

AMERICAN PSYCHOLOGICAL ASSOCIATION SOCIETY FOR HUMANISTIC PSYCHOLOGY DIVISION 32 BYLAWS

Effective July 1, 1976

Revised December 1, 1989

Revised January 1991

Revised January 1993

Revised September 2001

Revised October 2007

Revised July 2010

Revised August 2021

PREAMBLE

This Preamble introduces the intent and philosophical and ethical framing of the Bylaws. The Society represents a constellation of humanistic psychologies that include person-centered, transpersonal, existential-phenomenological, hermeneutic, constructivist, feminist and social-constructivist psychologies. The Society seeks to contribute in the areas of psychotherapy, education, theory, research, epistemological and cultural diversity, organization and management, and social responsibility and change. Humanistic Psychology emphasizes the preservation of human dignity, democratic process, inclusivity, and a plurality of viewpoints.

The Bylaws, as a living document, require ongoing amendment and revision to remain current. The Bylaws will be reviewed every three years which may or may not result in a formal revision, i.e., comprehensive, holistic, structural change. However, amendments can be made at any time and refer to a minor change in language.

Article I: NAME

The name of this organization shall be: Society for Humanistic Psychology.

Article II: PURPOSE

The purpose of the Society shall be to foster, develop, and create concepts, theories, and philosophies of humanistic and related psychologies and human science research for education, clinical practice, and other areas of human endeavor. To facilitate this purpose, the Society may, by vote of the Executive Board, create Sections within the Division.

Article III: MEMBERSHIP

Section 1: Types of Members

The Society shall consist of Members, Fellows, Associate Members, Professional Affiliates, Student and International Affiliates.

Section 2: Becoming a Member

- a) Applicants who are Fellows, Members, or Associate Members of the American Psychological Association ("APA") will join the Society upon paying the Society dues.
- b) A student who has applied and has been accepted to the American Psychological Association is eligible to join the society as a "Student Affiliate." Students who are not members of APA may also apply to be "Student Affiliates" of the Society. Student Affiliates will receive the Society publications and communications and are encouraged to participate in all Society activities.
- c) Professionals who are not members of the American Psychological Association and who do not qualify for regular membership in the APA, may also join the Society as a "Professional Affiliate" or "International Affiliate." These members will receive Society publications and communications and are encouraged to participate in all Society activities.
- d) Members who have made an unusual, outstanding, humanistic, and enduring contribution to psychology or society may be put forward by the Fellows Committee to the Executive Board for confirmation as Fellows in the Society.

Section 3: Member Voting

All Members, Fellows, Professional Affiliates, International Affiliates, Student Affiliates, and Associates of the Society are eligible to vote in Society elections and hold offices, including committee assignments, within the Society. However, those voting for Council Representative and President-elect must be voting members of the American Psychological Association. The Council Representative(s) and the President of the Society must be members of the American Psychological Association.

Article IV: OFFICERS AND EXECUTIVE BOARD

Section 1: Executive Board

The Executive Board shall consist of the officers of the Society (President, President-elect, immediate Past President, Secretary, Treasurer), Representative(s) to the APA Council of Representatives, six Members-at-Large, and two Student Affiliate board members.

Section 2: President

The President of the Society shall preside at all official meetings. This person shall serve as the Society's executive officer in the Society's governance. In the event of the President's death, resignation, or absence, this person's duties shall devolve successively unto the President-elect, the Secretary, and the Treasurer.

Section 3: Election of Executive Board

The election of officers and other members of the Executive Board, with the exception of Student Affiliate board members, shall be carried out by means of the ballot distributed by APA to all eligible voting members of the Society. The times of election shall be established by the Executive Board in accordance with these Bylaws and will be carried out through the American Psychological Association election procedures or otherwise as the Executive Board decides.

Section 4:

The terms of office shall be as follows:

- President: one year
- President-elect: one year
- Immediate Past President: one year
- Secretary: three years, not to be elected the same year as Treasurer
- Treasurer: three years, not to be elected the same year as Secretary
- Representative(s) to the American Psychological Association Council of Representatives: three years, unless otherwise set by the Council
- Student Affiliate Board Member: two years

Section 5:

The Treasurer shall present a financial report at the annual member's business meeting of the Society and at the incoming meeting of the Executive Board. The President may appoint an Auditing Committee to audit the financial records of the Society, including, but not limited to funded task forces, committees, publications, programs, conferences, and dues collecting sections. This committee's report shall be included with the annual report of the Treasurer. This report shall also include the financial reports from the various committees and activities so that the Board sees the reports that the Finance Committee used in their report.

