General Procedures and Information
President’s Duties
President-elect Duties
Past President’s Duties
Secretary Duties
Treasurer’s Duties
Members at large Duties
Executive Committee Duties
Council Representatives Duties

Committees (In alphabetical order)
A. The Committee on Awards
B. The Diversity Committee
C. The Development Committee
D. The Education, Research and Training Committee
E. The Committee on Fellows
F. The Finance Committee
G. The Foundation Committee
H. The Membership Committee
I. The Nominations and Elections Committee
J. The Program Committee
K. The Publications Committee
L. The Student Committee

Ad hoc Committees and Positions
Federal Advocacy Coordinator
Group as Specialty Task Force
Diplomate and Credentials

Awards
Group Psychologist of the Year Award
Richard Moreland Dissertation of the Year Award
Diversity Award
Student Poster Award

List of Fellows
List of Past Presidents
Journal Editor Agreement
Newsletter Editor Agreement
General Procedures and Information

The Society of Group Psychology and Group Psychotherapy (Division 49 of the American Psychological Association, hereafter referred to as “the Society) is organized by its Bylaws. These bylaws describe the roles that exist within the organization, as well as the responsibilities of the individuals who take on these roles. This manual supplements those Bylaws, but is in all respects consistent with the Bylaws. It is designed to be a more informal document that can be amended as experience dictates. It includes sections directly taken from the Bylaws, but also comments added by previous office-holders as a guide to how the work of each office and each committee is actually done.

The Society for Group Psychology and Group Psychotherapy (APA Division 49)

Mission Statement
The purpose of the Society shall be to promote the development and advancement of the field of group psychology and the modality of group psychotherapy through the research, teaching and education, and clinical practice and to further the general objectives of the American Psychological Association.
Essentially, the Society is an organization that welcomes all psychologists interested in the study and application of group dynamics. The Society sponsors a journal, *Group Dynamics: Theory, Research, and Practice*. Society members also receive a newsletter, *The Group Psychologist*.

Society Activities include:
   a) developing and testing new theories about group processes;
   b) applying knowledge about group processes to help solve psychological and social problems;
   c) expanding the training of graduate students to include group dynamics; and,
   d) Educating the public about the value of group dynamics and the benefits of group psychotherapy.

(Note: Bylaw wording appears in italics)

Article III. OFFICERS

President’s Duties

Section 2
*The President, or her/his designee from the Board, shall preside at all meetings, shall be the Chair of the Executive Committee and the board of Directors, and shall perform all the other usual duties of a presiding officer. The President shall cast a vote at meetings of the Board of Directors only when the vote would make or break a tie.*

Procedures for the President

1. Constitute and organize relevant committees each year including notifying new members of appointment, and writing appreciation letters to members being replaced or retiring.
(Note: Some committees have three-year terms and do not need to be organized each year. The President only needs to organize committees in their first year of service.)

2. Assist committee chairs with setting committee goals.
3. Request reports from committees for Board meetings and other reporting.
4. Monitor work of committees.
5. Appoint liaisons to various APA groups, task forces and other initiatives.
6. Facilitate communication among the Society members, other divisions, and APA.
7. Answer all communications/inquiries from APA or make the proper referrals.
8. Write the President’s Columns for the newsletter three times per year.
9. Prepare the President’s Welcome for the website.
10. Sign all Treasurers’ expense vouchers (these are only reimbursements for the Treasurer—the Treasurer signs reimbursements for all others).
11. Continue work begun as President-Elect the previous year in consultation with the Convention Program Chair or Co-Chairs on the program.

**Mid-winter Meeting**

12. Continue work begun as President-Elect in preparing the agenda for and preside over the Mid-Winter Board meeting. Ensure that all reports are submitted by Board members and Committee Chairs for this meeting.
13. As President-elect, plan all site aspects of the mid-winter meeting
14. **When funds permit**, attend State Leadership Conference in DC with the new President-Elect.

**APA Convention Board and Business Meetings**

15. Prepare agendas and preside over the BOD meeting and the Business Meeting. Solicit reports from all committee chairs reports for these meetings. If possible, in consultation with the president-elect, set the dates, for mid-winter
16. Prepare and deliver a Presidential address at the Convention meeting on a topic of choice
17. Present all awards to be given at Annual Convention including recognition of President-Elect, Past President, Retiring Board Members (who will no longer be in office on Dec. 31 of that year), the Author Teicher Group Psychologist of the Year award, the Diversity Awards, Dissertation Award and any special awards approved by the Board.
18. The President is responsible for ordering award plaques or certificates for all awards other than the Richard Moreland Dissertation of the Year Award.
19. Introduce the Group Psychologist of the Year before their address. Reserve the Hospitality Suite for the Board meeting and the Social for the Society. The Society covers up to 3 nights of the Suite (typically Thursday, Friday, and Saturday nights), the President must reserve his/her own lodging beyond the Society’s Suite occupancy dates.
20. Coordinate the Division 49 Social Hour (The Member-at-Large/ECP has taken the lead in coordination in recent years).

**End of the Year**

21. Prepare the report to APA. APA requests this report several months before President becomes Past President. This report should be reviewed at the Mid-winter meeting or submitted electronically to the Board members prior to its formal submission to APA.
22. Assist President-Elect in planning the next Mid-winter meeting.

**President-Elect’s Duties**

**ARTICLE III: OFFICERS**

*Section 3*

*The President-Elect shall be a member of the Executive Committee and the Board of Directors with the right to vote and shall perform the duties traditionally assigned to a Vice-president.*

Procedures for the President-elect

The President-Elect is notified of her or his election by APA late in the Spring of the year before she/he will be President-Elect. Shortly after the election is final, the President-Elect is expected to do the following before assuming the position (See also Article V. COMMITTEES, Section 4)

1. Identify and discuss proposed presidential goals with the incoming President, the Board and Society members.
2. Review the functioning and composition of each Standing Committee with the respective committee chairs and the incoming President.
3. Solicit nominations for Arthur Teicher Group Psychologist of the Year award (to be awarded during their Presidential year).

**During the year as President-Elect**

4. Prepare the President-Elect’s Column for issues #2 and 3 (July and November) of The Group Psychologist newsletter.
5. Solicit nominations for the Arthur Teicher Group Psychologist of the Year Award (to be awarded during their presidential year).
7. Attend the Mid-Winter BOD meeting. Present a general statement of proposed initiatives.
8. Attend the Division Leadership Conference sponsored by APA (usually in January). Funding is provided by APA and the Society.

**Convention Meeting**

9. Prepare a President-Elect’s report for the Convention Board of Director’s Meeting and Business Meeting for the Convention.
10. Set the date for Mid-winter Meeting at this time.
11. Assist, as needed, in the business of the Society at the APA meetings including the reception and special events, such as the Group Psychologist of the Year address.

**September - December**

12. The President-Elect is a member of the Program Committee and works with the Convention Program Chair on the call for proposals for the following year’s APA Convention, and assists in making decisions about programming.
13. Prepare agenda for the Mid-Winter BOD meeting in the year of their Presidency in consultation with the current President.
14. Plan all site aspects of the Mid-Winter meeting of their Presidential year.
15. Chair the Committee on Awards and solicit the names of the awardees for the following year.

**Past President’s Duties**

**ARTICLE III: OFFICERS**

**Section 4**

The Past President shall be the most recently retired President of Division, shall serve as a member of the Executive Committee and the Board of Directors with the right to vote. S/he will also prepare the report to APA on his/her year as President. If, for any reason, the Past President cannot complete the term of office, the office shall remain vacant through the balance of the year in which the vacancy occurs.

