THE DIVISION OF EVALUATION, MEASUREMENT, AND STATISTICS

Division 5 of the American Psychological Association

BYLAWS
Article I. Name and Purpose

1. The name of this Division shall be the Division of Evaluation, Measurement, and Statistics (Division 5 of the American Psychological Association) hereinafter referred to as the “Division.”

2. The purpose of this Division shall be: (a) to promote research in the fields of [psychological] program evaluation, measurement, statistics, assessment, and qualitative methods, hereinafter referred to as the “Fields of the Division”; (b) to facilitate the exchange of scientific information in the Fields of the Division; (c) to promote high standards both in research and practical application in the Fields of the Division; and (d) to facilitate the provision of information to, and exchange of information with, societies, organizations, groups, or individuals concerned about appropriate application of, and proper interpretation of results from the Fields of the Division.

Article II. Membership

1. This Division shall consist of three classes of members: Fellows, Members, and Associates who are also APA members; and three classes of affiliates: Professional, International, and Student Affiliates who are non-APA members.

2. The minimum standards for election to Fellow status in the Division shall be that the person:
   a. satisfies requirements for Fellow status in the APA, and
   b. has been a Member of the Division for at least one year; and
   c. has made an outstanding contribution to one or more of the Fields of the Division, and
   d. has been engaged at the time of application or nomination in either
      1) teaching, research, or application in the Fields of the Division in a position involving considerable technical responsibility for professional work or
      2) [[b]] professional supervision of research or application in the Fields of the Division and
   e. has been endorsed by at least the required number of Fellows of the APA, a majority of whom shall be Fellows of the Division; and
   f. has been recommended for Fellow status by the Fellowship Committee and endorsed by a majority of the quorum of the Executive Committee of the Division.

   Fellows shall have the right to vote, hold office, chair a committee in the Division, and hold primary membership in a section.

3. The minimum standards for Member status shall be membership in the APA and expressed interest in the objectives of the Division as evidence by application for membership.

   Members shall have the right to vote, hold office, chair a Division committee, and hold primary membership in a section.

4. The minimum standards for Associate status shall be membership in the APA at the Associate level and expressed interest in the objectives of the Division as evidenced by application for membership.
Associates in the Division shall have the right to vote in accordance with APA Bylaws, chair a Division committee, and hold primary membership in a section. Associates may not serve as an officer of the Division.

5. Professional Affiliates shall be persons who are non-members of APA. The minimum standards for Affiliate status shall be that the person is actively engaged as a professional in the Fields of the Division and has expressed an interest in the objectives of the Division as evidenced by application for affiliation.

Professional Affiliates shall not have the right to vote, hold office, chair a Division standing committee or hold primary membership in a section.

6. International Affiliates shall be persons who are non-members of APA and live outside the United States and Canada. The minimum standards for International Affiliate status shall be that the person is actively engaged as a professional in the Fields of the Division and has expressed an interest in the objectives of the Division as evidenced by application for affiliation.

International Affiliates shall not have the right to vote, hold office, chair a Division standing committee, or hold primary membership in a section.

7. Student Affiliates shall be graduate or undergraduate students with an interest in the Fields of the Division who have expressed an interest in the objectives of the Division as evidenced by application for affiliation.

Student Affiliates shall have all the privileges and responsibilities of other members of the Division except that they shall not have the right to vote, hold office, chair a Division standing committee, or hold primary membership in a section.

8. 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 for this sole purpose by the President. The committee’s purpose shall be to investigate the matter, allowing for a full hearing of the member or affiliate in question, and providing its recommendation to the President.

9. A Member or Affiliate who does not pay dues or assessments as required shall be presumed to have resigned. A person may be reinstated by paying current dues. The right to vote is restricted to those who have paid current dues or who are recognized as life status members of the Division.

**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 Divisional Representatives to the APA Council of Representatives. The number of Divisional Representatives shall be determined by APA. Officers shall vote on all matters that come before the Executive Committee described in Article IV. No person shall be eligible to hold more than one office in the Division at the same time.

