

AMERICAN PSYCHOLOGICAL ASSOCIATION

Division 30: Society of Psychological Hypnosis

Bylaws of Division 30

(last revised November 13, 2020)

ARTICLE I - NAME AND PURPOSE

Section 1. The name of this Division shall be *APA Division 30: Society of Psychological Hypnosis*.

Section 2. The purpose of this Division shall be to:

- A) Bring together into one body all individuals who fulfill our membership criteria and who are interested in hypnosis;
- B) Stimulate the exchange of scientific information among those psychologists interested in hypnosis;
- C) Contribute toward and stimulate appropriate teaching of hypnosis to qualified psychologists;
- D) Stimulate research into the nature of hypnosis;
- E) Promote the development of standards for practice and research;
- F) Concern itself with public, professional or other issues which affect and are affected by hypnosis

ARTICLE II - MEMBERSHIP

Section 1. The Division shall consist of four classes of membership: A) Fellows; B) Members; C) Associates; and D) Student and Professional Affiliates.

Section 2. Members shall be persons who have expressed appropriate interest in either the scientific or professional uses of hypnosis, or both, as attested to by the completion of a formal application and payment of appropriate dues, and are: Members of the American Psychological Association, or psychologists who, while not members of the American Psychological Association, are qualified to be members or affiliates of the American Psychological Association, or any individual not qualifying for membership in Division 30

but who has made exceptional contributions to the field of hypnosis and is sponsored for full membership by a current full member or fellow of Division 30, subject to final approval of the Executive Committee.

Section 3. Fellows shall be persons who have been granted fellowship status in the division through the American Psychological Association and who provide evidence of outstanding experience in either research or clinical practice or both with hypnosis over a period of five years according to criteria set forth by the American Psychological Association.

Section 4. Associates shall be persons who have expressed a scientific or professional interest in hypnosis by completing the appropriate application and paying the requisite dues, and are Associate members of the American Psychological Association, or would qualify for associate membership in the American Psychological Association. Associates may not hold office in the Division but shall enjoy all other rights and privileges of membership consistent with the Bylaws of the American Psychological Association. After five consecutive years of membership in Division 30 and/or the American Psychological Association, Associate Members may vote.

Section 5. Division 30 Student Affiliate and Division 30 Professional Affiliate status may be obtained without joining APA. Individuals engaged in studies of psychology who do not qualify for other Division 30 member types may join the division as Student Affiliates. Individuals qualifying for APA Affiliate status (e.g., high school, community college teachers) may join the division as Professional Affiliates. Student and Professional Affiliates may not vote or hold office in the Division but may attend and participate in meetings and receive all publications of the Division.

ARTICLE III - OFFICERS

Section 1. The officers of the Division shall consist of a president, president-elect, secretary, and a treasurer. All officers shall serve until their term of office has expired or until their successors are duly qualified and installed.

Section 2. The president shall be a member or fellow of the Division who has served as president-

elect in the immediately preceding year or who has been elected to fill the vacant office of the president-elect. The president shall preside at all meetings of the Division and shall carry out those duties that are ordinarily performed by an organizational chief executive. The president shall carry out such other duties as may be assigned to him/her from time to time by the Executive Committee. The president shall serve for a term of one year.

Section 3. The president-elect shall be a member or fellow of the Division who is elected annually in the year before he/she shall take office as president. The president- elect shall serve as the presiding officer of the Division in the absence of the president and shall perform such other duties as are required of him/her by the president or the Executive Committee.

A) In the event that the president shall not be able to serve a full term for any reason, the president-elect shall succeed to the presidency immediately and shall serve as president during the unexpired term of the president as well as the term for which he/she was elected.

B) In the event that neither the president nor the president-elect is able to serve, the Executive Committee shall designate an interim president. The positions of both president and president-elect shall then appear on the next election ballot.

Section 4. The secretary shall be a member or fellow of the Division elected by the members of the Division and shall serve for a term of three years. In the event that the secretary cannot complete the term of office, the president, with the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

Section 5. The treasurer shall be a member or a fellow of the Division elected by the membership for a term of three years. In the event that the treasurer cannot complete his/her term, the president, with the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers of the Division (President, President-elect, Secretary, Treasurer, the Division's representative (or representatives) to the Council of Representatives of the American Psychological Association, the past president

(i.e., the immediate past president of the Division), the previous past president (i.e., the “past-past president” of the Division), and three members-at-large elected by the Division.