**Procedures for the Past President**

1. The Past President chairs the Nominations and Elections Committee, and serves as a member on the Awards, Finance, and Executive Committees. This work is normally done by the immediate Past President, but the President may appoint any Past President to these committees. The Nominations and Elections Committee does most of their work prior to the Mid-winter Meeting and presents the nominees or other slates at that meeting for Board approval.
2. Assist in the business of the Society at the meetings during the APA Convention including the Business Meeting, the reception and special events, such as the Group Psychologist of the Year address.
3. Provide feedback and input to the Board to ensure consistency of Society goals across presidential years.
4. Prepare and present a report on actions at the Midwinter and Conference Board meetings.

**Secretary's Duties**

**ARTICLE III: OFFICERS**

**Section 5**

The Secretary shall be a Member or Fellow of the Division and is elected for a term of three (3) years. During this term, s/he shall be a member of and the Secretary of the Executive Committee and the Board of Directors with the right to vote, shall safeguard all records of the Division, shall keep the minutes of the meetings of the Division, the Executive Committee and the Board of Directors and shall maintain coordination between the Division, the membership, and the Central Office of APA, shall inform the membership of action taken by the Board of Directors, shall keep an updated membership mailing list and shall perform all other usual duties of a Secretary.

**Procedures for the Secretary**

1. Take notes at the Board meetings, send drafts to Board for corrections within 2 weeks.
2. Provide Newsletter Editor with a summary of the minutes for the newsletter twice a year.
3. Provide the website director with the correct and Board approved minutes for posting on the website no later than a month after the Board meeting.
4. Maintain the leadership roster and send it to the website director for posting.
5. Maintain the Division membership roster.
6. Serve as a member of the Executive and Finance committees.
7. Provide reports to the Board for all publications (currently, *Group Dynamics: Theory Research and Practice* and *The Group Psychologist*)

**As Chair of Publications Committee**
8. Assists in posting the TGP Newsletter on the Wordpress site.
9. Oversee, create and/or update content for the Society’s social media sites. When applicable, supervises the social media coordinator in completing tasks.
10. Coordinate reports from the newsletter, journal, social media coordinator (when applicable) for the Mid-Winter and convention meetings.
11. Review publication contracts and seek bids, as appropriate, for publications nearing the final year of contract.
12. Initiate and review policies for all publications and submit these to the Board for approval.

**Treasurer’s Duties**

**ARTICLE III: OFFICERS**

*Section 6*
The Treasurer shall be a Member or Fellow of the Division, and is elected for a term of three (3) years. During this term, s/he shall be a member of the Executive Committee and Board of Directors with the right to vote, shall oversee custody of all membership funds and property of the Division, shall oversee the receipt of all money by the Division, shall direct disbursements as provided under the terms of the Bylaws, shall oversee the keeping of adequate accounts, shall oversee/prepare the annual budget in consultation with the Finance Committee, and the Board of Directors, shall make semi-annual financial report to the Board of Directors, shall cause a final yearly audit of annual financial activities and, in general, shall perform the usual duties of a treasurer. In the event of the incapacity of the Treasurer, or a vacancy in that office, the President-elect is authorized to serve in her/his stead until the next regularly scheduled Division election.

**ARTICLE IX: FINANCES**

*Section 2*
As required by the Division Bylaws, the Division treasurer shall present to the Board of Directors semi-annual financial reports and a proposed annual budget for the following year.

*Section 3*
Disbursement of funds of the Division shall be made as follows:

A. The Board of Directors shall authorize disbursements within the amount of the approved budget for purposes which are not inconsistent with the bylaws of the Division of the APA, nor with the recorded actions of the membership.
B. The Treasurer, with the concurrence of the President, is authorized to reallocate unexpended funds from one category of the approved budget to another, provided that the total approved expenses for the year are not exceeded.

C. Once a budget has been approved, disbursements for items not contained in the approved budget but for purposes harmonious with the objectives of the Division may be authorized by a two-thirds (2/3) vote of the Board of Directors provided that the total expenses for the year are not exceeded.

Section 4
The Treasurer is authorized to sign checks on behalf of the Division or to direct the disbursement of funds.

Section 5
All contracts and other financial documents, other than checks, necessary to undertake programs approved by the Board of Directors in accordance with these Bylaws shall be executed jointly by the President and Treasurer.

Procedures for the Treasurer

1. The Treasurer assumes the position in January and serves for three years.
2. It is recommended that the incoming Treasurer consult with the current Treasurer and President about policies and procedures. The current Treasurer shall prepare the Treasurer’s report and the upcoming year’s budget for the Mid-winter Meeting where the elected Treasurer begins the term of service.
3. Serve as Chair of the Finance Committee and is a member of the Executive Committee.
4. Prepare and present reports for the Mid-Winter meeting and the APA convention meeting; and for the newsletter and website.
5. Initiate a conference call to the Finance Committee, or other consultative communication via email prior to the Mid-Winter and Convention Board meetings.
6. Present the budget to the Board for approval.
7. The Treasurer has the responsibility of handling the finances of the Division. In consultation with the finance committee this includes:
   a. Pay bills and issue reimbursements.
   b. Keep financial records up to date and in a secure location.
   c. Determine what the dues rate will be each year.
   d. Send a budget report to APA Financial Services and Accounting at the end of each calendar year that will document income and expenditures for the IRS.
   e. Transfer records promptly when a new Treasurer takes over.
   f. Review the journal and newsletter publishers’ records and payments.
   g. Maintain fiscal policies and budget notes that operationalize policy.
8. The primary responsibility of the Treasurer is to serve as the fiscal agent for the Society. The Treasurer and the President are the organization’s officers charged with signing any fiduciary contracts. The work of the Treasurer is governed and guided by the principles and procedures of accounting established by the APA. The internal accounting division of APA is the primary contact for the Division Treasurers and they provide quarterly financial reports including all official fiscal actions. They also provide a basic outline of
the income tax return that needs to be filed annually. They will provide a weekly summary of all disbursements, which began 9/5/14.

9. Major activities are described in detail below on a monthly calendar basis. Essentially, the work consists of developing an annual budget on a synthesis of the financial data available, and for following that budget blueprint. Once the proposed budget is modified and/or approved by the Finance Committee, and then by the full Board of Directors, the work is comprised of handling details and reports. Attachments are provided to add a more detailed perspective.

**December**

10. Prepare the following for the Mid-Winter Meeting:
   a. An Annual Expense Record: Check accuracy and completeness and provide a summary report for each Board member.
   b. A comparative Five-Year Analysis of Expenditures and provide a summary report for each Board member.
   c. A Mid-Winter meeting Expense report Form with the Treasurer’s contact information to distribute to Board members.
   d. A Finance Committee Report.
   e. Working with the Finance Committee, develop the budget for the next year.

**January**

11. Participate in Mid-Winter Meeting
12. Present a Treasurer’s Report at the Mid-Winter meeting of the Board of Directors providing a copy to the Secretary and website director. The report should focus on: (1) the financial status of the organization, (2) an analysis of the past year’s expenditures, (3) a proposed budget for the forthcoming year, and (4) the Annual Expense Record.
13. Remind the Board members of the importance of: (1) submitting original receipts for expense reimbursement, and (2) submitting their forms within 15-30 days. APA is generally flexible with late receipts but can refuse for those over 30 days old, so this deadline should be provided.
14. Make arrangements to pay for a group meal. If Treasurer prefers, President can also be asked to pay for group meal to be reimbursed.
15. Process Board members’ expense reimbursement requests.
16. Submit the Treasurer’s reimbursement request with receipts to President for his/her signature. Also, enclose a stamped envelope for the President to send it to APA. APA has a policy that a Treasurer is not allowed to approve or submit their own reimbursement requests.

**February**

17. Process any remaining expense forms of Board members.
18. Process other Mid-Winter Meeting bills.
19. Process any bills submitted by APA for the newsletter, journal and other administrative services.