2. The officers of the Division shall perform all specific duties required by these Bylaws, and conduct the business of the Division in the interim between annual business meetings, including authorization for the disbursement of funds by the Financial Officer, but shall take no action contrary to the previous action of the membership. If the Executive Committee determines that a previous action is in urgent need of reconsideration, it may resubmit the issue to the membership in a ballot by mail or electronic means.
3. 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.

   It shall be the duty of the President-Elect to serve as vice president of the Division, to preside in the absence of the President, and to carry out such other duties as may be delegated by the President.

4. It shall be the duty of the President to preside at all business meetings of the Division and of the Executive Committee, to carry out the actions voted by the membership, to recommend such actions as he/she deems necessary or desirable, to be an ex-officio member of all committees, and to perform such other duties as are specified in these Bylaws.

5. The Coordinating Officer/Secretary shall be selected from nominees brought forward by the Elections Committee and elected by the Executive Committee. The Coordinating Officer/Secretary shall be elected to a three year term and serve no more than two consecutive terms. The Executive Committee may elect an incoming Coordinating Officer/Secretary prior to taking office to allow for a transition in office.

   It shall be the duty of the Coordinating Officer/Secretary to plan and keep the records of all meetings of the Division, maintain contact with the Chairs of the standing committees, and coordinate Division communications, materials and media.

6. The Financial Officer shall serve as Treasurer, be selected from nominees brought forward by the Elections Committee and elected by the Executive Committee. The Financial Officer shall be elected to a three year term and serve no more than two consecutive terms. The Executive Committee may elect an incoming Financial Officer prior to taking office to allow for a transition in office.

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

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

   The Division Representative(s) to the APA Council of Representatives shall perform the duties and accept the responsibilities specified in the APA Bylaws.

8. In the case of the death, incapacity, resignation, refusal to serve, or disqualification of any officer, the Executive Committee shall by majority vote designate a temporary incumbent to serve until a successor can be elected for the remainder of the term.

   Article IV. Executive Committee

1. The Executive Committee of the Division shall consist of the Officers, three Members-at-Large and Section Representatives.

   The Executive Committee shall perform all specific duties required by these Bylaws, and conduct the business of the Division in the interim between annual business meetings of the Division.

2. There shall be three Members-at-large elected by the membership for a three-year term. An individual shall be ineligible for re-election without a one-year hiatus between terms. Members-at-large shall vote on all matters that come before the Executive Committee.

3. There shall be a Section Representative for each Division Section elected by its members for a three-year term. Section Representatives shall be ineligible for re-election without a one-year hiatus between terms. Section Representatives shall vote on all matters that come before the Executive Committee.
4. The Executive Committee meets as detailed in Article VII. It may also transact business by telephone, mail, or electronic communications device.

5. A quorum for the Executive Committee shall consist of not less than fifty percent of its voting members.

Article V. Advisory Committee

1. The Division shall have a deliberative body called the Advisory Committee, which shall consist of the Officers, Members-at-Large, Section Representatives, the Division Historian, ECPN Representative (early career representative), APAGS-DSRN Representative (student representative), and Chairs of Standing Committees as described in Article VIII.

2. The Division Historian shall coordinate the preservation of the Division’s history, including archiving important accounts of the Division’s activities. The Division Historian is appointed for an initial three-year term by the President and may serve additional terms.

3. The ECPN (Early Career Psychologist Network) Representative shall advocate for the interests of early career Members in the Division in all its functions and activities. The Early Career Representative is appointed by the President for an initial two-year term and may serve one additional term.

4. The APAGS-DSRN (APA Graduate Students – Representative) shall advocate for the interests of all Student Affiliates in the Division in all its functions and activities. The APAGS-DSRN Representative is appointed by the President for an initial two-year term and may serve one additional term.

Article VI. Nomination and Elections

1. The President, Divisional Representatives, and Members-at-Large shall be elected by the voting members of the Division. The Coordinating Officer/Secretary and Financial Officer will be elected by vote of the Executive Committee on ballots prepared by the Elections Committee. The Section Representatives shall be elected by the voting members of the section. Members of a section are considered to be voting members if the section in question is their primary section.

