives all new submissions and is mentored by the Editor.

Following the one-year term as an Incoming Editor, an Editor serves a six -year term. In the last of this six-year term, an Editor serves as a mentor to the new Incoming Editor. An Editor assumes all Editor responsibilities during the six-year term. An Editor's term is non-renewable but may be extended for up to two-years by majority vote of the Executive Committee. The extension should occur only under extenuating circumstances. An Editor may resign early through written notification to the President or may apply to the Executive Committee for a leave-of-absence. An 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. An 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). An Editor manages the journal's Editorial Budget and in so doing gives consideration to the needs of the Associate Editors and Incoming Editor. Editors shall serve as ex-officio, non-voting members 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 a non-voting, 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 proposed amendment requires a two-thirds majority of those of the membership voting, 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 published and made widely available to the membership prior to when the vote on the proposed By-Law Amendment occurs.