**March**


**June - July**
22. Prepare the Treasurer’s report for the Business and Board meetings at the APA Convention.

**August – Convention and Meetings**
23. Present the Treasurer’s Report to Board, and at the Business Meeting, providing a copy to the Secretary and the website director.
24. Prepare a brief Treasurer’s report for issue #3 (November) of the newsletter.
25. Handle various decisions relative to the bills associated with the conduct of the annual Social event for the membership in the Hospitality Suite during the Convention.
26. Process reimbursement for Awards and Plaques. Bring W-9 forms and give them to student poster award winners together with stamped, self-addressed envelopes. Collect contact information for each student during the Business Meeting. You may need to remind award winners to send W-9 Fillable forms to you. You will submit these W-9s to APA after Convention, together with an email from the President about the winners and amounts. APA prefers to have forms mailed in with signatures, but alternatively will accept electronic copies with an email from the student noting that the typed W-9 serves as a signature. President will send you receipts for awards as well for reimbursement.
27. Pay one night of Council Representative’s hotel costs as they come early for the meeting, ~$250 or slightly more as appropriate based on actual cost of room.

**September - October**
28. Process payments to student worker(s) who attend Division programs with marketing materials.
29. Process APA bills for Newsletter and other administrative services costs.

**November**
30. Submit disbursement request to pay Newsletter Editor stipend of $2,000 as allowed by adequate budget for the year.
31. Begin the early preparatory work on the annual status report.
32. Process stipend payments to social media consultant when appropriate as approved by Board. This can happen yearly or more often as determined by Board and needs of division.

**MEMBERS-AT-LARGE Duties**
**ARTICLE IV:**

**Section 1**
*There shall be a Board of Directors of this Society. Its membership shall consist of the following persons:*
A. The elected Officers of the Society as specified in Article IV, Section 1, of these Bylaws;
B. Five (5) Domain Representatives, to be elected for staggered three (3) year terms. The Domains represented by these positions shall be: a) Group Psychology; b) Group Psychotherapy; c) Education and Training; d) Diversity; e) Early Career Psychologists.*
Annually, the Nominations and Elections Committee shall recommend to the Board of Directors a composition of slates intended to ensure breadth of representation on the Board by individuals representing diverse backgrounds, interests, identities, cultures and nationalities. Domain Representatives will coordinate with appropriate committees of the Society.

Section 2
Members-at-large shall be assigned to serve as liaison from the Board to Chairs of Standing Committees and will report activities to the Board members.

ARTICLE IV: BOARD OF DIRECTORS
Section 4
The duties of the Board of Directors shall include:
A. Exercising general supervision over the affairs of the Division and the transaction of the necessary business of the Division, provided, however, that the actions of the Board of Directors shall not conflict with these Bylaws or with recorded votes of the membership and shall be subject to the review of the members at the annual meeting.
B. Reporting of its activities to the members and recommending matters for the consideration of the membership;
C. Filling such vacancies in an Office of the Division as so empowered under the terms of Articles III and IV of these Bylaws.
D. Advising the President regarding the appointment of Chairs and members of Committees of the Division in accordance with the Bylaws;
E. Advising the officers of the Division regarding the performance of their duties;
F. Advising the Division’s APA Council Representatives as to matters concerning the relationship between the Division and APA on issues either currently before, or which may be desirable to place before, APA Council;
G. Adopting a final budget upon appropriate review;
H. Recommending or approving the disbursement of funds of the Division in accordance with Article IX of these Bylaws;
I. Advising the President regarding the appointment of the Editor of any of the Division’s publications.
J. Setting policies for the conduct of its own affairs or for the affairs of the Division, provided, however, that such policies are not in conflict with any of the terms of these Bylaws;
K. Authorizing the adaptation and publication that the same do not conflict with the Bylaws of the APA.
Section 5
The Board of Directors shall meet two times each year (at the APA Convention and the Winter Meeting). Additional meetings may be called by the President with the concurrence of a majority of the members of the board of Directors. Electronic communication (i.e., conference calls, electronic mail) may also be used to inform and transact other business. The winter meeting shall be held (6) six months after the APA Annual Convention.

Section 6
Board of Directors meetings shall be open to all members of this Division except at such times as a majority of the Board of Directors may declare an executive session closed for the purpose of reviewing matters of personnel. Any member of the Division may place a matter on the agenda.
for a meeting. The President shall preside over the meetings of the Board of Directors, and the Secretary shall act as a Recording Secretary. A majority of the voting members of the Board of Directors shall constitute a quorum, following due notice of the meeting. Each member present shall have one vote, and no member may vote by proxy. All decisions of the Board of Directors shall require assent by majority of those voting, except as otherwise noted in these Bylaws.

Procedures for the Member-at-Large/Group Psychology

Procedures for the Member-at-Large/Group Psychotherapy

The Member-at-Large/Psychotherapy is elected for a three-year term. This member has a history of delivering group psychotherapy services and is currently delivering group psychotherapy services (at least one group a year during their term). This Member-at-Large advocates for and puts forth opinions that represent the values, priorities and perspectives of group psychotherapists. This Member-at-Large volunteers to work on projects that support the area of group psychotherapy. This Member-at-Large attends all scheduled Board Meetings (e.g., mid-winter and Convention) and makes semi-annual reports to the Division Board. This Member-at-Large also assist the Awards Committee in helping making decisions for the Excellence in Group Practice Award.

Procedures for the Member-at-Large/Education and Training

The Member-at-Large Board position for Education and Training, shall engage with all aspects of the education and training of group psychologists, in addition to his/her/their duties as assigned by the President and the Executive Board and as a member of the Executive Board. The board position is an elected, three-year term position, with the right to vote. The Member-at-Large for Education and Training, in concert with his/her/their Advisory Committee members, shall encourage, promote and facilitate excellence in the education of group psychologists through concern with matters of professional training, curriculum development, practicum and internship training, early career, supervision and professional training. The Education and Training Board member shall support progress on Society/Division projects, monitor developments in the area of the education and training of group psychologists, and serve as Society/Divisional liaison to relevant groups and entities.

General description of duties:
1. Attends meetings of the Executive Board.
2. Consults with the Executive Board, the Education and Training Advisory Committee and the Society/Division Membership to develop priority topics and establish short and long-term goals.
3. Submits bi-annual reports on programmatic issues related to education and training to the Executive Board for information at the Mid-year winter meeting and the August meeting at the APA Annual Convention.
4. Serves as liaison to groups as deemed appropriate by the Executive Board or the Education and Training Advisory Committee.
5. Monitors developments in the Society/Division, APA, and other groups or entities that are relevant to the education and training of group psychologists and brings to the Executive Board actions, policies, plans or discussions of the APA or other groups that are relevant to the Society/Division.

6. Monitors the Society/Division's ongoing commitment to diversity issues as they affect the education and training of group psychologists.

7. Serves as the principal representative of the President and the Executive Board in accomplishing projects relating to education and training.

8. Coordinates the involvement with and among the Education and Training Advisory Committee members.

9. Recommends names of potential candidates for consideration by Society/Division 49 Awards and Recognition Committee and Committee on Nominations.

RECOMMENDED QUALIFICATIONS: Ordinarily, should have prior experiences and involvement in the areas of education and training with group psychotherapy and/or psychology.

- **Objective I:** To provide thoughtful and relevant feedback to the Executive Board on issues specific to Education and Training as it relates to Group Psychotherapy and the Science of Group Psychology.
  - **Action:**
    - Provide reports on documents relevant to issues such specialties and proficiencies in group psychology, Master’s level training, and pre-doctoral training in group psychology.
    - Respond to various documents disbursed to Executive Board members from an education and training perspective.

- **Objective II:** Establish and/or strengthen liaisons and appropriate ties with relevant professional organizations (i.e. American Group Psychotherapy Association, International Board of Certified Group Psychotherapists, Association for Specialists in Group Work).
  - **Action:**
    - Work with President to identify liaisons within APA and external that are relevant to education and training in group psychology.

- **Objective III:** Monitor society/division needs and future directions of the on-going professional development needs of the Society/Division 49.
  - **Actions:**
    - Maintain contact with chair of Membership Committee, ECP Chair, Practice Chair and Annual Convention Programming Chair to identify needs of the division membership.
    - Support the submission of programs and workshops to the APA Annual Convention that highlight education and training topics relevant to group psychology and group psychotherapy.

