

Policy Manual

Division 49

Group Psychology and Group Psychotherapy

General Procedures and Information.....	2
President’s Duties.....	3
President-elect Duties.....	4
Past President’s Duties	5
Secretary Duties	6
Treasurer’s Duties	7
Members at large Duties.....	11
Executive Committee Duties.....	12
Council Representatives duties	13
Committees (In alphabetical order).....	14 – 28
A. The Committee on Awards	14
B. The Diversity Committee	15
C. The Education and Training Committee	17
D. Federal Advocacy Coordinator	18
E. The Committee on Fellows	19
F. The Finance Committee	20
G. The Membership Committee.....	21
H. Committee on Nominations and Elections.....	22
A. The Program Committee	24
B. The Publications Committee	26
Ad hoc Committees and Positions	28

General Procedures and Information

The division 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 office- holders as a guide to how the work of each office and each committee is actually done.

Division 49 Mission Statement

The purpose of Division 49 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, Division 49 is an organization that welcomes all psychologists interested in the study and application of group dynamics. The division sponsors a journal, Group Dynamics: Theory, Research, and practice. Division members also receive a newsletter, The Group Psychologist.

Division 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.

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.

Working Notes for the President

1. Constitute and organize committees, set goals for committees, monitor work of committees.
 2. Appoint liaisons to various APA groups, initiatives.
 3. Facilitated communication among the division members, other division, and APA. Answer all communications/ inquiries from the APA.
 4. Prepare the President's Columns for the newsletter.
 5. Sign all Treasurers' expense vouchers (these are only reimbursements for the Treasurer—the treasurer signs reimbursements for all others).
- January:
6. Continue work begun as president-elect with Convention Program Chair on program and suite for Board meeting and Social for the Division. The division only covers 2 nights, President must reserve his/her own lodging in addition to suite occupancy dates.
- January/ February: Mid-winter Meeting
7. Continue work begun as president-elect in preparing agenda for and preside over the Mid- Winter BOD meeting. Solicit from all committee chairs reports for this meeting (including Treasurer's report).
 8. Plan all site aspects of the mid-winter meeting, working through Division Services and APA travel offices.
 9. State Leadership Conference in DC
- For the APA Meeting and BOD meeting held during APA
10. Prepare agendas for (and preside over) the BOD meeting and the Business Meeting. Solicit from all committee chairs reports for this meeting. With the president-elect, set the dates, if possible, for mid-winter BOD at this time.
 11. Prepare and deliver Presidential address at the Convention meeting.
 12. Present all awards to be given at Annual Convention including President-elect, Past President, Retiring Board Members, teacher Award (Group Psychologist of the Year), and any special awards approved by the Board (order plaques, gavel).
 13. Coordinate the Div49 Reception at APA.
- End of the Year
14. Prepare the report to APA on his/her year as President. APA requests this report several months before President becomes Past President, so President should prepare this report for his or her year (e.g., President in 2008 should prepare report for 2008, in consultation with the 2005 and 2007 presidents, as needed. This report should be reviewed at the Midwinter meeting prior to its formal submission to APA (provided the midwinter meeting occurs prior to the due date).
 15. Assist president-elect in planning the Mid-winter meeting.

ARTICLE III: OFFICERS

President-elect's Duties

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.

ARTICLE V: COMMITTEES

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

Working Notes for the President-elect

The president-elect is notified of his or her election by APA late in the Spring of the year *before* he/she will be president-elect.

1. Work, throughout the year, identifying and discussing presidential goals with the Division members.
2. Prepare the President-elect's Column of issues #2 and #3 of the newsletter.
3. Serve as member of the Financial Committee.
January:
 4. Attend the mid-winter BOD meeting. Prepare, if possible, general statement of initiatives.
 5. Division Leadership Conference sponsored by APA (January, usually). Funding provided by APA and the division.At the APA meeting
 6. Prepare a president-elect's report for the Convention Board of Director's Meetings and Business Meeting for the Convention. Set the date for Midwinter Meeting at this time.
 7. Assist, as needed, in the business of the Division at the APA meetings (e.g., Award presentations), including reception and special events.October to December
 8. As a member of the program committee, work with the Convention Program chair on the call for papers for the following year's APA meeting and make decisions about programming. Programming includes both substantive programming and no substantive programming.
 9. With input from the president, prepare agenda for the Mid-Winter BOD meeting. Solicit from all committee chairs reports for this meetings (including Treasurer's report).
 10. Plan all site aspects of the mid-winter meeting, working through Division Services and APA travel offices.
 11. Review the structure of the Division and composition of all Standing Committees and Ad hoc committees. Prepare report on these memberships for Mid-winter meeting.
 12. Head up the Committee on Awards and select 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 Pat President cannot complete the term of office, the office shall remain vacant through the balance of the year in which the vacancy occurs.

Working Notes for the Past President

Throughout the Year

1. Facilitate the goals of the division, with particular focus on membership recruitment and increasing collaboration with other divisions/ APA.

January

2. Attend the mid-winter BOD meeting. Present his/her report to APA to the group. Work closely with Treasurer on budget.

At the APA meeting

3. Assist, as needed, in the business of the Division at the APA meetings (e.g., Award presentations), including reception and special events.

Late in the Year

4. The past president will, in many cases, serve on both the Nominations and Elections Committee, and also on the Awards Committee. Any past president can serve on these committees, but in general the immediate past president contributes to these committees. These committees will do their work in Nov/December, so that their reports can be ready for the mid-winter meeting.

Working Notes

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.

Secretarial Responsibilities

1. Take notes at the board meetings, sends drafts to board for corrections within 2 weeks.
2. Provides newsletter editor with corrected draft version of the minutes for the newsletter twice a year.
Narrative version?
3. Maintains the leadership roster.
4. Maintains the division membership roster.
5. Maintains the Policy document.
6. Counts ballots for mail-in elections.
7. Corresponds with the membership via the list serve.

As Chair of Publications Committee

8. Coordinates reports from the newsletter, journal, and web editors.
 9. Reviews publication contracts and seek bids, as appropriate, for publications nearing the final year of contract.
-

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.

