DIVISION OF QUANTITATIVE AND QUALITATIVE METHODS
Division 5 of the American Psychological Association

BYLAWS
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Article I. Name and Purpose

1. The name of this Division shall be the Division of Quantitative and Qualitative Methods.

2. The purpose of the Division shall be:
   a. to promote research in the fields of program evaluation, measurement, statistics, assessment, and qualitative methods;
   b. to facilitate the exchange of scientific information in these fields;
   c. to promote high standards both in research and practical application in these fields; and
   d. to facilitate the provision and exchange of information with organizations, and individuals concerning the appropriate application and interpretation of results from these fields.

Article II. Membership

1. The Division shall consist of
   a. four classes of Members: Fellows, Members, Associates, and Graduate Students, all APA members.
   b. three classes of Affiliates: International Affiliates, Professional Affiliates, and Student Affiliates, all APA affiliates, except Professional Affiliates.

2. Fellows shall be Members elected by the Executive Committee for meeting the requirements for APA and Division fellow status.

   Fellows shall have the right to vote, hold office, serve on or chair a standing or ad hoc committee (except those designated by these Bylaws), and hold membership in sections.

3. Members shall be APA Members with an expressed interest in the objectives of the Division as evidenced by application for membership.

   Members shall have the right to vote, hold office, serve on or chair a standing or ad hoc committee (except those designated by these Bylaws), and hold membership in sections.

4. Associates shall be APA Associates with an expressed interest in the objectives of the Division as evidenced by application for membership.

   Associates shall have the right to vote in accordance with APA Bylaws, serve on or chair a standing or ad hoc committee (except those designated by these bylaws), and hold membership in sections. Associates may not hold office.
5. Graduate Students shall be graduate students in psychology with an expressed interest in the objectives of the Division as evidenced by application for membership.

Graduate students shall have the right to vote in accordance with APA Bylaws, serve on or chair standing or ad hoc committees (except those designated by these Bylaws), and hold membership in sections. Graduate Students may not hold office.

6. International Affiliates shall be psychologists, residing in countries other than the United States and Canada, with an expressed interest in the objectives of the Division as evidenced by application for affiliation.

International Affiliates shall have the right to serve on a standing or ad hoc committee (except those with rotating chairpersons), and hold membership in sections. They may not vote or hold office.

7. Professional Affiliates shall be professionals, ineligible for International Affiliate status, with an expressed interest in the objectives of the Division as evidenced by application for affiliation.

Professional Affiliates shall have the right to serve on a standing or ad hoc committee (except those with rotating chairpersons), and hold membership in sections. They may not vote or hold office.

8. Student Affiliates shall be undergraduate students in psychology or a related field with an expressed interest in the objectives of the Division as evidenced by application for affiliation.

Student Affiliates have the right to serve on a standing or ad hoc committee (except those with rotating chairpersons) and hold membership in sections. They may not vote or hold office.

9. A Member or Affiliate may be expelled for conduct deemed harmful to the Division upon a two-thirds majority vote taken by secret ballot by the Executive Committee. Such a vote shall only be taken at the recommendation of a committee appointed by the President to investigate the matter, allowing for a full hearing of the Member or Affiliate, and providing its recommendation to the President.

10. A Member or Affiliate who does not pay dues or assessments as required shall be presumed to have resigned. The Member or Affiliate may be reinstated by paying current dues and assessments.

Article III. Officers

1. The officers of the Division shall be a President, a President-Elect, a Past-President, a Coordinating Officer/Secretary, a Financial Officer, and one or more Representatives to the APA Council of Representatives, the number specified by the APA Bylaws.

2. The President-Elect shall be elected for a one-year term, after which the person shall serve one year as President and a final year as Past-President.

3. The President-Elect shall serve as vice president of the Division, preside at meetings in the absence of the President, and carry out such other duties as may be delegated by the President.
4. The President shall preside at the annual business meeting and the Executive Committee meetings, carry out the actions voted by the membership, recommend such actions as is deemed necessary or desirable, be an ex-officio member of all committees, and perform such other duties as are specified by these Bylaws.

5. The Coordinating Officer/Secretary shall be appointed by the Executive Committee to a three-year term and serve no more than two consecutive terms.

The Coordinating Officer/Secretary shall maintain the Division’s records, support the Division’s activities, serve as a point of contact with APA and other bodies, and perform such other duties as are specified by these Bylaws.

6. The Financial Officer shall be appointed by the Executive Committee to a three-year term and serve no more than two consecutive terms.