- **Objective IV:** Enhance integration of science and practice in the education and training of group psychologists.
  - **Actions:**
• Encourage the emphasis of science and practice integration in materials, discussions, and presentations relevant to education and training in group psychology and group psychotherapy.
• Work closely with CCPTP and ACCTA to consider appropriate group education and training content along the continuum of academic preparation through internship and post-doctoral training, as it is relevant.

Objective V: Maintain communication with other facets of the Society/Division 49 organization, particularly as it relates to issues germane to education and training.
  ○ Action:
    • Maintain communication with other Chairs in Society/Division 49, particularly as it relates to education and training issues, such as:
      • Principles of Group Psychotherapy practice
      • Social justice issues in group
      • Competencies for working with intersectionality and social identities in group
      • Guidelines on multicultural education and training and implementation in group psychology and psychotherapy
      • Process and Outcomes Research in group
      • Maintain communication with Special Task forces on issues related to education and training.
      • Submit articles for the Society/Division newsletter outlining recent issues and developments of interest to membership and soliciting input on Education and Training issues.

Procedures for the Member-at-Large/Diversity

The Member-at-Large/Diversity serves as the Chair of the Diversity Committee. See description of the Diversity Committee below.

Procedures for the Member-at-Large/ECP

The Member-at-Large/ECP shall be a Member or Fellow of the Division that has been licensed for less than 10 years and is elected for a term of three (3) years. During this term, s/he shall be the Chair of Early Career Task Force and the Board of Directors with the right to vote, shall make semi-annual reports to the Board of Directors, shall maintain coordination between the Board of Directors and ECP Task Force, shall maintain current Division listserv and website management, shall write a column for the newsletter, shall organize Community Conversation Hours, conduct Task Force Meetings, shall organize APA Division social, and shall perform other duties as assigned by the Board of Directors.

**EXECUTIVE COMMITTEE’s Duties**

Section 7
There shall be an Executive Committee of the Board of Directors, which shall be composed of the President, President-elect, Past President, Secretary and Treasurer. The Executive Committee shall meet on the call of the president or of any other three (3) Officers and conduct
such affairs of the Division between meetings of the Board of Directors as may be needed to implement policy decisions adopted by the Board of Directors. During the interval between meetings, and should the Executive Committee declare there to be an emergency requiring immediate action, a mail or telephone ballot, or vote via electronic communication may be taken on the emergency matter from the full Board of Directors.

**Council Representative Duties**

**Section 3**

The Division shall elect each year that number of Representatives to the APA Council needed to fill vacancies created by the ending of the terms of incumbent Council Representatives and/or vacancies created by change brought about by the yearly APA apportionment ballot. Consistent with the APA Bylaws and rules of Council. The Division’s representatives to APA Council shall be members of the Board of Directors and shall vote. They shall be responsible for advising the Board of Directors about matters of business scheduled to come before APA Council shall be members of the Board of Directors and shall vote. They shall be responsible for advising the Board of Directors about matters of business scheduled to come before APA Council. They shall also be responsible for informing the Board of Directors of significant actions taken by APA Council.

Policies and Procedures for the Council Representative

The representative to APA’s Council is elected in a general APA election. The terms are three (3) years, with possibility of succession once. The Representative serves on APA Council, the policy-making and directing body of APA. The Representative may choose to be involved with Council functions as their interests and time commitments permit. Council meets two times a year (February and Convention). Expenses: At the current time, APA funds all expenses for the February meeting; travel, room and meals. For the August meeting, APA funds two nights of hotel. Ethnic minority people receive 5 nights of lodging, airfare, and meals not provided by APA. The Representative is expected to represent the best interests of the Society on the Council. The Representative should seek guidance from the Board on issues that come before Council. The Representative votes their conscience and the best interests of the Society on any matter that comes to a vote. The Representative submits written reports to the Board following each Council meeting and at scheduled meetings. Written reports may be printed in the Society’s Newsletter and posted on the website.

**ARTICLE V: COMMITTEES**

**Section 1**

The Committees of the Division shall consist of such Standing Committees as are provided by these Bylaws and of such ad hoc Committees as shall be established by the president with the concurrence of the Board of Directors. Term of membership on Standing Committees shall be three years. Unless reconstituted for a subsequent year or years, the existence of an ad hoc Committee shall terminate at the close of the year in which it has been established.

**Section 4**

The President-elect shall review, with the advice and consent of the Board of Directors, and in consultation with the current Chair, the functioning and composition of each Standing Committee. The President-elect may then recommend appointments and changes in preparation...
for his/her presidential term. (Chair and members are usually appointed for a three year term for Standing Committees)

**STANDING COMMITTEES**

**AWARDS**

*Section 6*

**F. The Committee on Awards,** which shall consist of three (3) members: President-elect (Chair) and two Past Presidents of the Division. The Committee shall be responsible for recommending awards of such a nature as are consistent with the aims and purposes of the Division and for nominating awardees to the Board of Directors shall require an affirmative vote of two-thirds (2/3) of Board members voting.

The Division presents the following awards each year.
1. The Arthur Teicher Group Psychologist of the Year award.
2. The Richard Moreland Dissertation of the Year Award
3. Student Poster Awards
4. The Diversity Award
5. Presidential Awards

**The Arthur Teicher Group Psychologist of the Year Award**

Criteria
The nominee is expected to embody and model the ideals and mission of the Society through exemplary contributions in teaching, or research and scholarly activity, and service

Procedure
1. Shortly after the annual convention, the Awards Committee will solicit nominations from the board, and the membership.
2. Credentials to be submitted to the committee include letter(s) of nomination and support, and a vitae.
3. The Committee will review the materials and make a recommendation to the Board via e-mail so the nominee can be notified prior to the Mid-Winter Board Meeting, and to meet the next year’s APA Convention programming timeline for submissions.
4. The awardee receives a plaque at the APA Convention and is expected to give a professional presentation on a topic of her or his choice.
5. The President will arrange for the plaque to be made and for a brief article to be written on the Group Psychologist of the Year for the Convention issue of the newsletter.

**Richard Moreland Dissertation of The Year Award.** This award selection has been conducted by former Division 49 President, Richard Moreland and a Committee he appoints. Each year Dr. Moreland puts a call for nominations in the newsletter and by e-mail to listserv members to nominate candidates. The awardee receives an award of $500 and the Society contributes another $500, a plaque, and a three -year membership in the Division. The awardee is expected to submit a paper from the dissertation to the newsletter for possible publication.

**The Diversity Award.** Nominations are reviewed by the Diversity Committee and a nominee is selected for the award. The name and contact of the nominee are submitted to the Awards
Committee who shall present the nomination to be voted on by the Board of Directors at its midwinter meeting. Award recipients are honored at the Society’s Business Meeting during Convention and presented with an engraved plaque. Submission procedure and requirements: Self-nominations are accepted. Please collate nominations materials into one PDF document and email them to the current Diversity Committee Chair by December 31. Nominations materials should include all of the following: 1. A nomination letter highlighting the significance of the nominee’s contributions. Please include the names, phone numbers, program and institutional affiliations, and APA divisional membership of the endorser and of the nominee. 2. Two supporting letters from other psychologists. 3. The nominee’s vita.

The Student Poster Awards
The Student Poster Awards will be awarded in cooperation with the Chair of the Awards Committee. Plaques and free one-year memberships to the Division will be included with the three monetary awards. Monetary awards are made to the lead author. One-year memberships will be awarded to all students listed on the winning posters. The awards are presented at the Business Meeting or the Division Social at the APA Convention, where the presenters will be asked to share their poster with those in attendance.