Working Notes

The Treasurer has the responsibility of handling the finances of the Division. In consultation with the finance committee this includes:

1. Pay bills and issue reimbursements.
2. Keep financial records up to date and in a secure location
3. Determine what the dues rate will be each year.
4. 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.
5. Transfer records promptly when a new treasurer takes over.
6. Review Publisher's records and payments.
7. Maintain fiscal policies and budget notes that operationalize policy.

The primary responsibility of the Treasurer is to serve as the fiscal agent for the division. The Treasurer is to serve as the fiscal agent for the division. 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 American Psychological Association. An outside accounting firm, CBIZ, is the primary contact for the Division Treasurers. At present, the CBIZ officer with whom I work most closely is Aviva Berlin. APA provides monthly financial reports including all official fiscal actions. They also provide a basic outline of the Income Tax return that needs to be filed annually. The three monthly reports that are most useful come in July, December, and January. Each of those monthly reports proved the data from which comparative reports are constructed (July presents June data for the APA

Convention reports, December contains November data which has been used traditionally in the division as a comparison database in key categories of operations, and January provides annual fiscal data for use in Income Tax filing, and in Mid-winter Meeting reports and planning sessions. The division operates on a calendar year fiscal base.

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 simply comprised of handling details and reports. Each Treasurer will undoubtedly develop a personal style of handling routine paperwork, but for me, I review each invoice or expense form, assign a code from the list provided by APA, then (1) complete a Reimbursement/ Disbursement Request Form, (2) make a copy of it along with all supporting invoices, receipts and communiqués, file it in my annual folder of expenses and record it electronically on my MW file, and then submit the originals to CBIZ. Occasionally, I will have to respond to CBIZ inquiries if receipts were not supplied, the request is not timely, or if the request is outside of our budget categories.

The basic work of the Treasurer is outlined below in a monthly calendar format. Attachments are provided to add a more detailed perspective.

Monthly Summary of Work

December

1. Prepare for Mid-Winter Meeting

- Annual Expense Record

Check accuracy and completeness of report by reconciling the electronic MW file of expenses paid with the Record of expense Reimbursement Request Forms filed in a folder by date of submission to APA/CBIZ. My system is simple, but it works, though it really should be transferred onto an Excel file. A summary report should be prepared for perusal by each board member.

- Comparative Five-Year Analysis of Expenditures

Data from the Annual expense Record can be calculated and inserted into the existing Excel program that outlines major expenses over the last 6-7 years. The summary sheets should be provided each board member for review and deliberation.

- Mid-Winter Expense report Form

Provide board members current forms with treasurer's mailing address. I have mentioned each year that original expenses are required, but members sometimes forget or have lost the receipts. This almost always requires an additional set of emails to CBIZ begging forgiveness and attesting to the veracity of the expense. In the absence of original (or acceptable) receipts, they have asked me to send a special letter so that they can have it "for tax purposes." Happens about twice a year.

- Finance Committee Report

The Mid-Winter meeting is usually too packed to get time set aside for a meeting of the committee, because the committee consists of the Past-president, the President-elect, and the President as an Ex-officio member. No side meetings are possible because of the central importance of these members, so it seems much more feasible to have the committee handle its work by conference call twice a year, prior to each of the two major meetings. I had wanted the committee to serve as a policy-making group and as a supervisory check for me as the fiscal agent. The most important item for the committee to consider, adjust and establish a budget, developed initially by the Treasurer for the committee's analysis and action. Once the budget is established by this committee, and then approved by the Board, budget override requests, whether small or large, should be decided by this committee, rather than by the Treasurer, unless limits and processes have

been outlined clearly. Personal relationships are so close in such a small working group as our board that rules ought to guide the Treasurer's actions. I share this observation more from my experience as a low-level university administrator than my experience in working with this collection of collegial and responsible board members who are freely contributing enormous amounts of time to a collective cause.

- Become more familiar with key forms and codes provided by CBIZ, the accounting firm that handles most of the financial work of divisions associated with APA. Care is important in figuring out which code to use.

January

2. Participate in Mid-Winter Meeting

- Present a Treasurer's Report during the Mid-Winter meeting of the board of directors. The report should focus on (1) the financial status of the organization, (2) an analysis of the past year's expenditures, and (3) a proposed budget for the forthcoming year. Also, remind the board members of the importance of (1) submitting original receipts for expense reimbursement, and (2) of the importance of submitting their forms within 15-30 days.
 - Make arrangements to pay for a group meal.
3. Process board members' expense reimbursement requests.
4. Submit own reimbursement request with receipts to President for his/her signature. Also, enclose a stamped envelope for the President to send it along to APA/CBIZ. APA has a policy that a Treasurer is not allowed to approve or submit their own reimbursement requests.

February

5. Process remaining expense forms of board members.
6. Process Hotel's master bill and the bill from APA for lunch catering and coffee, assuming that the Board is still meeting at Hotel George, and APA in D.C.
7. Prepare an article for the newsletter describing the financial status of the organization.
8. APA usually submits bills in late January and early February for their contributions to the November/December issue of the newsletter, and for other administrative services.

March

9. Prepare Income Tax Return

- APA sends a "shell of return" with some data pertaining to our financial income and expenses. The task is to diligently check the accuracy, and to see what's missing, or what may be in error. Sometimes, you have to call and/or write to see how they're obtaining their figures. Each year, the gross figures are exactly right, down to the dollar, but the sub-categories (or the ways in which they've arrived at those figures) have never made any sense, even after explanations. Accuracy depends on the thoroughness and appropriateness with which you've used the administrative code numbers that we have to put on each reimbursement request (see attached sheet). I have found that they tend to lump together two or three like items to come up the data in their sub-categories. Beyond the hassle of reconciling these discrepancies, minor as they are, there's additional information to provide throughout the document, so it's important to simply go through it line by line.
 - Board members will attend liaison meetings with other organizations throughout the year, starting in January or early spring. Reimbursements should follow the usual procedures and limits.

April- May

- Quiet months with just a few APA administrative bills coming along for processing.
- This is about the time when APA submits its bills for the layout, printing and postage associated with the second issue of the Newsletter.