Section 6:

Six Executive Board Members-at-Large shall each serve three years.

Section 7:

The Executive Board is empowered to fill a vacancy caused by resignation, failure to assume office, or death. The officer or Executive Board member shall be a temporarily appointed replacement until the following year when the office shall be open to a general election. The general election would involve nomination and election of a replacement for the rest of the term in need of completion. Missing two consecutive meetings of the Executive Board may constitute a failure to assume the duties of office.

Article V: DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1: President

- a) The President shall be empowered to appoint appropriate representatives and liaisons to ad hoc task forces, committees, and commissions of the American Psychological Association as well as other scientific and professional organizations.
- b) The President shall be empowered to establish and appoint such committees during the appointing President's term as are important to the President's adequate function as executive officer. The establishment of Standing Committees requires majority approval of the Executive Board.

Section 2: President-elect

- a) The President-elect shall act in place of the President whenever the latter is unable to carry out his or her assigned duties. The President-elect also will appoint a Chair-elect to the Program Committee and may be assigned other duties as required. The Chair-elect will become the Program Chair when the President-elect advances to the Presidency.
- b) The President-elect may appoint a task force to help plan for the transition to a new administration.

Section 3: Immediate Past President

The Immediate Past President shall serve as Chair of the Elections Committee, coordinate the selection of candidates for the upcoming election, and serve on the Finance Committee.

Section 4: Secretary

- a) The Secretary shall serve as the Chair of the Policy and Planning Committee to include the President, Past President, President-elect and two Members-at-large.
- b) The Secretary will be responsible for holding regular meetings with this committee to update and archive the Bylaws, and the Procedures Manual of the Society.

Section 5: Treasurer

- a) The Treasurer shall serve as Chair of the Finance Committee, which will also include the Past President, President, and President-Elect, as well as a member of the Executive Board appointed by the President approved by the Board. The Committee will be charged with supervising internal

audits of all Society financial activities and recommending external audits when deemed appropriate.

- b) The Treasurer shall be responsible for notifying members of any special assessment notices other than those which are collected for the Society by the APA.

Section 6: Members-at-Large

Members-at-large shall serve a three-year term and can also be considered for Chair of a Standing Committee.

Section 7: Student Affiliate Board Member:

Two Student Affiliate Board Members (Incoming & Outgoing) with each serving two years with one year overlap, shall be elected by the student membership to represent their interests and will serve a two-year term while a student. The election of the Student Affiliate Board Member is in coordination with the Membership Chair. Each Student Affiliate Board Member will have a vote.

Section 8:

- a) The Executive Board shall act as a deliberative body on all issues involving the government of the Society and shall conduct the business of the organization between annual meetings.
- b) When necessary decisions arise, the Executive Board shall address them accordingly in the interim between annual meetings.
- c) A quorum of ten percent (10%) of the membership would need to be present at a business meeting to put forward a motion and vote on it.

Article VI: NOMINATIONS & ELECTIONS

Section 1: Slate of Candidates

- a) The immediate Past President presents the slate to the Board for approval at the Mid-Winter Meeting, as Chair of the Elections Committee.
- b) The Election Committee shall endeavor to provide at least two nominees for each opening on the final ballot.
- c) Up to four students will be nominated by the student membership of the division to run for Student Affiliate board member under the mentorship of the Membership Chair. All nominations will be vetted by the Executive Board. A final slate of at least two nominees will be agreed upon and will be voted on by student affiliates using an electronic ballot. One Student Affiliate board member will be elected each year and serve a two-year term.

Article VII: MEETINGS

Section 1: Annual Business Meeting

- a) The Society shall hold an annual membership business meeting in conjunction with the annual convention of the American Psychological Association. On this occasion, official reports of the President, Secretary, Treasurer, and all Committee Chairs will be presented. The Society shall also hold a midwinter planning meeting.

- b) There shall be two Executive Board meetings at the annual convention of the American Psychological Association. The Outgoing Executive Board meeting shall be followed by the Incoming Executive Board meeting.

Section 2: Calling Meetings

- a) The President or a member of the Executive Board appointed by the President and acting in place of the President may call a meeting of the Executive Board at any time deemed important or necessary.
- b) Committee meetings may be called at the discretion of the Chairs of their respective committees.

Article VIII: QUORUM

Section 1: Executive Board Quorum

Half of the Executive Board shall constitute a quorum. No proxy votes shall be acceptable. In the case of electronic votes, a unanimous vote from the full Board is needed to carry the motion.