The Financial Officer shall have custody of all property and funds of the Division, monitor the budget, and make disbursements as authorized by the membership or the Executive Committee.

7. The Council Representatives shall be elected and serve in accordance with the APA Bylaws.

The Council Representatives shall perform the duties and accept the responsibilities specified by the APA Bylaws.

Article IV. Executive Committee

1. The Executive Committee of the Division shall consist of the Officers, Members-at-Large of the Executive Committee, and Section Representatives. They shall vote on all matters that come before the committee. No member of the committee shall hold more than one of these offices at the same time.

The Executive Committee shall perform the specific duties required by these Bylaws, and conduct the business of the Division in the interim between annual business meetings [of the Division], including authorization for the disbursement of funds by the Financial Officer, but shall take no action contrary to a previous action by the membership. If the Executive Committee determines that action is in urgent need of consideration, it may submit an issue to Members by a mail or electronic ballot.

2. The committee shall meet at least annually, once during the APA Convention. Meetings may also be conducted by electronic means. The committee may also transact business at other times by telephone, mail, or electronic means.

3. A quorum for a meeting of the committee shall consist of not less than fifty percent of its members. Unless otherwise specified by these Bylaws, questions shall be decided by majority vote.

4. In the case of the death, incapacity, resignation, refusal to serve, or disqualification of a member of the committee, the committee shall designate a temporary incumbent to serve until a successor can be selected or appointed for the remainder of the term.
5. Three Members-at-Large shall be elected for three-year terms, beginning a year apart. They shall be ineligible for re-election for a period of one-year between terms.

6. A Section Representative for each section shall be elected for a three-year term. Section Representatives shall be ineligible for re-election for a period of one-year between terms.

Article V. Nominations and Elections

1. The President-Elect, Council Representatives, and Members-at-Large shall be elected by the Members of the Division. The Section Representatives shall be elected by the voting members of their sections.

2. The Elections Committee shall prepare a slate of nominees for every Division-wide electoral office by a call for nominations sent to all Members. Slates for all offices, except Member-at-Large, shall be augmented, as needed, by additional nominations from the committee to achieve, as much as possible, section representation. Slates for Members-at-Large shall be composed of members of the same section, the section alternating with each election.

3. The committee shall solicit slates of nominees for Section Representatives from sections with governance structures and prepare slates for this office in sections without a governance structure by a call for nominations sent to the voting members of the sections.

4. The committee shall determine the nominees’ willingness to run for election and to serve if elected when it calls for nominations.

5. No Member shall be eligible for more than one nomination in the same year.

6. The election ballot shall contain at least two and not more than three name for each office.

7. The committee shall send the election ballot to APA for distribution to voters.

8. The results of the election shall be announced by the Coordinating Officer/Secretary at the annual business meeting of the Division.

9. Members of the Executive Committee, except Council Representatives, shall assume office at the close of the annual business meeting of the Division. Council Representatives shall assume office as specified by the APA Bylaws.

Article VI. Annual Meeting

1. An annual meeting for the communication of Division business shall take place during the APA Convention. The meeting may also be conducted by electronic means. A quorum shall consist of 30 Members. Questions shall be decided by majority vote.

2. The Division shall participate in the APA Convention, presenting a program of scientific and professional activities in coordination
Article VII. Committees

1. The standing committees of the Division shall be Elections, Membership and Diversity, Fellows, Program, Public Affairs, International Affairs, Awards, Early Career, Graduate Student, Website, Newsletter, and Historian. Committee appointments shall be made, as much as possible, to achieve section representation. Terms shall begin at the close of business of the annual business meeting of the Division.

2. Ad hoc committees may be established by the Executive Committee. The committee chairs and members shall be appointed by the President for three-year terms or for such time as needed to complete the committee’s tasks, whichever is less. Committee appointments shall be made, as much as possible, to achieve section representation. Appointments shall begin at the discretion of the President.

3. The Elections Committee shall create slates for all Division-wide elections and create or solicit from section governance slates for elections of Section Representatives. The committee shall consist of the three immediate Past-Presidents, serving three-year terms, chaired by the current Past-President, serving one-year in that position.

4. The Membership and Diversity Committee shall manage the processing of Division and section membership applications, develop recruitment and retention activities for the Division, and devise initiatives for increasing the representation of members of minority groups in the Division. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be appointed by the President-Elect.

5. The Fellows Committee shall solicit and receive nominations for Fellow status, examine the credentials submitted, and make recommendations, accompanied by supporting data regarding the applicants, to the Executive Committee. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be a Fellow appointed by the President-Elect.