June- July

- Preparation for the APA Convention starts in the early summer.
- A Treasurer's Report is needed for the open Business Meeting. Seems like it should contain mini-reports similar to those prepared for the Mid-Winter Meeting, except that these should deal with the content in somewhat less specific detail.

August

- Make brief presentation to Board, and then to general business meeting attendees.
- Prepare a brief report on the treasury for the next issue of the newsletter.
- Process APA's check for our portion of the *Group Dynamics* profit.
- Handle various decisions relative to the bills associated with the conduct of the Annual Social event for the membership in the President's suite during the convention
- Process reimbursement for Awards and Plaques.

September- October

- Analyze the trends in membership noted in the monthly reports sent by APA.
- Process APA bills for Newsletter and other administrative services costs.

November

- Process regular bills
- Begin the early preparatory work on the annual status report.

Notes contributed by John Dagley

MEMBERS AT LARGE Duties

ARTICLE IV:

Section 2

Members-at-large shall be assigned to serve as liaison form 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 wither 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 meeting 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.

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.

Working Notes Council Rep Duties

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 which is the policy making and directing body of the association. The representative may choose to become involved with Council functions as their interests and time commitments permit. Council meets two times a year (February and during the August 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 minorities receive 5 nights of lodging, airfare, and meals not provided by APA

The Representative is expected to be representing the best interests of the Division on Council. The representative may seek guidance and direction from the EC on issues which come before the Council. The Representative votes their conscience and the best interests of the Division on any matter which comes to a vote.

The APA Rep also serves on the EC of the Division. As an EC member, the Rep offers written reports following each Council meeting and verbal reports at scheduled meetings. Written reports are typically printed in the Division Newsletter. The Rep may serve on any committee of the EC.

Contributors: Joe Kobos

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 provides the following awards each year:

1. Arthur Teicher Group Psychologist of the year. Consideration of nominees for this award has been done by the Awards Committee with recommendations to the Board of Directors; but consideration has also been done by the Board of Directors as a Committee as the Whole in order to generate a large pool of potential candidates.
2. Timeline: Ideally, the president-elect does some of the work identifying candidates prior to, and during, the APA convention. Timing is problematic, since the information about the Group Psychologist of the Year is needed by APA program deadlines.

3. The awardee receives a plaque at the annual APA convention. (The awardee/(s) is/are expected to give a professional presentation on a topic of his or her choice.)
4. The President of the Division will arrange for the plaque and for a brief article to be written on the Group Psychologist of the Year for the Convention Issue of the newsletter. The President also issues an award to the past president and a gavel to the president elect.
5. Outstanding Group Dissertation of the Year. 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, a plaque, and a one-year membership in the Division. The awardee is expected to submit a paper from the dissertation to the newsletter for possible publication.
6. Special Awards. The Board of Directors may authorize special awards to individuals or groups who have made significant contributions to the profession or Division 49.

<p>Previous winners of the Group Psychologist of the Year Award</p> <p>1992 Henriette Glatzer 1993 Robert Dies 1994 Saul Sheidlinger 1995 Herbert Kelman 1996 Donelson R. Forsyth 1997 Yvonne Agazarian 1998 Louis Ormont 1999 Anne Alonso</p>	<p>2000 George Gazda 2001 Joe McGrath (maybe, 2002) 2002 Not applicable 2003 Not applicable 2004 Rex Stockton 2005 Albert Ellis 2006 Gary Burlingame & Addie Fhuriman 2007 Philip Zimbardo 2008 Richard Hackman</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DIVERSITY

The Diversity Award will be given every year, beginning 2010, to a group psychologist who has made outstanding contributions in group psychology practice, research, service or mentoring that promotes understanding and respect for diversity.

The Chair communicates with the committee members, identifies tasks, clarifies expectations, and advises the Board of the specific projects to be developed and carried out to promote inclusiveness.

Mission Statement, Functions, and Responsibilities

The mission of the Committee on Cultural Diversity of Division 49 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

the division, and, (b) developing and recommending policies and programs designed to educate members of the division in this area in their practice, research and training.

The specific responsibilities of the Chair include:

1. Serving as liaison between the Division and APA's Office of Ethnic Minority Affairs regarding changes in policy, guidelines, and tasks related to cultural diversity.
2. Communicating and collaborate with all other organizational units in APA related to cultural diversity.
3. Collaborating with the Membership Committee Chair in the development of plans, strategies, and initiatives to encourage increased diversity in the membership of the Division.
4. Guiding the Committee in the development of recommended competencies and sponsor programs aimed at increasing the skills and knowledge of Division 49 members in working with individuals from diverse backgrounds in our society.
5. Working with committee members to identify short-term and long-term goals to be accomplished.
6. Consulting with the member-at-large to prepare and submit two progress reports annually, in advance of the Board meetings in January and August.

Contributors: Eric Chen

Nomination and Selection Procedure.

Nominations are reviewed by the Diversity Committee and voted on by the Board of Directors at its midwinter meeting. Nominations are due by December 1 annually. Each award recipient is honored at the American Psychological Association Annual Convention with an engraved plaque.

Submission Procedure and Requirements

Self-nominations are accepted. Please collate nominations materials into one PDF document and email them to Eric C. Chen (echen@fordham.edu) no later than December 1, 2011. No faxes or mailed submissions will be accepted.

Nominations materials should include and be limited to the following: 1. 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 Education and Training Committee, which shall be represented by its Chair, serves as liaison between the Board, Division, and other educational bodies within APA 9ABPP, 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.

Federal Advocacy Coordinator

The divisional Federal Advocacy Coordinator is appointed or reappointed by the Division President on an annual basis. The job 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 understating 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. 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. 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. 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:

- Respond to requests for grassroots action in a timely fashion. Use of division list serves is encouraged;
- Provide feedback on your grassroots efforts to the regional field staff and/or the Government Relations Office, also in a timely fashion;
- Maintain a grassroots network of psychologists by Congressional district;
- Identify as many KEY contacts of Members of Congress from your division;
- Create a contingency plan with your division should the occasion arise that you are unavailable to take time sensitive action;
- Update psychologists in your division on the status of current legislative initiatives (e.g., write column for you division newsletter, send issue updates to volunteers via email, report at board meetings and at conventions);
- 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;
- Recruit psychologists to join the association for the Advancement of Psychology, which sponsors a federal political action committee;
- Educate volunteers on the value of political giving and the importance of political action to the legislative agenda;
- Recognize legislators who support APA sponsored legislation (honor with award, article/picture in the division newsletter, etc.);
- Honor grassroots volunteers from your division who show initiative and leadership in federal advocacy.