2. The Elections Committee shall be responsible for generating a list of suggested nominees for each Division office to be filled through a call for nominations sent to all voting members of the Division. The Elections Committee shall determine the nominees’ willingness to run for election and to serve if elected. The Elections Committee shall be responsible for soliciting or generating a slate of nominations for section representatives from each of the sections.

3. The election ballot shall contain at least two and not more than three names for each office. A member may not accept nomination to more than one office in any one year.

4. The Division slates shall be sent to the APA Elections Office for distribution and the APA Elections Office shall notify the Division once the elections are final.

5. The results of the election shall be announced by the Coordinating Officer/Secretary at the annual meeting of the Division.
6. Officers, except Divisional Representatives, shall assume office at the close of the annual business meeting of the Division. Divisional Representatives shall assume office as specified in the APA Bylaws.

Article VII. Meetings

1. The annual business meeting of the Division shall take place during the annual meeting of the APA and in the same locality, for the communication of divisional business, [the presentation of scientific papers,] and the discussion of professional matters. The Division shall seek to coordinate its program with, and participate in, the program of the APA.

2. The Advisory Committee shall meet at least annually, shortly before the annual business meeting of the Division. A quorum for a meeting of the Advisory Committee shall consist of not less than fifty percent of its voting members.

Article VIII. Committees

1. The standing committees of this Division shall be Elections, Membership, Diversity, Fellowship, Program, Public and International Affairs, Awards and Communications. All standing committees shall consist of a minimum of three members serving three-year terms. Committee positions shall be allocated as much as possible in proportion to the number of primary memberships in each Division Section.

2. It shall be the duty of the Elections Committee to manage the nominations process and creation of slates for all elected positions of the Division. The Elections Committee shall consist of the three immediate Past-Presidents and chaired by the current Past-President.

3. It shall be the duty of the Membership Committee to manage the process by which Division membership and Division section applications are received, reviewed, processed and tracked; oversee the maintenance of the Division’s membership database housed at APA; and develop recruitment and retention activities for the Division and its Sections. The Membership Committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who will succeed the current chairperson, each person serving one year in each position. The chairperson-designate is appointed by the President.

4. It shall be the duty of the Diversity Committee to advocate for increased representation of a variety of demographic groups in the Division membership and leadership. The Diversity Committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who will succeed the current chairperson, each person serving one year in each position. The chairperson-designate is appointed by the President.

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

6. It shall be the duty of the Program Committee to make arrangements for the program and the annual meeting of the Division in accordance with the provision of Article VII of the Bylaws. The
Program Committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who will succeed the current chairperson, each person serving one year in each position. The chairperson-designate is appointed by the President.

7. It shall be the duty of the Public and International Affairs Committee to help educate the public about the Fields of the Division, to keep abreast of developments on these issues in other countries, and to foster cooperative work on these issues internationally. The Public and International Affairs Committee shall include the most recent chairperson, the current chairperson, and the chairperson-designate who will succeed the current chairperson, each person serving one year in each position. The chairperson-designate is appointed by the President, and members are eligible for appointment to additional terms.

8. It shall be the duty of the Awards Committee to administer all awards given by the Division. The Awards Committee shall consist of the three Members-at-Large with the senior Member-at-Large serving as chair.

9. The Communications Committee shall be comprised of the Newsletter Editor or Co-Editors, Web Master and team, and the Listserv Manager. Positions are appointed by the President for an initial three-year term and may be reappointed for an additional term.
   a. It shall be the duty of the Newsletter Editor to prepare for publication and distribution to the membership the official newsletter of the Division.
   b. It shall be the duty of the Web Master to maintain, expand, and update the Division website.
   c. It shall be the duty of the Listserv Manager to send announcements and information to members and to monitor the content on the Listserv.

Article IX. Sections

1. The Division has established the following Sections: Assessment; the Society for Qualitative Inquiry in Psychology; and Evaluation, Measurement and Statistics, the last of which encompasses members of the Division who have not declared a primary section.

2. Sections 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;
   b. Their proposed objectives fall within the scope of those specified in Article I of the Bylaws;
   c. Their membership is not restricted on any basis other than psychological interests and qualifications;
   d. The establishment of any new Section is not inimical to the welfare of any other Section already established.