Criteria for Awards
The Society of Group Psychology and Group Psychotherapy (APA Division 49) offers up to three awards for students presenting posters at the annual APA convention. These awards are $300, $200, and $100, and are presented for the best posters that contribute to the mission and goals for the Society. Posters will be judged on their applicability to the Division’s mission and goals, the quality of the material and its presentation. Eligible students must be currently enrolled in a mental health professional preparation program. The Awards will be presented at the Business Meeting. It shall be the responsibility of the Chair of the Awards Committee to provide the names of the awardees to the President, Secretary, and to the Editor of the newsletter.

Posters accepted for presentation at the Convention whose authors choose to be considered for an Award must submit to the Award Committee Chair a final copy of poster two weeks in advance of Convention, and must personally present the poster at the Convention.

The student who is a member of the Board is excluded from consideration for Student Poster Awards.

Presidential Awards
The President issues a certificate to the Past President, and a gavel to the President-elect. The President may also present additional awards.

Special Awards
The Board of Directors may authorize special awards to individuals or groups who have made significant contributions to the profession or to the Society.

Diversity Committee

ARTICLE V
Section 6. The Diversity Committee, which shall consist of a minimum of 5 members (including the Chair, a member-at-large assigned by the Board, and a student member). It shall be the responsibility of the Committee to promote the inclusion and visibility of underrepresented minorities in the Division. The Committee is also charged with attracting, fostering, and managing diversity in membership and activities of the division, and developing and recommending policies and programs designed to educate members of the division in this area in their practice, research and training.

Procedures for the Diversity Committee

Mission Statement, Functions, and Responsibilities
The mission of the Diversity Committee is to promote the inclusion and visibility of underrepresented minorities in the Division. In the spirit of promoting cultural diversity of the human experience, diversity is broadly defined to include individual differences in race, ethnicity, gender, disability, age, and sexual orientation, among other social identities. The Committee is charged with: (a) attracting, fostering, and maintaining diversity in the membership and activities of the Division and, (b) developing and recommending policies and programs designed to educate members of the Division on diversity in practice, research, and training. The Diversity Committee is chaired by the Member-at-Large/Diversity. The specific responsibilities of the Chair include:

1. The Chair recruits Committee members and communicates the names and contact information to the President who officially appoints the Committee.
2. The Chair calls meetings with Committee members to identify goals and objectives for the Committee. One meeting is held in the Hospitality Suite at Convention. Additional phone or video conferencing meetings are called at the discretion of the Chair. Under the direction of the Chair, the Committee advises the Board on matters related to diversity and inclusion.
3. A major task for the Diversity Committee is to solicit and review nominations for the annual Diversity Awards (awarded to one student each year, AND to one professional every other year).
4. The Chair prepares reports to the Board for the Mid-Winter and Convention Board meetings on the activities of the Committee. These reports may be published in the newsletter and/or Division website.
5. Serves as liaison between the Division and other APA units engaged in diversity and inclusion work (e.g., APA’s Office of Ethnic Minority Affairs, Divisions 9, 17, 35, 44, 45).
6. Collaborates with the Membership Committee Chair to develop strategies and initiatives to encourage increased diversity in the membership of the Division.
7. Guides the Committee in the development of recommendations regarding competencies, and education and training programs aimed at increasing the multicultural competencies of Division 49 members.

DEVELOPMENT COMMITTEE

The Development Committee, which shall consist of a current Board member (Chair) and two committee members. It shall be the responsibility of this committee to initiate marketing and
The committee is charged with collaborating with other committees to further the goals of the committee and the mission of the Society.

Procedures for the Development Committee

The Development Committee has the following goals: Promote the visibility and viability of the organization; serve as the incubator of ideas for fund raising activities; and to initiate marketing activities.

1. The Chair is charged with presenting proposed projects and ideas to the Board for approval and funding.
2. The Chair shall develop and present reports on activities and outcomes to the Board at the two primary meetings each year, and provide summaries of the reports for the newsletter and the website.

Article V.
Section 6. The Education Research and Training Committee, which shall be represented by its Chair, serves as liaison between the Board, Division, and other educational bodies within APA (ABPP, CRSPP, CoA, etc.). It shall be the responsibility of the Committee to promote, enhance, and monitor APA policy on education and training in group psychology, group psychotherapy and continuing education, and to forward policy and action proposals designed to promote and to enhance such training to the Board of Directors.

Procedures for the Education Research and Training Committee

1. The Education and Training Committee initiates and implements projects and programs that emphasize education, research and training, both as offerings for member of The Society, and for non-members.
2. The Member-at-Large/Education and Training serves as the Chair of the Committee, and recruits at least two other members who will then be appointed by the President. Committee members’ names and contact information will be provided to the President by the committee chair prior to the midwinter meeting.
3. The Committee will create project ideas including personnel involved and projected costs.
4. Ideas that have projected costs shall be reviewed by the Development committee for its recommendation prior to submission to the Board for approval. Examples of possible programs or projects that have been proposed at Board meetings include: podcasts, webinars, conferences such as the School Mental Health Groups conference, institutes focused on groups, and distant education especially courses that provide CEU’s.

THE COMMITTEE ON FELLOWS

Article V.
Section A. The Committee on Fellows, which shall consist of a minimum of three (3) Fellows of the Division. It shall be the responsibility of the Committee to recruit nominations for Fellow
status, to evaluate and to recommend applicants/nominees for Fellowship to the Board of Directors of this Division.

Procedures for the Committee on Fellows

1. A Fellows Committee is created by the President with a term of 3 years. This Committee consists of Fellows from the Society that represent the diversity of membership and group interests.

2. The Committee identifies potential Fellow candidates in a number of ways, including solicitations from existing Fellows and leaders of the Society. The Committee can also issue a call to the membership using different venues such as the newsletter, the website, and the listserv detailing the criteria for initial Fellows. Identification of Fellow candidates can take place at any time during the year but formally begins at the annual meeting in August and early Fall.

3. Potential Fellows are initially screened by the Committee to insure that they meet the minimal qualifications set for by APA and the Society. Candidates that do not meet the criteria are informed as to what they might work on to meet the aforementioned criteria. After this initial vetting, candidates are encouraged to submit a completed application that contains letters of endorsement from three existing APA fellows using the APA web portal. Two of the endorsements must be from Division 49 Fellows.

4. Potential Fellows must be endorsed by three APA Fellows, including two Fellows within the Society, when deemed feasible by the present Committee on Fellows. A two-thirds (2/3) vote of the Fellows Committee shall be required to constitute a recommendation to the Board. Fellows of the Society shall be entitled to the same rights and privileges as Members.

5. A date for submission of all materials on the APA Fellow portal is established in the late Fall enabling the committee to review all materials and make their final recommendations including the chair endorsement letter. This timing enables the committee to prepare a final report to be reviewed at Mid-Winter Meeting.

7. While APA policy puts the recommendation process in the hands of the Society’s committee, our Society’s tradition is for the Fellows committee to make a report of their recommendations at Mid-Winter meeting. To be clear, the Fellow Committee Chair endorsement letter is the actual trigger for an application to be considered complete on the APA Fellow portal. The final committee recommendations are submitted to APA, typically during the month of February.

8. Once notification of Fellows is given to the Division’s Fellows Committee Chair by the APA Fellows Committee, the Division 49 Fellows Committee Chair, in consultation with the President of the Division, informs each member. New Fellows will informed that they are invited to participate in a short presentation at the Annual Convention the year following their election as a Fellow. An announcement of new fellows in the Division is made at the business meeting held during the Annual Convention.

9. Nominations to initial Fellow status are made by APA divisions. The APA Fellows Committee that has the responsibility of making recommendations on each case to the association’s Board of Directors and Council of Representatives reviews each nominee’s application materials.
Finance Committee

Article V, Section 6

G. The Finance Committee, which shall consist of the Treasurer, The Past president, and the President-elect, with the President serving in an ex-officio capacity. It shall be responsible for the development of an Annual Budget Proposal to be submitted for Board approval each January at the Mid-Winter meeting.

