

## Criterion 1: Appendix 1

### BYLAWS

#### DIVISION OF GROUP PSYCHOLOGY AND GROUP PSYCHOTHERAPY DIVISION 49 AMERICAN PSYCHOLOGICAL ASSOCIATION

##### ARTICLE I: NAME AND PURPOSE

###### Section 1

The name of this organization shall be the Division of Group Psychology and Group Psychotherapy of the American Psychological Association (APA), hereafter referred to as the Division and the APA, respectively.

###### Section 2

The purpose of this Division shall be to promote the development and advancement of the field of group psychology and the modalities of group psychotherapy and group intervention through research, teaching and education, and clinical practice and to further the general objectives of the American Psychological Association.

##### ARTICLE II: MEMBERSHIP

###### Section 1

There shall be five categories of membership in this Division: Member, Fellow, Associate, Affiliate and Student Affiliate.

###### A. Member

1. Charter Members shall be the APA members who signed the petition for the establishment of the Division or who joined the Division and paid Division dues for the calendar year in which the Division was established.
2. To qualify for the status of Member, an individual shall be a member of the APA and shall have an interest in the scientific advancement and/or professional practice of group psychotherapy.
3. A member shall be entitled to the following rights and privileges:
  - a. To attend and to participate in the meetings of the Division and to receive its publications;
  - b. To hold office, to serve on committees of the Division, and to vote in elections.

###### B. Fellow

A member nominated for Fellow status in the Division must:

1. Meet the minimum standards for Fellow status established under the APA Bylaws;
2. Have been a Member of the Division for at least one year;
3. Have made an outstanding and documented contribution to the science, teaching and/or research of group psychology and/or the practice of group psychotherapy.
4. Be endorsed by three APA Fellows, including two Fellows within the Division, 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 Division shall be entitled to the same rights and privileges as Members.

#### C. Associate

To qualify for the status of Associate, an individual shall be an Associate Member of the APA and shall have an interest in the scientific advancement of group psychology and/or the professional practice of group psychotherapy. Associate Members shall be entitled to the following rights and privileges:

1. Associate Members of the Division who are voting Associates of the APA shall:
  - a. Be entitled to attend and participate in meetings of the Division and shall receive its publications;
  - b. Be entitled to hold office, to serve on committees of the Division and to vote in its elections.
2. Associate Members of the Division who are not voting Associates of the APA shall:
  - a. Be entitled to attend and participate in meetings of the Division and receive its publications;
  - b. Not be entitled to hold office, serve as voting members of Committees of the Division, nor vote in elections.

#### D. Affiliate

To qualify as an Affiliate of the Division, an individual shall have an interest in the scientific advancement of group psychology and/or the professional practice of group psychotherapy. An affiliate member need not be a member of APA. Affiliates shall:

1. Be entitled to attend and participate in meetings of the Division and shall be eligible to receive its publications.
2. Not be entitled to hold office, serve as voting members of the Committees of the Division, nor vote in elections.

#### E. Student Affiliate

To qualify as a Student Affiliate of the Division, an individual shall be enrolled full-time or part time in a graduate program or school of recognized standing in psychology. Student Affiliates shall:

1. Be entitled to attend and participate in meetings of the Division and shall be eligible to receive its publications;
2. Be entitled to hold office as elected Student Representative to the Board and in that position serve as a voting member of the Board. Student affiliates are also entitled to serve on committees of the Division and to vote in its elections.

### ARTICLE III: OFFICERS

#### Section 1

The Officers of the Division shall be the President, President-elect, immediate Past President, Secretary and Treasurer.

## Section 2

The President shall be the Member or Fellow who has just completed a term as President-elect. The President shall succeed to office on January 1 following the completion of her/his President-elect year.

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 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.

## 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. In the event that the President shall not serve her/his full term for any reason, the President-elect shall succeed to the remainder thereof and continue to serve through her/his own term.

## Section 4

The Past President shall be the most recently retired President of the 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.

## 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.

## 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 these 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 reports 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.

## Section 7

The officers shall assume their positions on January 1, following the most recent election, and shall maintain them until their successors are seated. During the period between their election and the assumption of office, the Officers shall be given the title of Officer-designate.

#### Section 8

In the case of death, incapacity, or resignation of any officer, except the President, the Past President or Treasurer, the vacant office shall be awarded to the defeated candidate for the position who was, at the time of the most recent past election, the runner-up for the election in question. If the runner-up declines to serve or is, for any other reason, unavailable, the Board of Directors shall, by majority vote, elect a successor to serve until the next regular election.

#### Section 9

An elected officer is eligible to run for another office in the Division only during the last year of her/his term or upon resignation from the existing office.