THE COMMITTEE ON FELLOWS

B. 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.

Working Notes

Prepare a Call for Fellows for at least two issues of the newsletter detailing the criteria for initial and for current Fellows.

For Initial Fellows:

1. Send applications to interested applicants with deadlines
2. Contact the sponsors for endorsement letters and thank them when received
3. Send completed applications to members of Division Fellows Committee for their recommendation
4. Write a Fellow Chair's statement to be submitted to the APA membership Committee along with entire package
5. Send all, paying attention to APA deadline for submission.
6. Wait for decision by APA. Candidates must be approved by the APA Board of Directors, then by the Council of Representatives before it is official.

For Current Fellows:

1. Current Fellows are those Division 49 members who already hold APA Fellow status through another division. They do not need to be approved by the APA membership Committee.
2. Ask applicants to submit a statement describing their important work in group psychology or group psychotherapy
3. Send statement to members of Division Fellows Committee for their recommendation

Write two reports on results for the Division Board of Directors meetings, one in June and one at end of the year.

Contributors: Gloria B. Gottsegen

Finance Committee

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.

- A. **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.

1. Membership Chair serves as the point person with regard to communications with APA Division membership Services (currently Keith Cooke). The membership chair should update and oversee how APA Division membership Services responds to membership queries with an information letter and application. When new members are brought into the Division they receive an automated letter from the current Division President who welcomes them and encourages their involvement in Division activities. The Membership Chair should keep this letter current.
2. As a member of the APA Division membership Services list serve chair should keep up to date on all APA Division Membership Chairs.
3. The membership Chair receives Membership reports from the APA Membership Division Services each month along with the Division President and Secretary. The reports are called Summary and detail. The summary reports give actual monthly updates on renewals and dollars paid while the Detail reports give the names and addresses of those members who have renewed and who are in arrears. The membership Chair should share these reports with members of the Board by email distribution. This will allow those Board Members who have relationships with members in arrears to establish contact and intervene with those members who are at risk of losing their membership in the Division of the APA.
4. The Membership Chair will advocate on behalf of the division members to the board of Directors with regard to the development of policies and procedures that support an active and growing membership.
5. The Membership Chair, in consultation with the President and BOD, develop a working membership committee that will actively promote the goals of increasing the number of members of the division.
6. The Membership chair is 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.
7. The Membership Chair will be involved with the Convention Program Chair and other Board Members who are involved with the Division's activities in planning and administrating Division activities at the APA Annual Meeting. Division sponsored activities are a natural place to distribute applications and descriptive materials and may include presentations, lectures, symposia, invited addresses, awards ceremonies, social events and the hospitality suite. Membership applications and descriptions are available from APA Division Membership Services who will bring materials to the Annual Meeting on our behalf. The Membership Chair should plan to arrive early, or designate an individual who can arrive early, in order to take possession of the materials such that they can be distributed throughout the course of the
8. The Membership Chair will look to involve all members of the Division in marketing activities that may include their participation in various other allied professional organizations which involve the practice, research and theory of group psychology related activities. Examples of such organizations are American Group Psychotherapy Association for Specialists in Group work and the State and Provincial Psychological Associations.

Contributors: Josh Gross

The Committee on Nominations and Elections

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 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 edged by a member or members with the Board of Directors about the conduct or outcome of a n 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.

Working Notes
The committee should have a full slate ready for approval at the mid-winter meeting.
After approval of the slate, the committee should secure a set of autobiographical statements from all candidates, and submit these to the Editor of the Group Psychologists by the deadline for the election issue.
This committee is responsible for communicating the results of the election to the members.

The Program Committee

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.

Working Notes

1. 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 through the summer season.
2. 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. Currently, the Committee is made up of 5 members (including the Chair and Co-Chair). The Chair communicates with the Committee, setting up guidelines and expectations. It is also important that the Chair receive feedback from committee members regarding procedures so that improvements can be made over time.
3. The Program Committee generates a Call for programs for the Division. This may be accomplished through the Division website, newsletter, and listserv. The Program Chair receives submissions online from APA. The Chair must be familiar with the manual that is sent to Chairs regarding the use of the Convention Planning website. The submissions are received by the deadline.
4. It is the responsibility of the Program Chair to receive submissions and prepare them for review by the Committee. The Chair prepares objective criteria for evaluation and oversees the review process, serving as tie-breaker for committee decisions regarding the acceptance or rejection of proposals. The Chair also serves as a resource for committee members during the review process.
5. 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.
6. The Program Chair then takes the reviews and plans the program based on the allotted amount of Convention hours given to the Division. These decisions are based on Substantive (presentation programming) and No substantive (administrative programming) hours that are assigned by APA. The Chair uses the online Convention Planning website to enter programming events into the schedule as designated by APA. Through the use of the Convention Planning program, the Chair also informs submitters of the status of proposal submissions. The Chair submits the Division program within the time frame designated by APA. It is essential to meet the deadline as access to the Convention Planning website is denied after the deadline.
7. Throughout the process, the Program Chair is in communication with APA and other Division Program Chairs via the Program Chair listserv. The Program Chair also keeps open communication with the President, the Board and Membership regarding progress as is appropriate or requested. This includes coordination of scheduling with the Division President regarding arrangements and deadlines for scheduling of the Board Meeting, Business Meeting, Presidential Address, Award Ceremony and the Hospitality Suite Division Social (the Hospitality Suite also serves as the President's accommodations for a limited time at the Convention).
8. Following the submission of the proposed program, the Program Chair awaits 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 Board and membership with the Division 49 Program Schedule when it is available for listing on the website or publishing in the newsletter, *The Group Psychologist*. The Program Chair also presents a report at the APA Board meeting.

- A. **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.