3. To propose a new section, it is first necessary to present a petition to the Coordinating Officer/Secretary containing names of at least 100 APA members who indicate a commitment to join such a section and to join the Division if not already a member. The petition must be accompanied by a set of proposed bylaws. The petition requires approval by a majority of the voting members in a subsequent mail or electronic ballot.

4. 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."

5. A Section may be considered for dissolution by the Executive Committee when
   a. The number of members within the Section falls below 100; or
b. A majority of the voting members of the Section vote to dissolve.

6. Members of the Division can hold membership in as many sections as desired. Persons applying for membership in the Division shall designate a primary and such secondary Sections as they may desire.

7. Each Section shall draw up and maintain its own bylaws and rules of procedure within the framework of these Bylaws; elect its own officers and a section representative to the Division Executive Committee, appoint its own committees, and adopt regulations for the conduct of its business.

8. Each section shall file with the Division Coordinating Officer/Secretary a copy of its current bylaws and regulations, a roster of its officers, and a description of its organizational structure.

9. Sections shall be accorded the following rights:
   a. To collect assessments from its members and to control and disburse its funds, provided that it observes the responsibilities enumerated in Article IX, Section 10, paragraph b of these Bylaws;
   b. To submit proposals to the Division Program Committee for program time at the annual convention. The amount of program time granted to a section shall be based on a competitive review of all proposals. The Division’s convention program, as printed in Division publications, shall identify meetings that are sponsored by the Sections; and
   c. To elect a Section Representative to the Executive Committee in accordance with Article IX, Section 10, paragraph c of these Bylaws. The Section Representative shall serve a term of three years followed by a required one-year hiatus before again serving as Section Representative. In the event the Section Representative cannot attend a meeting of the Executive Committee, an alternate, with vote, may be appointed by the Section; and
   d. To have access to space within the Division’s Newsletter and Website within reasonable limits and without cost. Subject to the approval of the Editor(s), additional space may be purchased at Section expense.

10. Each Section must discharge the following responsibilities to the Division:
   a. To maintain policies and to adopt only those amendments to its bylaws as shall be and remain consonant with these Bylaws of the Division;
   b. To submit to the Division Financial Officer, in a timely fashion, a final financial report on its operations during the preceding year; and to the Division Coordinating Officer/Secretary a completed Annual Report as required by APA.
   c. To adopt procedures for the election of a Section Representative in such a fashion as to ensure that the Representative is a Fellow or Member of the Division and that the Representative elected has received at least a plurality of votes cast. Procedures for filling vacancies in the position as may be subsequently created by death, incapacity, or resignation must be carried out in fashion consistent with these Bylaws.

11. A Section remains autonomous in all matters within its field not reserved to the Division.

Article X. Dues and Assessments

1. The Division’s annual membership dues and assessments for Fellows, Members, and Associates shall be collected through the APA annual dues renewal statement. The Division annual membership dues for Affiliates shall be collected through the APA affiliate renewal statement.

2. Annual membership dues for all membership classes shall be set by the Executive Committee.
Article XI. Amendments

1. Amendments to these Bylaws may be recommended by the Executive Committee on its own initiative or on proposal of any three voting members of the Division.

2. If the Executive Committee does not recommend an amendment proposed by three voting members, those members must present a petition to the Coordinating Officer/Secretary containing names of at least 45 members of the Division who indicate agreement with the proposal, and present the petition to the membership together with the Executive Committees’ objections or changes to the proposed amendment. The petition requires approval by a majority of the voting members in a subsequent mail or electronic ballot. The membership may then recommend the amendment, either in its original form or in any alternative form proposed by the Executive Committee, by majority vote.

3. Recommended amendments shall be submitted by the Coordinating Officer/Secretary to all voting members of the Division in a mail or electronic ballot and adopted if approved by a majority of those returning their ballots to the Coordinating Officer/Secretary or a designated division services representative within 60 days after the ballots are sent.

1982
Amended, January 1986
Amended, January 1988
Amended, January 1989
Amended, January 1995
Amended, January 2000
Amended, January 2001
Amended, April 2011
Amended, July 2012