A) Members-at-large shall be members or fellows of the Division, who shall be elected for three year terms. In the event that a member-at-large cannot complete his/her term of office, the president, with the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

B) Between business meetings of the Division, the Executive Committee shall serve as the legislative body of the Division and is empowered to act for the Division.

ARTICLE V - STANDING COMMITTEES

Section 1. The president, in consultation with the Executive Committee, shall appoint chairpersons of such standing committees as are noted in this article and such other special committees as shall be required for proper functioning of the Division. The president or the Executive Committee may on occasion assign a particular duty to a committee in addition to those specifically noted in this article.

Section 2. The Executive Committee may form Standing Committees as needed to serve the division. Chairs of standing committees are appointed by the President with the exception of Nominations and Awards. The Past President will serve as the chair of the Nominations Committee and the Past-Past President will serve as the chair of the Awards Committee.

ARTICLE VI - MEETINGS

All meetings of the Division or its committees shall be conducted according to Keesey's Modern Parliamentary Procedures, except where they are in conflict with these bylaws or with the bylaws of the American Psychological Association.

Section 1. A quorum at all meetings shall be those members and fellows present.

Section 2. The Executive Committee may hold meetings and conduct decision making by virtual/distant means (e.g., telephone, e-mail, and other virtual technologies).

ARTICLE VII - AMENDMENTS

Section 1. These bylaws may be amended only by a two-thirds majority of those members and fellows who have returned ballots.

Section 2. Bylaw amendment may be proposed by the Executive Committee or by a written petition signed by not less than 15% of the Division membership according to the count provided by the American Psychological Association at the time voting closes.

Section 3. Ballots shall be sent to all voting members electronically or by mail. To be counted, returned ballots must be received within 31 days from the original date of distribution.

Section 4. Approved amendments become effective when the vote is verified by the Executive Committee, usually at the next annual meeting of the Division, except when an emergency exists and is so noted in the proposed amendment.

ARTICLE VIII - DISCLAIMER

Nothing in these bylaws shall be construed as in opposition to the Constitution, Bylaws and Code of Ethics of the American Psychological Association.

ARTICLE IX – REMOVAL OF MEMBERS AND OFFICERS

Section 1. *Removal (for Cause) of a D30 member.* Any Member or Affiliate of the Society may be removed from the Society for cause by a vote of two thirds of the entire Executive Committee. Action such as unethical practice, unprofessional behavior, or conduct reflecting unfavorably upon the Society or the field of psychology is to be considered sufficient cause for expulsion from the Society.

The two-thirds criterion is the minimum threshold (e.g., if 10 voting Executive Committee members, then 7/10 votes would be needed for the removal of a D30 member).

Section 2. *Removal (for Cause) of an Officer or Appointed Position within the Executive Committee of D30.* In cases where an elected officer, other than the President, fails to perform the specified duties of that office as evaluated by the President, the President shall notify the officer in writing (e.g., by letter or email) stating the concerns and expectations for remedying the situation. If the officer continues to fail in the performance of duty, the

President may choose to submit to the *Past President* a written statement and documentation (via letter or email) concerning the failure of performance with a recommendation for removal from office. The *Past President* shall then contact the officer in question requesting a written response to this recommendation within thirty days. Upon receipt of this response, or if no response is received after thirty days, the *Past President* shall convene a confidential meeting of the Executive Committee, excluding the President and the officer in question. The Executive Committee shall then review the documentation. A two thirds vote of the Executive Committee, excluding the President and the officer in question, shall be required for removal from office.

The two-thirds criterion is the minimum threshold (e.g., if 8 voting Executive Committee members, then 6/8 votes would be needed for the removal of an Executive Committee member).

Section 3. *Removal (for Cause) of the President of Division 30.* In cases where the President fails to perform the specified duties of the office as evaluated by a member of the Executive Committee, that member shall notify the President in writing (e.g., by letter or email) stating the concerns and expectations for remedying the situation. If the President continues to fail in the performance of duty, the member shall then submit to the *Past President* a written statement and documentation (via letter or email) concerning the failure of performance with a recommendation for removal of office. The *Past President* shall then contact the President requesting a written response to this recommendation within thirty days. Upon receipt of this response or after a period of thirty days, the *Past President* shall convene a confidential meeting of the Executive Committee, excluding the President and the member who made the initial charge, to review the documentation.

A two thirds vote of the Executive Committee, excluding the President and the member who made the initial charge, shall be required for removal from office.

The two-thirds criterion is the minimum threshold (e.g., if 8 voting Executive Committee members, then 6/8 votes would be needed for the removal of the President of Division 30).