Working Notes
<ol style="list-style-type: none">1. The <i>Group Psychologist</i> editor serves on this committee.2. The editor of <i>Group Dynamics: Theory, Research, and Practice</i>, serves on this committee.3. The secretary of the division is on this committee, and as an officer should be in most cases be its chair-definitely the liaison for the Board.4. This committee should also include those individuals who are responsible or the web pages of the division.5. This committee should also include the “owner” of the division list serve.

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.

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 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

GPRN

Committee on Public Interest, Public Education, and Social Justice

School-based Mental Health Interventions

Diplomate and Credentials

Research Committee

Group Psychology and Group Psychotherapy

General Procedures and Information	2
President’s Duties	2
President-elect Duties	6
Past President’s Duties	7
Secretary Duties	8
Treasurer’s Duties	9
Council Representatives duties	14
Committees	15
A. The Committee on Fellows	15
B. The Membership Committee	16
C. Committee on Nominations and Elections	16
D. The Program Committee	18
E. The Committee on Awards	
F. The Education and Training Committee	19
G. The Finance Committee	19
H. The Publications Committee	19
I. The Diversity Committee	20
Ad hoc Committees and Positions	21
Federal Advocacy Coordinator	21

General Procedures and Information

The division 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 office- holders as a guide to how the work of each office and each committee is actually done.

Division 49 Mission Statement of Division

The purpose of Division 49 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, Division 49 is an organization that welcomes all psychologists interested in the study and application of group dynamics. The division sponsors a journal, Group Dynamics: Theory, Research, and practice. Division members also receive a newsletter, The Group Psychologist.

Division 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.

Board Members' Duties Defined

President's Duties

ARTICLE III: OFFICERS

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.

ARTICLE IV: BOARD OF DIRECTORS

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 meeting 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.

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.

ARTICLE V: COMMITTEES

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 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 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 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.

ARTICLE VII: NOMINATIONS AND ELECTIONS

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 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 for the term of office.

ARTICLE VIII: MEETINGS

Section 1

The Division shall hold an annual scientific and professional meeting at the time and place of the APA in 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 3

Disbursement of funds of the Division shall be made as follows:

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.

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 expense for the year are not exceeded.

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 5

All contacts 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.

Working Notes for the President
<ol style="list-style-type: none">1. Constitute and organize committees, set goals for committees, monitor work of committees.2. Appoint liaisons to various APA groups, initiatives.3. Facilitated communication among the division members, other division, and APA. Answer all communications/ inquiries from the APA.4. Prepare the President's Columns for the newsletter.5. Sign all Treasurers' expense vouchers (these are only reimbursements for the Treasurer—the treasurer signs reimbursements for all others). <p>January:</p> <ol style="list-style-type: none">6. Continue work begun as president-elect with Convention Program Chair on program and suite for Board meeting and Social for the Division. The division only covers 2 nights, President must reserve his/her own lodging in addition to suite occupancy dates. <p>January/ February: Mid-winter Meeting</p> <ol style="list-style-type: none">7. Continue work begun as president-elect in preparing agenda for and preside over the Mid- Winter BOD meeting. Solicit from all committee chairs reports for this meeting (including Treasurer's report).8. Plan all site aspects of the mid-winter meeting, working through Division Services and APA travel offices.9. State Leadership Conference in DC For the APA Meeting and BOD meeting held during APA10. Prepare agendas for (and preside over) the BOD meeting and the Business Meeting. Solicit from all committee chairs reports for this meeting. With the president-elect, set the dates, if possible, for mid-winter BOD at this time.11. Prepare and deliver Presidential address at the Convention meeting.12. Present all awards to be given at Annual Convention including President-elect, Past President, Retiring Board Members, teacher Award (Group Psychologist of the Year), and any special awards approved by the Board (order plaques, gavel).13. Coordinate the Div49 Reception at APA. <p>End of the Year</p> <ol style="list-style-type: none">14. Prepare the report to APA on his/her year as President. APA requests this report several months before President becomes Past President, so President should prepare this report for his or her year (e.g., President in 2008 should prepare report for 2008, in consultation with the 2005 and 2007 presidents, as needed. This report should be reviewed at the Midwinter meeting prior to its formal submission to APA (provided the midwinter meeting occurs prior to the due date).15. Assist president-elect in planning the Mid-winter meeting.
Contributions: George Gazda, Lynn rapin, Don Forsyth

President-elect 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.

ARTICLE V: COMMITTEES

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 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.

Working Notes for the President-elect
<p>The president-elect is notified of his or her election by APA late in the Spring of the year <i>before</i> he/she will be president-elect.</p> <ol style="list-style-type: none">1. Work, throughout the year, identifying and discussing presidential goals with the Division members.2. Prepare the President-elect's Column of issues #2 and #3 of the newsletter.3. Serve as member of the Financial Committee. <p>January:</p> <ol style="list-style-type: none">4. Attend the mid-winter BOD meeting. Prepare, if possible, general statement of initiatives.5. Division Leadership Conference sponsored by APA (January, usually). Funding provided by APA and the division. <p>At the APA meeting</p> <ol style="list-style-type: none">6. Prepare a president-elect's report for the Convention Board of Director's Meetings and Business Meeting for the Convention. Set the date for Midwinter Meeting at this time.7. Assist, as needed, in the business of the Division at the APA meetings (e.g., Award presentations), including reception and special events. <p>October to December</p> <ol style="list-style-type: none">8. As a member of the program committee, work with the Convention Program chair on the call for papers for the following year's APA meeting and make decisions about programming. Programming includes both substantive programming and no substantive programming.

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 9. With input from the president, prepare agenda for the Mid-Winter BOD meeting. Solicit from all committee chairs reports for this meetings (including Treasurer’s report). 10. Plan all site aspects of the mid-winter meeting, working through Division Services and APA travel offices. 11. Review the structure of the Division and composition of all Standing Committees and Ad hoc committees. Prepare report on these memberships for Mid-winter meeting. 12. Head up the Committee on Awards and select the awardees for the following year. |
| Contributions: George Gazda, Don Forsyth |

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 Pat President cannot complete the term of office, the office shall remain vacant through the balance of the year in which the vacancy occurs.