Procedures for the Finance Committee

1. The Treasurer is the Chair of the committee, and may invite other qualified Board members to participate in discussions.
2. The Finance Committee shall create policies to govern approved policies and procedures for expenditures.

Procedures the Foundation Committee

The Foundation Committee shall consist of a minimum of five members appointed by the President who have been both APA and Society members for a minimum of three years. Each member will serve a three-year term with an option for reappointment for an additional three year term. The Society’s Treasurer will serve in an ex officio capacity. At least two of the committee members shall be current Board members/officers. It shall be the responsibility of this committee to oversee the fund raising initiatives for the Society’s Foundation located under the American Psychology Foundation, and to develop and administer criteria for awards from the Foundation. The committee is also charged with providing quarterly reports to the membership through the listserv, the website and the newsletter. The committee shall also provide written reports to the Board for the midwinter and conference meetings.

Procedures for the Foundation Committee

1. The Committee shall determine the APA funds available for awards each year.
2. Establish new awards and their criteria consistent with the mission of the Society and submit these for approval by the Society’s Board.
3. Work with the Awards Committee to review applicants and nominees for awards, and to select the awardees. The Foundations and Awards committee will prioritize Foundation awards in the event that insufficient funds exist for all Foundation Awards.

Article V
Section 6

B. The Membership Committee, which shall be represented by its Chair, recruits members or Associate Members, Affiliates and Student Members and evaluates their credentials for membership in collaboration with APA.

Procedures for Membership Committee
The Membership Chair has the following responsibilities:

1. Serves as the point person with regard to communications with APA Division membership Services.
2. Update and oversee how APA Division membership Services responds to membership queries with an information letter and application.
3. Provide the President with the list of new members. New members should receive an automated letter from the current Division President and the Membership Chair who welcomes them and encourages their involvement in Division activities. The Membership Chair should keep this letter current.
4. The Chair should keep up to date on all APA Division Membership Chairs through the APA Division membership Services list serve.
5. Provide the Board with the summary and detail monthly membership reports generated by APA membership Division Services.
6. Set up a process and procedures whereby Membership Committee and/or Board members can contact members who have not paid dues and are in danger of losing their membership in the Division.
7. Advocate on behalf of the division members to develop policies and procedures and develop initiatives to support an active and growing membership.
8. Propose and recruit a working membership committee in consultation with the President and BOD, to actively promote the goals of increasing the number of members of the division.
9. Serve as the liaison between the BOD and the Graduate Student Representative to ensure that students are welcomed and encouraged to become involved in the Division’s various activities.
10. Assists in planning and administering Division activities at the APA Annual Meeting, in consultation with the Convention Program Chair and other Board Members.
11. Distribute membership applications and descriptive materials at division sponsored activities; presentations, lectures, symposia, invited addresses, awards ceremonies, social events and the hospitality suite.
12. Work with the chair of the Development Committee to involve all members of the Division in marketing activities.

The Committee on Nominations and Elections

Article VII:

Section 1
The Committee on Nominations and elections shall consist of the President, who serves as an ex-officio member, and three (3) Past Presidents willing to serve. If three (3) Past Presidents are not able to serve, the President shall select from previous Executive Committee members. The Chair and members of the Committee on Nominations and Elections shall be appointed by the President with the concurrence of the Board of Directors. In the case of the death, resignation, or incapacity of the Chair, another committee member shall assume the duties of the Chair. The Committee shall be responsible for implementing the policies required for the nomination and election of officers.

Section 2
The Committee on Nominations and Elections will issue a call for nominations to all members by the appropriate deadline of the year prior to the calendar year requiring an election of an Officer, Member-at-large, or Council Representative. Only Members, Fellows, and Voting Associates of the Division shall participate in the nomination procedure. A validating procedure shall be used to assure that nominations are made by appropriate voting members of the Division.

Section 3
The Nominations and Elections Committee shall seek advice on nominations form the Board of Directors and other members of the Division currently or recently in leadership. Any eligible member recommended by the Nominating Committee, a Board Member, or receiving at least 10 or more nominations from the general membership shall appear on the ballot as a nominee after ascertaining that the nominee is qualified and willing to serve if elected. At least two names should be placed in nomination for each office.

Section 4
The final ballot shall be sent to the APA Central Office in ample time to appear in the official APA election ballot. The Committee on Nominations and Elections shall be responsible for the notification to the Board of Directors of the results of the election, the notification to the members whose names appeared on the ballot, and the reporting of the election at the annual business meeting of the Division and in the Division’s official communications to the membership.

Section 5
Any vacancies on the Board of Directors which cannot be filled by appointment of the next-most-popular defeated candidate shall be appointed by the President only until the next election, at which time the position will be filled by election for the remainder of the term of office.

Section 6
With the exception of the Past President who serves as Chair of the Committee, the members of the Committee on Nominations and Elections shall not themselves be eligible to be nominated for any office in the year in which they serve on the Committee.

Section 7
In the case of a protest edged by a member or members with the Board of Directors about the conduct or outcome of an election, the Board of Directors, at its discretion may direct the Committee on Nominations and Elections to act as a hearing body and to make a recommendation, after said hearing, to the Board of Directors about a response the Board might make to the person or persons raising the protest. Such recommendation of the Committee on Nominations and Elections shall be to confirm the protested election or to direct that a new election be held, and in the making of its recommendation, the Committee on Nominations and Elections shall be to confirm the protested election or to direct that a new election be held, and in the making of its recommendation, the Committee shall provide the Board of Directors with its rationale. In formulating a final disposition of the protested election, a vote on the Committee’s recommendations by the Board of Directors shall be conclusive.
Should the protest be lodged contain allegations of irregularities in the conduct of the election brought about by the actions of the Committee on Nominations and Elections itself, then the President, with the advice and consent of the Board of Directors, shall appoint a special ad hoc Committee on the Disputed Election to discharge the functions of the Committee on Nominations and Elections.

Procedures of the Committee on Nominations and Elections

1. The President shall appoint the Committee by September 1.
2. The Chair shall send out the Call for Nominations no later than September 20 in the year prior to the election year. The slate of nominees shall be presented to the Board either at the Midwinter Board meeting or shortly thereafter by e-mail. The slate must be approved by the Board prior to submission to APA for the election.
3. The Committee Chair shall notify all nominees selected by the committee and approved by the Board, and request their autobiographical/ candidacy statements and a photograph. The statements and photos shall be submitted to the newsletter and posted on the website.
4. This committee is responsible for communicating the results of the election to the members. The President communicates the results of the elections to the nominees.

Officer and Board Elections

- President-elect (1 year in office) elected every year [Next election held in 2013 to begin service in 2015]
- Secretary (3 years in office) [Next election held in 2013 to begin service in 2014]
- Treasurer (3 years in office) [Next election held in 2014 to begin service in 2015]
- Member at large (3 years in office) [One elected each year beginning in 2013]

The Program Committee

Article V.
Section 6, D.
The Program Committee, which shall consist of a Chair, a Chair-designate, and the immediate Past Chair, (and others, as determined by the President, in consultation with the Chair), each of whom shall serve in that capacity for at least one (1) year. It shall be the responsibility of the Committee to solicit, evaluate, and select scientific and professional program proposals submitted by the membership to be coordinated with the Board of Convention Affairs of the APA.

Procedures for the Program Committee

1. The Chair-Designate attends APA’s Division Leadership Conference in January to learn duties and to network with other program chair-designates in order to foster collaborative programming.
2. The Program Chair serves as a liaison between the Division and APA. APA communicates with the Program Chair regarding procedures, deadlines, announcements, and changes in policy. The Program Chair must be ready to receive and integrate new information regarding APA policies as the communications are ongoing through the fall throughout the year.
3. The Program Chair is also responsible for working with the Program Committee. The Committee is formed by the Chair in consultation with the Division President and President-elect, and includes the Chair-Designate, Chair, and immediate Past-Chair, in addition to reviewers solicited from the Division membership. The Chair communicates with the Committee, setting up guidelines and expectations. The Chair receives feedback from Committee members regarding procedures so that improvements can be made over time.