### ARTICLE IV: BOARD OF DIRECTORS

#### Section 1

There shall be a Board of Directors of this Division. Its membership shall consist of the following persons:

- A. The elected Officers of the Division as specified in Article IV, Section 1, of these Bylaws;
- B. Six (6) Members-at-large, two (2) of whom shall be elected each year for a three (3) year term in staggered sequence as specified in Article V, Section 2, of these Bylaws;
- C. One (1) Student Representative, to be elected for a two (2) year term.
- D. Representatives elected to the APA Council of Representatives as specified in Article V, Section 3, of these Bylaws.

#### Section 2

In addition to the Division's Officers, Members-at-large of the Board of Directors shall assume office January 1, following the most recent election, and shall maintain their office until their successors are seated. They shall represent the interests of the membership at large on the Board of Directors.

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. In the case of death, incapacity, or resignation of any Member-at-large, the vacant office shall be awarded to the defeated candidate who was, at the time of the most recent election, the runner-up in the election for Member-at-large seats. If the runner-up declines to serve or is for any other reason unavailable, the Board of Directors shall, by majority vote, elect a successor. The new Member-at-large will serve the remainder of the term of the person s/he replaces.

#### Section 3

In addition to the Division's Officers and Members-at-large, the Student Representative to the Board of Directors shall assume office January 1, following the most recent election,

and shall maintain their office until the successor is seated. They shall represent the interests of the students at large on the Board of Directors.

The Student Representative shall be assigned to serve as liaison from the Board to the Student Committee and will report activities to the Board members. In the case of death, incapacity, or resignation of the Student Representative, the vacant office shall be awarded to the defeated candidate who was, at the time of the most recent election, the runner-up in the election for the Student Representative seat. If the runner-up declines to serve or is for any other reason unavailable, the Board of Directors shall, by majority vote, elect a successor. The new Student Representative will serve the remainder of the term of the person s/he replaces.

#### Section 4

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, Council Representatives must be Members or Fellows of the Division and are ordinarily seated for a three- (3) year term. The Representatives to APA Council shall perform those duties required of Council Representatives as specified in APA's 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. They shall also be responsible for informing the Board of Directors of significant actions taken by APA Council.

- A. Representatives to APA Council shall assume office on January 1 of the year following their election and shall maintain office until their successors are seated. During the period between their election and the assumption of the duties of their office, they shall be given the title of Representative-designate and shall be members of the Board of Directors ex-officio without vote.
- B. In the case of death, incapacity, or resignation of any Representative to the APA Council, the vacant office shall be awarded to the defeated candidate who was, at the time of the most recent election, the runner-up in the election for Council seats. If the runner-up declines to serve or is for any other reason unavailable, the vacant office shall be awarded to the next defeated candidate on the ballot for that office, to serve the unexpired term of office. Should that candidate decline to serve or for any other reason is unavailable, the vacant office shall be offered to each successive candidate whose name appeared on the election ballot for the office, until a defeated candidate accepts the offer. If none of the defeated candidates accepts the vacant office, the president shall appoint a successor to serve until the next regular election.
- C. If the Division loses one or more of its seats on APA Council as a result of the association's annual reapportionment, and if the loss cannot be offset by the ending of a term or terms of outgoing Representatives to APA Council, then the Board of Directors shall terminate the incumbency of the required number of Representatives, from among those elected most recently in inverse order of their having been declared elected.

## Section 5

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 these 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 of rules and codes for the transaction of the business of the Division provided that the same do not conflict with the Bylaws of the APA.

## Section 6

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 six (6) months after the APA Annual Convention.

## Section 7

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 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.

## Section 8

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.

#### Section 9

Any officer may be removed from office before the expiration of her/his term by a public two-thirds (2/3) vote of those present at a meeting of the Board of Directors. Such removal can only be effected upon one or more of the following grounds:

- A. A finding of unsatisfactory performance of her/his duties of office (ie. In effective or incomplete performance of role, the missing of two consecutive meetings without presidential approval). All absences must be approved by the President.
- B. A finding by the Ethics Committee of the APA of unethical conduct and the exhausting of any appeals therefrom;
- C. Conviction of a felony or a crime of moral turpitude and the exhausting of any appeals therefrom.

### 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 2

All Committee meetings shall be open to all members of the Division except at such times as the Committee may, by majority vote, declare an executive session for the purposes of discussing a matter of personnel. In the conduct of committee business, the Chair of the Committee, who serves as liaison to the Board, shall be responsible for notifying the members of the call for the meeting, its mode of transaction (i.e., meetings may occur in person; or through conference calls or electronic mail), for establishing the agenda, and for serving as presiding officer. The Chair shall cast a vote only to make or resolve a tie. A majority of the voting members of a Committee shall constitute a quorum, and, unless specified elsewhere in these Bylaws, a majority vote of those present and voting at a Committee meeting shall be sufficient to adopt any resolution.