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.

Working Notes for the Past President
<p>Throughout the Year</p> <ol style="list-style-type: none"> 1. Facilitate the goals of the division, with particular focus on membership recruitment and increasing collaboration with other divisions/ APA. <p>January</p> <ol style="list-style-type: none"> 2. Attend the mid-winter BOD meeting. Present his/her report to APA to the group. Work closely with Treasurer on budget. <p>At the APA meeting</p> <ol style="list-style-type: none"> 3. Assist, as needed, in the business of the Division at the APA meetings (e.g., Award presentations), including reception and special events. <p>Late in the Year</p> <ol style="list-style-type: none"> 4. The past president will, in many cases, serve on both the Nominations and Elections Committee, and also on the Awards Committee. Any past president can serve on these committees, but in general the immediate past president contributes to these committees. These committees will do their work in Nov/December, so that their reports can be ready for the mid-wintermeeting.

Secretary Duties

ARTICL 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.

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.

Working Notes
<p>Secretarial Responsibilities</p> <ol style="list-style-type: none">1. Take notes at the board meetings, sends drafts to board for corrections within 2 weeks.2. Provides newsletter editor with corrected draft version of the minutes for the newsletter twice a year. Narrative version?3. Maintains the leadership roster.4. Maintains the division membership roster.5. Maintains the Policy document.6. Counts ballots for mail-in elections.7. Corresponds with the membership via the list serve. <p>As Chair of Publications Committee</p> <ol style="list-style-type: none">8. Coordinates reports from the newsletter, journal, and web editors.9. Reviews publication contracts and seek bids, as appropriate, for publications nearing the final year of contract.

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.

Working Notes
The Treasurer has the responsibility of handling the finances of the Division. In consultation with the finance committee this includes: 1. Pay bills and issue reimbursements.

2. Keep financial records up to date and in a secure location
3. Determine what the dues rate will be each year.
4. 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.
5. Transfer records promptly when a new treasurer takes over.
6. Review Publisher's records and payments.
7. Maintain fiscal policies and budget notes that operationalize policy.

The primary responsibility of the Treasurer is to serve as the fiscal agent for the division. The Treasurer is to serve as the fiscal agent for the division. 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 American Psychological Association. An outside accounting firm, CBIZ, is the primary contact for the Division Treasurers. At present, the CBIZ officer with whom I work most closely is Aviva Berlin. APA provides monthly financial reports including all official fiscal actions. They also provide a basic outline of the Income Tax return that needs to be filed annually. The three monthly reports that are most useful come in July, December, and January. Each of those monthly reports proved the data from which comparative reports are constructed (July presents June data for the APA Convention reports, December contains November data which has been used traditionally in the division as a comparison database in key categories of operations, and January provides annual fiscal data for use in Income Tax filing, and in Mid-winter Meeting reports and planning sessions. The division operates on a calendar year fiscal base.

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 simply comprised of handling details and reports. Each Treasurer will undoubtedly develop a personal style of handling routine paperwork, but for me, I review each invoice or expense form, assign a code from the list provided by APA, then (1) complete a Reimbursement/ Disbursement Request Form, (2) make a copy of it along with all supporting invoices, receipts and communiqués, file it in my annual folder of expenses and record it electronically on my MW file, and then submit the originals to CBIZ. Occasionally, I will have to respond to CBIZ inquiries if receipts were not supplied, the request is not timely, or if the request is outside of our budget categories.

The basic work of the Treasurer is outlined below in a monthly calendar format. Attachments are provided to add a more detailed perspective.

Monthly Summary of Work

December

1. Prepare for Mid-Winter Meeting

- Annual Expense Record

Check accuracy and completeness of report by reconciling the electronic MW file of expenses paid with the Record of expense Reimbursement Request Forms filed in a folder by date of submission to APA/CBIZ. My system is simple, but it works, though it really should be transferred onto an Excel file. A summary report should be prepared for perusal by each board member.

- Comparative Five-Year Analysis of Expenditures

Data from the Annual expense Record can be calculated and inserted into the existing Excel program that outlines major expenses over the last 6-7 years. The summary sheets should be provided each board member for review and deliberation.

- Mid-Winter Expense report Form

Provide board members current forms with treasurer's mailing address. I have mentioned each year that original expenses are required, but members sometimes forget or have lost the receipts. This almost always requires an additional set of emails to CPIZ begging forgiveness and attesting to the veracity of the expense. In the absence of original (or acceptable) receipts, they have asked me to send a special letter so that they can have it "for tax purposes." Happens about twice a year.

- Finance Committee Report

The Mid-Winter meeting is usually too packed to get time set aside for a meeting of the committee, because the committee consists of the Past-president, the President-elect, and the President as an Ex-officio member. No side meetings are possible because of the central importance of these members, so it seems much more feasible to have the committee handle its work by conference call twice a year, prior to each of the two major meetings. I had wanted the committee to serve as a policy-making group and as a supervisory check for me as the fiscal agent. The most important item for the committee to consider, adjust and establish a budget, developed initially by the Treasurer for the committee's analysis and action. Once the budget is established by this committee, and then approved by the Board, budget override requests, whether small or large, should be decided by this committee, rather than by the Treasurer, unless limits and processes have been outlined clearly. Personal relationships are so close in such a small working group as our board that rules ought to guide the Treasurer's actions. I share this observation more from my experience as a low-level university administrator than my experience in working with this collection of collegial and responsible board members who are freely contributing enormous amounts of time to a collective cause.

- Become more familiar with key forms and codes provided by CBIZ, the accounting firm that handles most of the financial work of divisions associated with APA. Care is important in figuring out which code to use.

January

2. Participate in Mid-Winter Meeting

- Present a Treasurer's Report during the Mid-Winter meeting of the board of directors. The report should focus on (1) the financial status of the organization, (2) an analysis of the past year's expenditures, and (3) a proposed budget for the forthcoming year. Also, remind the board members of the importance of (1) submitting original receipts for expense reimbursement, and (2) of the importance of submitting their forms within 15-30 days.
- Make arrangements to pay for a group meal.