6. The Program Committee shall make arrangements for the scientific and professional program at the APA Convention. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be appointed by the President-Elect.

7. The Public Affairs Committee shall help educate the public about the fields represented by the Division and exchange information with other organizations. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be appointed by the President-Elect.
8. The International Affairs Committee shall keep abreast of developments in the fields represented by the Division in other countries and foster cooperative efforts on these issues internationally. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be appointed by the President-Elect.

9. The Awards Committee shall administer all awards given by the Division. The committee shall consist of the three Members-at-Large, serving three-year terms, chaired by the senior Member-at-Large, serving one year in that position.

10. The Early Career Committee shall represent the interests of early career Members and Affiliates. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be a Member, a recipient of the doctorate in the past seven years, appointed by the President-Elect.

11. The Graduate Student Committee shall represent the interests of Graduate Students. The committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who shall succeed the current chairperson, each serving one year in each position. The chairperson-designate shall be a Graduate Student appointed by the President-Elect.

12. The Website Committee shall manage the Division’s website and email list. The committee shall consist of the Website Coordinator, who shall maintain, expand, and update the Division website, and the Email List Coordinator, who shall oversee the operation of the Division email list and monitor its content. They shall be appointed by the President-Elect for an initial three-year term and may be reappointed for an additional term.

13. The Newsletter Committee shall oversee the publication of the Division’s newsletter. The committee shall consist of the Editor and Associate Editor. They shall be appointed by the President-Elect for an initial three-year term and may be reappointed for an additional term.

14. The Historian shall coordinate the preservation of the Division’s history, including archiving important accounts of its activities. The Historian shall be appointed by the President-elect for an initial three-year term and may be reappointed for an additional term.

Article VIII. Sections

1. Sections of Members and Affiliates shall be organized to represent scientific and professional interests that lie within the Division such that

   a. They represent an active and functionally unitary interest of a group of Members and Affiliates;

   b. Their proposed objectives fall within the scope of those specified by these Bylaws;
c. Their membership is not restricted on any basis other than psychological interests and qualifications; and

d. The establishment of any new section is not inimical to the welfare of any other section already established.

2. A new section may be proposed by the Executive Committee on its own initiative or by a petition from at least 200 APA members who indicate an intention to join the section and the Division, if not already Members, and provide the intended bylaws.

The proposal, accompanied by pro and con statements, shall be submitted by the Coordinating Officer/Secretary to Members in a mail or electronic ballot. Adoption shall require a majority vote.

3. Sections formed from existing societies or organized as new societies may use a society name, provided they append to it the phrase: "A Section of Division 5 of the American Psychological Association."

4. A section may be dissolved by the Executive Committee when (a) the number of members in the section falls below 100 or (b) a majority of the voting members in the section vote to dissolve.

5. Members and Affiliates may hold membership in more than one section. Applicants for membership in the Division may designate the sections they choose to join. Current Members and Affiliates may choose or change section membership by notifying the Coordinating Officer/Secretary.

6. Every section:
   a. may remain autonomous within its field in all matters not reserved to the Division and
   b. may elect a Section Representative.

7. A section with a governance structure:
   a. may draw up and maintain its own bylaws and rules of procedure consonant with those of APA and the Division, elect officers, appoint committees, collect its own dues and assessments, and control and disburse funds;
   b. may retain for its use any funds and other assets that it acquires;
   c. may have time on the Division’s scientific and professional program at the APA Convention;
   d. may have access to space in the Division newsletter and website;
   e. shall yearly file with the Coordinating Officer/Secretary a copy of its current bylaws and rules of procedure, a roster of its officers, and a description of its governance structure; and
f. shall yearly provide the Coordinating Officer/Secretary and Financial Officer with information about its finances and activities for the Division’s annual report to APA.

Article IX. Dues and Assessments

1. The Division’s dues and assessments for Members and Affiliates shall be collected by APA.

2. Dues and assessments for Members and Affiliates shall be set by the Executive Committee.

Article X. Amendments

1. Amendments to these Bylaws may be proposed by the Executive Committee on its own initiative or by a petition from at least 45 Members.

2. Proposed amendments, accompanied by pro and con statements, shall be submitted by the Coordinating Officer/Secretary to Members in a mail or electronic ballot. Adoption shall require a majority vote.

1982
Amended January 1986
Amended January 1988
Amended January 1989
Amended January 1995
Amended January 2000
Amended January 2001
Amended April 2011
Amended February 2012
Amended July 2012
Amended July 2014
Amended September 2021