Section 2: Full Society Meeting Quorum

Five percent of the voting members of the Society shall constitute a quorum at any meeting in which business is transacted. No proxy shall be acceptable at such meetings.

Article IX: FINANCES

Section 1: Dues

Dues shall be set by the Executive Board in accordance with the Bylaws of the American Psychological Association.

Section 2: Grant Monies

Grant monies must be approved by the Board and accepted by the Society. All proposals, contracts, and progress reports regarding said grant, shall be made available for review by the Board. Grant monies accepted must be approved by the Board based on motions put forward by the Fundraising Committee.

Article X: COMMITTEES

Section 1: Establishing and Disbanding Committees

A Committee can be established or disbanded by the majority vote of the Board. The President shall appoint Chairs of Standing committees as well as committee members.

Section 2: Committee Chair Terms

Committee Chairs shall serve a three-year term, and may be reappointed for no more than one additional term.

Section 3: Student Affiliates on Committees

A student affiliate may be appointed by the President on the recommendation of the Committee Chair to serve on the following Standing Committees: Membership, Program, Awards, Publication Oversight,

Conference, Policy and Planning, Fundraising, and Social Media. Student affiliates will be full voting members of the Committee.

Section 4: Standing Committees

- a) The secretary shall be responsible for maintaining a current list of standing committees.
- b) Policies and procedures for forming, staffing, and running standing committees will be included in the Society's Policies and Procedures Manual.

Section 5: Removal of Committee Chairs

- a) The President with approval of at least 2/3 of the Executive Board, may remove Chairs or members of Standing Committees at any time if deemed necessary.
- b) Chairs or members of temporary ad hoc Committees may be removed by the President with approval of a simple majority of the Board at any time if deemed necessary.

Section 6: President's Ex-Officio Status on Committees

Except for the Fellows Committee, the President of the Society shall serve as an ex-officio member of all committees.

Section 7: Committee Reports

The President may request a report from any committee at any time, with a reasonable allowance of time for the preparation of the report.

Article XI: Task Forces

The President may seat a task force during their term. A task force must be evaluated after one year to determine if it should dissolve or voted to a Standing Committee. Members of ad hoc task forces may be appointed directly by the President.

Article XII: PUBLICATIONS

Section 1: Issuing Publications

The Society may issue publications as voted by the members or as directed by the Executive Board. Publication programs shall be pursued in accordance with the principles and procedures set forth by APA.

Section 2: Editors and Editorial Board

- a) Editors of Society publications (currently *The Humanistic Psychologist* journal and the newsletter) will serve a six-year term.
- b) Editors are ex-officio members of the Executive Board without vote.
- c) The Editorial Board shall be composed of: Editor in Chief, Associate Editors, Review Editors, Consulting Editors, Honorary Board of Advisors, and Deceased/Emeritus.
- d) The Editor shall be appointed by the President with majority approval of the Board based on a solicitation of nominations from the membership with a statement of qualification and a curriculum vita presented to the Board.

- e) The Editorial Review Board shall be appointed by the Editor in Chief in consultation with the Board.

Article XIII: AMENDMENTS

Section 1: Proposing Amendments

- a) Ten percent (10%) of voting members in good standing of the Society may propose amendments to these Bylaws.
- b) The Secretary must receive such proposals at least ninety days before the Executive Board meets at the Mid-Winter Meetings.

Section 3: Approving Amendments

- a) If the Executive Board so decides to support a proposed amendment by a two-thirds vote in favor, notice of the proposed amendment shall be sent to the entire membership for a vote and may include pro and con statements. Pro and con statements may also be sent if those who made the proposal or any member of the Executive Board so requests. A rationale will be sent to the membership and will include the Board vote.
- b) If approved by a majority of the members who returned ballots within 60 days of the date of the notification of the ballot by email, postal mail or other means, the amendments shall be adopted as part of the Bylaws.

Article XIV: BYLAW PRIORITY

Nothing in these Bylaws is intended to be in conflict with the Bylaws of the APA. If such conflict should arise, the Bylaws of the APA shall take precedence.

Amendments to Bylaws

- Revised December 1, 1989
- Revised January 1991
- Revised January 1993
- Revised September, 2001
- Revised October 2007, as follows:
 - Name of the Division from Division of Humanistic Psychology to Society for Humanistic Psychology
 - Currently: Members of the Fellows Committee shall serve a 3-year term.
 - Change from Roberts' *Rules of Order* to Keesey's *Modern Parliamentary Procedure*.
- Revised July 2010
- Revised August 2021