3. Process board members' expense reimbursement requests.

4. Submit own reimbursement request with receipts to President for his/her signature. Also, enclose a stamped envelope for the President to send it along to APA/CBIZ. APA has a policy that a Treasurer is not allowed to approve or submit their own reimbursement requests.

February

5. Process remaining expense forms of board members.

6. Process Hotel's master bill and the bill from APA for lunch catering and coffee, assuming that the Board is still meeting at Hotel George, and APA in D.C.

7. Prepare an article for the newsletter describing the financial status of the organization.

8. APA usually submits bills in late January and early February for their contributions to the November/December issue of the newsletter, and for other administrative services.

March

9. Prepare Income Tax Return

- APA sends a “shell of return” with some data pertaining to our financial income and expenses. The task is to diligently check the accuracy, and to see what’s missing, or what may be in error. Sometimes, you have to call and/or write to see how they’re obtaining their figures. Each year, the gross figures are exactly right, down to the dollar, but the sub-categories (or the ways in which they’ve arrived at those figures) have never made any sense, even after explanations. Accuracy depends on the thoroughness and appropriateness with which you’ve used the administrative code numbers that we have to put on each reimbursement request (see attached sheet). I have found that they tend to lump together two or three like teams to come up the data in their sub-categories. Beyond the hassle of reconciling these discrepancies, minor as they are, there’s additional information to provide throughout the document, so it’s important to simply go through it line by line.
 - Boar members will attend liaison meetings with other organizations throughout the year, starting in January or early spring. Reimbursements should follow the usual procedures and limits.

April- May

- Quiet months with just a few APA administrative bills coming along for processing.
- This is about the time when APA submits its bills for the layout, printing and postage associated with the second issue of the Newsletter.

June- July

- Preparation for the APA Convention starts in the early summer.
- A Treasurer’s Report is needed for the open Business Meeting. Seems like it should contain mini-reports similar to those prepared for the Mid-Winter Meeting, except that these should deal with the content in somewhat less specific detail.

August

- Make brief presentation to Board, and then to general business meeting attendees.
- Prepare a brief report on the treasury for the next issue of the newsletter.
- Process APA’s check for our portion of the *Group Dynamics* profit.
- Handle various decisions relative to the bills associated with the conduct of the Annual Social event for the membership in the President’s suite during the convention
- Process reimbursement for Awards and Plaques.

September- October

- Analyze the trends in membership noted in the monthly reports sent by APA.
- Process APA bills for Newsletter and other administrative services costs.

November

- Process regular bills
- Begin the early preparatory work on the annual status report.

Notes contributed by John Dagley

Duties of All Board Members (including members-at-large)

ARTICLE IV: BOARD OF DIRECTORS

Section 2

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

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 wither 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.

ARTICLE IX: FINANCES

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. 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.

Working Notes
At the winter meeting, all board members who are chairs of committees should submit, with their reports, recommendations for the membership of their committees for Board approval.

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.

Working Notes Council Rep Duties

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 which is the policy making and directing body of the association. The representative may choose to become involved with Council functions as their interests and time commitments permit. Council meets two times a year (February and during the August 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 minorities receive 5 nights of lodging, airfare, and meals not provided by APA

The Representative is expected to be representing the best interests of the Division on Council. The representative may seek guidance and direction from the EC on issues which come before the Council. The Representative votes their conscience and the best interests of the Division on any matter which comes to a vote.

The APA Rep also serves on the EC of the Division. As an EC member, the Rep offers written reports following each Council meeting and verbal reports at scheduled meetings. Written reports are typically printed in the Division Newsletter. The Rep may serve o any committee of the EC.

Contributors: Joe Kobos

Committees

Working Notes

Prepare a Call for Fellows for at least two issues of the newsletter detailing the criteria for initial and for current Fellows.

For Initial Fellows:

1. Send applications to interested applicants with deadlines
2. Contact the sponsors for endorsement letters and thank them when received
3. Send completed applications to members of Division Fellows Committee for their recommendation
4. Write a Fellow Chair's statement to be submitted to the APA membership Committee along with entire package
5. Send all, paying attention to APA deadline for submission.
6. Wait for decision by APA. Candidates must be approved by the APA Board of Directors, then by the Council of Representatives before it is official.

For Current Fellows:

1. Current Fellows are those Division 49 members who already hold APA Fellow status through another division. They do not need to be approved by the APA membership Committee.
2. Ask applicants to submit a statement describing their important work in group psychology or group psychotherapy
3. Send statement to members of Division Fellows Committee for their recommendation

Write two reports on results for the Division Board of Directors meetings, one in June and one at end of the year.

Contributors: Gloria B. Gottsegen

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.

Working notes

1. Membership Chair serves as the point person with regard to communications with APA Division membership Services (currently Keith Cooke). The membership chair should update and oversee how APA Division membership Services responds to membership queries with an information letter and application. When new members are brought into the Division they receive an automated letter from the current Division President who welcomes them and encourages their involvement in Division activities. The Membership Chair should keep this letter current.
2. As a member of the APA Division membership Services list serve chair should keep up to date on all APA Division Membership Chairs.
3. The membership Chair receives Membership reports from the APA Membership Division Services each month along with the Division President and Secretary. The reports are called Summary and detail. The summary reports give actual monthly updates on renewals and dollars paid while the Detail reports give the names and addresses of those members who have renewed and who are in arrears. The membership Chair should share these reports with members of the Board y email distribution. This will allow those Board Members who have relationships with members in arrears to establish contact and intervene with those members who are at risk of losing their membership in the Division of the APA.
4. The Membership Chair will advocate on behalf of the division members to the board of Directors with regard to the development of policies and procedures that support an active and growing membership.
5. The Membership Chair, in consultation with the President and BOD, develop a working membership committee that will actively promote the goals of increasing the number of members of the division.
6. The Membership chair is 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.
7. The Membership Chair will be involved with the Convention Program Chair and other Board Members who are involved with the Division's activities in planning and administrating Division activities at the APA Annual Meeting. Division sponsored activities area natural place to distribute applications and descriptive materials and may include presentations, lectures, symposia, invited addresses, awards ceremonies, social events and the hospitality suite. Membership applications and descriptions are available from APA Division Membership Services who will bring materials to the Annual Meeting on our behalf. The Membership Chair should plan to arrive early, or designate an individual who can arrive early, on order to take possession of the materials such that they can be distributed throughout the course of the
8. The Membership Chair will look to involve all members of the Division in marketing activities that may include their participation in various other allied professional organizations which involve the practice, research and theory of group psychology related activities. Examples of such organizations are American Group Psychotherapy Association for Specialists in Group work and the State and Provincial Psychological Associations.