#### Section 3

While the President, with the concurrence of the Board of Directors and the Committee Chair, shall appoint members to Division Committees, all persons serving as voting members of Standing Committees or of ad hoc Committees must be Members, voting Associate Members or Fellows of the Division. Except as otherwise noted in these Bylaws, the members of the Division's Committees shall be appointed by the President, upon

nomination of the Chairs of such Committees, depending upon the needs of the Committee and the Division. Committee members shall serve until their successors are appointed and seated. In the case of a vacancy occurring on a Committee due to the death, resignation, or incapacity of a Committee member, such vacancy shall also be filled by the president upon nomination of a successor by the Chair of the Committee in question.

#### 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.

#### 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 6

The Standing Committees of the Division shall be:

- 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.
- 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 the APA.
- C. **The Committee on Nominations and Elections**, as described in Article VII, Section 1, of these Bylaws.
- 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 for presentation as part of the Division's Annual Meeting to be coordinated with the Board of Convention Affairs of the APA.
- E. **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. The bestowing of any such award by the Board of Directors shall require an affirmative vote of two-thirds (2/3) of Board members voting.
- F. **The Education and Training Committee**, which shall be represented by its Chair, serves as liason between the Board, Division, and other educational bodies within APA (ABPP, CRSP, 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.
- 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.

- H. **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.
- I. **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.
- 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.

#### Section 7

The President may recommend, and the Board of Directors may authorize, the formation of ad hoc committees to help accomplish the aims and purposes of the Division. Each 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 members 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.

## Section 8

Within the constraints of the authorizations specified in the approved annual budget, meetings or activities of Standing Committees and ad hoc Committees may be directed by their Chairs at the Chair's discretion, subject to a review of the members of such committees.

## Section 9

In addition to its responsibilities for carrying out those duties specified in Article VI, Sections 6 and 7, of these Bylaws, each standing Committee and ad hoc Committee shall have the privilege of recommending to the Board of Directors procedures, new policy or policy changes and/or amendments to these Bylaws.

## Section 10

It shall be the responsibility of the Chair of each Standing Committee and ad hoc Committee to submit a report of its operations, its concerns, and any recommendations it might wish to make, to the Board of Directors at the Convention and Winter meetings. Such reports shall be submitted to the Board of Directors through the office of the Secretary of the Division in a timely fashion.

# ARTICLE VII: NOMINATIONS AND ELECTIONS

## Section 1

The Committee on Nominations and Elections shall consist of the most recent Past-president, as of January 1, who serves as Chair, 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, Student Representative, or Council Representative. Only Members, Fellows, Student Affiliates 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 board.

## Section 3

The Nominations and Elections Committee shall seek advice on nominations from 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 lodged 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 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 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.

### ARTICLE VIII: MEETINGS

#### Section 1

The Division shall hold an annual scientific and professional meeting at the time and place of the APA Annual Convention for the presentation of scientific papers and the discussion of professional matters in the realm of group psychology and group psychotherapy. The Division shall coordinate its program with, and shall participate in, the programs of the APA.

## Section 2

There shall be at least one Membership Business Meeting of the Division that shall be held in conjunction with the APA in the locality of the annual APA Annual Convention. The purpose of such a meeting shall be to provide an opportunity for a personal exchange of information and perspectives about matters of mutual concern between the general membership and the members of the Board of Directors. Any member of the Division shall have the right to place a matter on the agenda of a business meeting up to 48 hours before the meeting.

## Section 3

Other scientific, professional, and/or business meetings of the Division may be called by the President with the concurrence of the Board of Directors. Notice of such meetings shall be communicated to the membership in a timely fashion.

# ARTICLE IX: FINANCES

## Section 1

A change in assessment of any membership dues or special fees shall be recommended by a two-thirds (2/3) vote of the Board of Directors. Once so recommended, the proposed amount of the new year's assessment shall be presented to the membership for ratification at the annual meeting of the Division. Ratification of changes in dues or special fees shall require a majority vote of those members in attendance at the annual meeting.

## 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 or 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.

#### ARTICLE X: AMENDMENTS

An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of three percent (3%) of the voting Members of the Division and presented to the Board of Directors. The proposed amendment shall be either inserted into the next issue of the Division newsletter, or posted on the Division listserv, and mailed or electronically sent. Returned ballots (including membership number) shall be counted by the Secretary or APA thirty (30) days after mailing, or email posting, and the voting period shall then be considered closed. An affirmative vote by the majority of votes cast shall be required to ratify the amendment, which shall be effective immediately.

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