4. The Program Committee generates a Call for Programs for the Division. This will be disseminated though the Division website, newsletter, and listserv. The Program Chair receives submissions via APA’s Convention Planning website. The Chair must be familiar with the manual that is sent to Chairs regarding the use of the Convention Planning website.

5. The Chair prepares objective criteria for evaluation and oversees the review process and makes final decisions regarding acceptance or rejection of proposals, based on Committee member reviews. The Chair also serves as a resource for committee members during the review process.

6. Proposal submissions are evaluated and considered for quality and relevance to the mission of the Division. Proposals are ranked for quality, but also noted for the uniqueness of their contribution. The Program Chair receives the evaluations and recommendations from the Committee.

7. The Program Chair uses the reviews to plan the program based on the allotted amount of Convention hours given to the Division; enters the programming events into the online Convention Planning schedule as designated by APA; and informs submitters of the acceptance or rejection of their proposals.

8. The Program Chair is in communication with APA and other Division Program Chairs via the Program Chair listserv and with the President, the Board and Membership regarding progress as is appropriate or requested. This includes coordination of scheduling with the Division President on arrangements for the Board Meeting, Business Meeting, Presidential Address, Awards Ceremony and the Hospitality Suite and the Division Social.

9. Following the submission of the proposed program, the Program Chair waits for final approval of the program and schedule from APA Problems and questions are communicated to APA until resolution is obtained. The Program Chair provides the President, Board and Membership with the Division 49 Program Schedule when it is available for listing on the website or publishing in the newsletter.

10. The Program Chair prepares a card or brochure with the Division’s Convention programming and events to be distributed at the convention. Distribution will be coordinated with the Membership and Student Committees.

11. The Student Representative will notify accepted student poster presenters that an abstract of the poster of 150 words or less may be submitted and published in the newsletter. The authors are responsible for submitting the abstract to the newsletter editor within 30 days of the Convention presentation.

12. The Program Chair also submits/presents reports at the midwinter and Convention Board meetings.
The Publications Committee, which shall consist of the Secretary and the editors of the Journal, Newsletter, and other publications. It shall be the responsibility of the Committee to facilitate the development of all publications, and related media. It shall also recommend candidates to the Board of Directors for editor and members of the editorial board of the journal as well as for editor of the newsletter and related publications.

Procedures Publications Committee

1. Members of the committee include the Secretary (Chair), the editors of the journal and the newsletter, the webmaster, coordinator for the listserv and other social media, and the Book Series editorial board chair. The Secretary will serve as chair for the committee.
2. The Chair of the committee will call meetings.
3. The Chair shall solicit reports from all publications bodies for the Board meetings, and ensure that these are posted on the website.
4. This committee is responsible for developing policies to be submitted for Board approval for ethical and responsible use of these resources.

Group Dynamics: Theory, Research, and Practice

Editor Job Description

Group Dynamics: Theory, Research, and Practice is an official publication of Division 49 of the American Psychological Association (APA), the Society for Group Psychology and Group Psychotherapy. It is owned and published by the Division under the direction of the Board of Division 49 (hereafter referred to as “the Board”). Editors are appointed by the Board and serve at the pleasure of the Board. Editors are provided with sufficient resources for manuscript review and selection, and have wide authority in selecting and shaping the content of the journal - consistent with the approved coverage statement. Ultimate editorial direction and publishing authority, however, belongs to the Division, and the journal is considered an instrument of service - to the science and to the profession of psychology.

Title of position

Editor

Selection of Editor

The Editor is appointed by the Board, upon recommendation of the Publications Committee. As Chair of the Publications Committee, the Secretary chairs the search for editors, advertising the call for nominations, collecting application packets from nominees, organizing interviews and reference checks, and communicating with the Board regarding this process. Ideally, the Call for Nominations will be distributed (with the help of the Managing Editor at APA) to the current Associate Editors, the current Editorial Board, and Division 49 membership, as well as other relevant listservs, the Division newsletter, the Division website, and the journal, itself.

Relationship to the Board
The Editor is not a member of the Board of the Division, but is expected to attend Board meetings in August (at the APA Convention) and January or February (i.e., the “Midwinter Meeting”), either in person or remotely. The Editor is also included on the Board listserv communications.

**Minimum Qualifications**

The candidate must possess a doctoral degree in psychology or a related field. The candidate must also have expertise in the theory, research, and practice of group psychology and/or group psychotherapy, including a depth of knowledge in current best practices in group theory, practice, research design, and statistical methods. It is expected that the candidate will have a publication record that reflects said expertise. The candidate must be or become a member of APA, and remain a member in good standing during their term of office. Previous experience as an Editor or Associate Editor is a desired, but not required, qualification.

**Term**

The editorial term is five years, with one year as Incoming Editor preceding Year 1 of the editorial term. During the year as Incoming Editor, the Incoming Editor begins receiving manuscript submissions to prepare for issues published in their first year as Editor.

**Duties and Expectations**

*Adherence to APA Educational Publications Foundation Policies*

The Editor is expected to observe general policies and practices, currently in effect or as subsequently amended, which have been approved by APA and can be found in the Educational Publications Foundation (EPF) Editor’s Handbook: Operating Procedures and Policies for EPF Publication and the APA Publication Manual. The implementation of these policies and practices requires efficient management of the journal (e.g., in terms of maintaining editorial controls over lag times, rejection rates, page usage, and office expense budgets).

The editorial process is conducted via the APA’s online Editorial Manager (EM) system. Authors submit manuscripts directly to EM, and the Editor, Associate Editors, Editorial Board, and Reviewers use EM for the handling of submissions, including finding reviewers, soliciting reviews, and sending editorial correspondence (e.g., decision letters).

As an official publication of Division 49, all journal records are property of the Division. Editors must provide reports to the Board (at the bi-annual Board meetings), and to APA. In addition, when a matter relevant to the journal or to matters of APA policy arises, the Editor is expected to notify the Board and APA as soon as possible, and to
provide manuscripts, reviews, letters, or any other records and files requested by the Board and/or APA for examination and discussion. The Editor is expected to maintain all documents and correspondence for one year after final action or publication. The Editor is encouraged to use EM for all correspondence so that an electronic record of communication is maintained in the system.

**Selection of Associate Editors and Editorial Board**

The Editor has the responsibility to select Associate Editors to serve two-year terms. Taken together, the Associate Editors should possess broad expertise in group theory, research, and practice from across group psychology and group psychotherapy. In addition, the Editor is responsible for composing an Editorial Board for the journal, consisting of members representing a similar broad expertise in group psychology and group psychotherapy.

**Peer Review Process**

Manuscript peer review requires extensive communications with authors and reviewers. The Editor is responsible for assigning initial dispositions to all manuscripts, including either desk-rejection, sending the manuscript out for peer-review themselves, or assignment to an Associate Editor (who may then also desk-reject or send the manuscript out for peer-review). The Editor makes decisions and notifies authors of said decisions for manuscripts they send out for review, and also give final approval on all decision letters written by Associate Editors.

**Timeliness and Deadlines**

Timeliness and adherence to deadlines are essential. The Editor should aim to ensure that manuscripts are processed in a timely manner, ideally the time from receipt to action letter should be within 3 months.

**Managing the Page Ceiling**

The Editor is responsible for managing the journal’s page ceiling. The Editor is also responsible for generating sufficient quantity of new submissions to sustain the journal; the expectation is that the rejection rate will be between 70% and 80%.

Managing the page ceiling means that the Editor is responsible for ensuring that the flow of accepted manuscripts is neither too high nor too low relative to the journal page ceiling. If the Editor generates more accepted manuscripts than can be accommodated at the journal page ceiling, then an unacceptable publication lag may result. To facilitate management of the page ceiling, APA Journals staff provides regular feedback to the Editor on relevant operational statistics.