Contributors: Josh Gross

- 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.

C. Committee on Nominations and Elections

As described in Article VII, Section 1, of these Bylaws.

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 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 edged by a member or members with the Board of Directors about the conduct or outcome of a n 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.

Working Notes
<p>The committee should have a full slate ready for approval at the mid-winter meeting.</p> <p>After approval of the slate, the committee should secure a set of autobiographical statements from all candidates, and submit these to the Editor of the Group Psychologists by the deadline for the election issue.</p> <p>This committee is responsible for communicating the results of the election to the members.</p>

- 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.

Working Notes
<ol style="list-style-type: none"> 1. 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 through the summer season. 2. 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. Currently, the Committee is made up of 5 members (including the Chair and Co-Chair). The Chair communicates with the Committee, setting up guidelines and expectations. It is also important that the Chair receive feedback from committee members regarding procedures so tat improvements can be made over time. 3. The Program Committee generates a Call for programs for the Division. This may be accomplished though the Division website, newsletter, and listserv. The Program Chair receives submissions online from APA. The Chair must be familiar with the manual that is sent to Chairs

regarding the use of the Convention Planning website. The submissions are received by the deadline.

4. It is the responsibility of the Program Chair to receive submissions and prepare them for review by the Committee. The Chair prepares objective criteria for evaluation and oversees the review process, serving as tie-breaker for committee decisions regarding the acceptance or rejection of proposals. The Chair also serves as a resource for committee members during the review process.
5. 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.
6. The Program Chair then takes the reviews and plans the program based on the allotted amount of Convention hours given to the Division. These decisions are based on Substantive (presentation programming) and No substantive (administrative programming) hours that are assigned by APA. The Chair uses the online Convention Planning website to enter programming events into the schedule as designated by APA. Through the use of the Convention Planning program, the Chair also informs submitters of the status of proposal submissions. The Chair submits the Division program within the time frame designated by APA. It is essential to meet the deadline as access to the Convention Planning website is denied after the deadline.

F. **The Education and Training Committee**, which shall be represented by its Chair, serves as liaison between the Board, Division, and other educational bodies within APA 9ABPP, 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.

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.

Working Notes

The finance committee will need to determine each year if the dues should be raised. They should submit their decision to the BOD, which will give final approval.

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.

Working Notes

1. The *Group Psychologist* editor serves on this committee.
2. The editor of *Group Dynamics: Theory, Research, and Practice*, serves on this committee.
3. The secretary of the division is on this committee, and as an officer should be in most cases be its chair-definitely the liaison for the Board.
4. This committee should also include those individuals who are responsible or the web pages of the division.
5. This committee should also include the “owner” of the division list serve.

I. The Diversity Committee

The Bylaws contain only a reference to this committee: its statement must be finalized. Eric Chen, currently the chair for the committee, provides the following description of the group’s charge and responsibilities.

Possible Section for the Bylaws

J. 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). Members of this committee are expected to have some experience in promoting inclusiveness or some knowledge about the obstacle to inclusiveness in the profession. 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.

Working Notes
<p>The Chair communicates with the committee members, identifies tasks, clarifies expectations, and advises the Board of the specific projects to be developed and carried out to promote inclusiveness.</p> <p>Mission Statement, Functions, and Responsibilities</p> <p>The mission of the Committee on Cultural Diversity of Division 49 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, among other, race, ethnicity, gender, disability, age, and sexual orientation. The Committee is charged with: (a) attraction, fostering, and managing diversity in membership and activities of the division, and, (b) developing and recommending policies and programs designed to educate members of the division in this are in their practice, research and training.</p> <p>The specific responsibilities of the Chair include:</p> <ol style="list-style-type: none"> 1. Serving as liaison between the Division and APA’s Office of Ethnic Minority Affairs regarding changes in policy, guidelines, and tasks related to cultural diversity. 2. Communicating and collaborate with all other organizational units in APA related to cultural diversity.

3. Collaborating with the Membership Committee Chair in the development of plans, strategies, and initiatives to encourage increased diversity in the membership of the Division.
4. Guiding the Committee in the development of recommended competencies and sponsor programs aimed at increasing the skills and knowledge of Division 49 members in working with individuals from diverse backgrounds in our society.
5. Working with committee members to identify short-term and long-term goals to be accomplished.
6. Consulting with the member-at-large to prepare and submit two progress reports annually, in advance of the Board meetings in January and August.

Contributors: Eric Chen

Ad hoc Committees and Positions

Federal Advocacy Coordinator

Current Coordinator: Gloria Gottsegen

The divisional Federal Advocacy Coordinator is appointed or reappointed by the Division President on an annual basis. The job 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 understating 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. 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. 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. 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 RESPONSIBILITES:

- Respond to requests for grassroots action in a timely fashion. Use of division list serves is encouraged;
- Provide feedback on your grassroots efforts to the regional field staff and/or the Government Relations Office, also in a timely fashion;
- Maintain a grassroots network of psychologists by Congressional district;
- Identify as many KEY contacts of Members of Congress from your division;
- Create a contingency plan with your division should the occasion arise that you are unavailable to take time sensitive action;

- Update psychologists in your division on the status of current legislative initiatives (e.g., write column for you division newsletter, send issue updates to volunteers via email, report at board meetings and at conventions);
- 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;
- Recruit psychologists to join the association for the Advancement of Psychology, which sponsors a federal political action committee;
- Educate volunteers on the value of political giving and the importance of political action to the legislative agenda;
- Recognize legislators who support APA sponsored legislation (honor with award, article/picture in the division newsletter, etc.);
- Honor grassroots volunteers from your division who show initiative and leadership in federal advocacy.