**Honorarium**
APA and the Division acknowledge their indebtedness to the Editor through payment of an honorarium. This payment to Editors is not to be regarded as compensation for their services but rather as a means of permitting them greater freedom in their professional activities.

**Editorial Office Expense**

APA and the Division provides an honorarium for Editors’ office expenses and/or travel.

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**The Student Committee**

J. The Student Committee, which shall consist of the Student Representative to the board, either as chair or co-chair of the committee, and other student affiliates of the Division. The committee shall be responsible for providing opportunities for networking, mentoring, organizational participation and service for Student Affiliates of the Divisions. These opportunities should foster the advancement of group psychology and group psychotherapy by providing personal and professional development opportunities for students in the areas of practice, research and writing, and teaching.

**Student Committee Procedures**

The Chair of the Student committee will be a current Division member and actively enrolled in a mental health preparation degree program. The co-chair of the Committee will be a current member of the Board of Directors. The duties for the Committee are as follows.

1. Recruit committee members to be appointed by the President. The names and contact information for committee members shall be submitted to the President prior to the midwinter meeting. The co-chair will be appointed by the President.
2. The chair and/or co-chair shall provide input on issues being considered by the Board. In addition, they are expected to bring issues, concerns, and other matters affecting students, and to make recommendations to the Board for consideration and approval.
3. Work with the membership committee on recruitment and retention of students in the organization.
4. Offer ideas and suggestions for programs and presentations at the convention that have appeal for students.
5. Be available and recruit others to work with the Program Committee to distribute flyers, etc. on the Society’s programs and presentations at the annual convention
6. Provide a written report of activities and outcomes for the annual meeting at the convention, and for the mid-winter meeting.
7. Organize the Student Poster awards as follows.

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**AD HOC COMMITTEES**

Section 5
The President shall appoint, with the concurrence of the Board of Directors, a Chair for each ad hoc Committee s/he creates during the year of her/his presidency.
Section 7
The President may recommend, and the Board of Directors may authorize, the formation of an ad hoc committee shall have a specific charge to be carried out over a specified period of time and shall be subject to an annual review by the President, and Board of Directors. The Chair and members of such ad hoc committees shall be appointed by the President with the concurrence of the Board of Directors. Should vacancies occur after their creation; these vacancies will be filled by the President upon nomination of the replacements by the Chair of the ad hoc Committee.

On occasion, a request may be made on the part of member of the Division for the formation of a special interest group or committee. In these instances, said interested parties shall present to the Board of Directors information outlining the intent and purpose of the committee, the relationship of the committee objectives to the Division mission and membership parameters, anticipated duration of the committee, a list of Division individuals (minimum of three) committed to membership on the committee, and a recommended chair to serve during the first year of committee operation. Upon approval by the Board, special interest groups or committees shall operate under the constraints identified in Article VI, Sections 8, 9, & 10. The Chair of the special interest group shall be appointed by the Board.

Ad hoc Committees

**Federal Advocacy Coordinator**

Policies and Procedures for the Federal Advocacy Coordinator

1. The divisional Federal Advocacy Coordinator is appointed or reappointed by the Division President on an annual basis.
2. The primary responsibility of the FAC is to encourage and organize division members to be more active in federal advocacy on psychology in concert with the Federal Advocacy Network of state associations. The Coordinator should be familiar with current federal issues affecting the practice of psychology and should have a general understanding of our political system and be committed to strengthening the involvement of the psychologists in advocating for legislation that advances the profession of international psychology.
3. Grassroots initiatives - Each Practice Division can appoint a Federal Advocacy Coordinator to organize and supervise grassroots initiatives for federal issues. Division presidents are expected to participate by monitoring grassroots activities and ensuring that legislative requests from the Practice Organization are carried out.
4. Notification of all federal, legislative, requests-for-action from the APA practice Organization come by way of ACTION ALERTS (via e-mail or FAX), calls from Government Relations Staff or calls from the Regional Field Staff.
5. The Coordinator works with the division president to respond to these calls to action upon, notification from the practice Organization. Advocacy activity may take the form of letters or calls to Congress, meetings with Members of Congress, attendance at town hall meetings, op-eds, or letters-to-the-editor.

**FAC RESPONSIBILITIES:**

1. Respond to requests for grassroots action in a timely fashion. Use of division list serves is encouraged;
2. Provide timely reports on your grassroots efforts to the regional field staff and/or the Government Relations Office, and to the Division’s Board, Executive Committee and members;
3. Maintain a grassroots network of psychologists by Congressional district;
4. Identify as many KEY contacts of Members of Congress from your division;
5. Create a written contingency plan with the Division and Board should the occasion arise that you are unavailable to take time sensitive action;
6. Update psychologists in your division on the status of current legislative initiatives including a column for the newsletter, and to be posted on the website, send issue updates to volunteers and to the Board via email, report at board meetings and at conventions;
7. Attend the APA Practice Organization State Leadership Conference in Washington, D.C., each March and participate in the Congressional Lobby day at the end of the conference;
8. Recruit psychologists to join the association for the Advancement of Psychology, which sponsors a federal political action committee;
9. Educate volunteers on the value of political giving and the importance of political action to the legislative agenda;
10. Recognize legislators who support APA sponsored legislation (honor with award, article/picture in the division newsletter, etc.);
11. Honor grassroots volunteers from your division who show initiative and leadership in federal advocacy.

GPRN
School-based Mental Health Interventions
Diplomate and Credentials
GROUP PSYCHOLOGIST OF THE YEAR AWARD

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RICHARD MORELAND DISSERTATION OF THE YEAR AWARD

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<td>Maartijn van der Kamp</td>
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<td>Group faultlines in strategic alliances</td>
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<td>Namkje Kooudenburg</td>
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<td>Conversational flow: The emergence and regulation of solidarity through social interaction</td>
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<td>Goal pursuit and the pursuit of social networks</td>
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<td>Dr. Amanda Ferguson</td>
<td>London Business School</td>
<td>When outsiders come in: An identity-based view of group boundary work and effectiveness</td>
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<td>Dr. Drew Carton</td>
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<td>A theory, measure, and empirical test of subgroups in work teams</td>
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<td>Dr. Meir Shemla</td>
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<td>Broadening team composition research by conceptualizing team diversity as a cross-level moderating variable</td>
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<td>Examining the mental model convergence process using mathematical modeling, simulation, and genetic algorithm optimization</td>
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<td>Dr. Lindred Greer</td>
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<td>Team composition and conflict: The role of individual differences</td>
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<td>Towards a social identity framework for studying the effects of task-related differences in dyads and groups</td>
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<td>Time in groups: Group development, time management, appraised structured use of time, and group effectiveness</td>
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<td>Reciprocity in the global market: Cross-cultural negotiations</td>
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<td>The impact of interpersonal relationships and knowledge exchange on group performance: A field study of consulting project teams</td>
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<td>Dr. Peter Kim</td>
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<td>Working under the shadow of suspicion: The implications of trust and distrust for information sharing in groups</td>
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<td>Dr. Sarah Hutson-Comeaux</td>
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<td>Majority &amp; minority influence: The use and effectiveness of social influence processes</td>
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<td>Group and organizational influences on team learning</td>
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<td>Multitasking in work groups: Coordination processes in work groups with multiple tasks</td>
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<td>Negotiation teams: The impact of caucusing and team accountability on interaction processes and outcomes</td>
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<td>Status and integrative complexity in decision-making groups: Evidence from the United States Supreme Court and a laboratory experiment</td>
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<td>Dr. Karen Jehn</td>
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<td>The impact of intragroup conflict on group effectiveness: A multimethod examination of the benefits and detriments of conflict</td>
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DIVERSITY AWARD

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The Society For Group Psychology and Group Psychotherapy  
(APA Division 49)

FELLOWS

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### Past Presidents

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