

# Article I

## Name and Purpose

1. The name of this organization shall be the Division of Clinical Neuropsychology of the American Psychological Association.
2. The mission of the Division of Clinical Neuropsychology of the American Psychological Association is to advance the specialty of clinical neuropsychology as a science and profession and as a means of enhancing human welfare. The Division addresses this mission by promoting excellence in clinical practice, scientific research, and professional education in the public interest. The goals derived from this mission are to be achieved in cooperation with the American Psychological Association, other professional organizations, and the general public.<sup>1</sup>

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# Article II

## Membership

1. There shall be four categories of membership in the Division of Clinical Neuropsychology: Affiliate, Associate, Member, and Fellow.
2. The minimum qualifications for election to the category of Affiliate<sup>2</sup> shall be:
  - A. Affiliate membership (e.g. International, High School Teacher, Student) in the American Psychological Association, and
  - B. Interest in the field of Clinical Neuropsychology.
3. The minimum qualifications for election to the category of Associate shall be:
  - A. Associate membership in the American Psychological Association, and
  - B. Interest in the field of Clinical Neuropsychology.
4. The minimum qualifications for election to the category of Member shall be:
  - A. Attainment of the category of Member or Fellow of the American Psychological Association, and
  - B. Demonstrated interest in the field of Neuropsychology and its scientific development, public dissemination, and/or clinical applications.
5. The minimum qualifications for election to the category Fellow shall be:
  - A. Attainment of the category of Member in the Division of Clinical Neuropsychology for at least one year;
  - B. Recommendation to the Committee on Fellowship by at least three (3) Members of the Division of Clinical Neuropsychology, at least two (2) of whom are Fellows of the Division;
  - C. Demonstration that the Member has made a substantial contribution to the science and/or the profession of neuropsychology as attested by the following:
    - i. Active engagement at the time of nomination in the advancement of neuropsychology in any of its aspects, and
    - ii. Documentation of the Member's outstanding activities, contributions and/or performance that have had a sustained, discernible, and salutary effect on the development of neuropsychology as a science and/or a profession.
  - D. Nomination to the category of Fellow by the Division's Committee on Fellowship and ratification of the nomination by the Executive Committee of the Division, such nomination and ratification to be conducted in accordance with extant bylaws and Rules of Council of the American Psychological Association.

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<sup>1</sup> Mission statement revised 2002 following affirmative vote of membership.

<sup>2</sup> Affiliate category of membership added in 2003 following affirmative vote of membership.

6. A majority vote of the Membership Committee or of the Committee on Fellowship shall constitute a nomination from these committees on behalf of the general membership for action. Acceptance to any category of membership shall be according to the extant bylaws and Rules of Council of the American Psychological Association.
7. The minimum membership dues are set by the Council of Representatives in the American Psychological Association and paid to the Division of Clinical Neuropsychology by the Association from the members' annual fees. Additional dues or assessments may be imposed upon the recommendation of the Executive Committee and with the majority approval of the general membership at the annual business meeting.
8. The Secretary of the Division, or their designee, directly or through the Central Office of the American Psychological Association, shall notify applicants for membership in the Division of their membership status with the Division in a timely fashion after the annual business meeting.

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## **Article III**

### **Membership Rights, Privileges, and Restrictions**

1. Members and Fellows of the Division of Clinical Neuropsychology shall be entitled to:
  - A. Hold office and serve on Division committees,
  - B. Vote in regular and special elections and vote on issues presented, to the general membership at the annual business meetings,
  - C. Attend all general, committee, and special meetings of the Division, and participate in them at the discretion of the committee chair, and
  - D. receive the publications of the Division.
2. Associates and Affiliates of the Division shall be entitled to:
  - a. Attend and be non-voting participants in the general meetings of the Division,
  - b. Serve as non-voting members of Division committees, and
  - c. Receive the publications of the Division.
3. Associates and Affiliates of the Division may not hold office or vote in regular elections, special elections, or annual business meetings.
4. Any Affiliate, Associate, Member, or Fellow who fails to pay required dues or assessments for a period of two years shall be dropped from membership in the Division and shall forfeit all rights and privileges of membership.

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## **Article IV**

### **Officers**

1. The Officers of the Division of Clinical Neuropsychology shall be a President, President-Elect, Past President, Secretary, and a Treasurer.
2. The President shall be the Member or Fellow who has just completed a term as President-Elect. This person shall succeed to office by declaration at the close of the annual meetings one year after election as President-Elect, and shall serve for one year. The President shall preside at all meetings, shall be the Chairperson of the Executive Committee with the right to vote, and shall perform all other duties of the presiding officer. The President, with the assistance of the Secretary, shall be responsible for preparing the agenda of the business meeting of the Division and of the Executive Committee. No person shall be elected to serve more than one full term as President.
3. The President-Elect shall be a Member or Fellow of the Division, elected for a term of one year. The President-Elect shall be a voting member of the Executive Committee and shall perform the duties traditionally assigned to a Vice-President. If the President does not serve a full term for any reason, the President-Elect shall succeed to the unexpired term and continue to so serve through his/her own term.

4. The Secretary shall be a Member or Fellow of the Division elected for a term of three (3) years. During this term, the Secretary shall be a voting member of the Executive Committee, shall safeguard the records of the Division, shall keep the minutes of the meetings of the Division and the Executive Committee, shall assist the President in preparing the agenda for business meetings of the Division and of the Executive Committee, shall maintain coordination with the Central Office of the American Psychological Association, shall issue calls and notices of meetings, shall inform the membership of actions taken by the Executive Committee, and shall perform all other usual duties of the Secretary. No person shall serve more than two (2) consecutive terms as Secretary.
5. The Treasurer shall be a Member or Fellow of the Division elected for a term of three (3) years. During this term, the Treasurer shall be a voting member of the Executive Committee, shall oversee the custody of all funds and property of the Division, shall oversee the receipt of all money due to the Division, shall direct disbursements as provided under the terms of the Bylaws, shall oversee the keeping of adequate accounts, shall aid the President and the Executive and Executive Committee in the preparation of the annual budget, and in general shall perform the usual duties of a Treasurer. No person shall serve more than two (2) consecutive terms as Treasurer.
6. The Past-President of the Division shall be the most recently retired President of the Division and shall serve as a voting member of the Executive Committee.
7. The officers shall assume their positions at the end of the annual business meeting of each year and shall maintain them until their successors are seated.
8. In the case of death, incapacity, or resignation of any officer or elected member of the Executive Committee, except the President or the Past-President, the Executive Committee shall instruct the Election Committee to oversee a special election among the general membership of the Division to elect a replacement who will complete the unexpired term. Such replacement shall not count against the term limits for the individual filling the unexpired term.
9. The method for filling a vacancy in the office of President is specified in Article IV, Section 3, of these Bylaws.
10. There shall be divisional representation to the Council of Representatives of the American Psychological Association in numbers permitted by the Bylaws of the American Psychological Association. Division Representatives shall be elected for terms of three years, the terms being staggered in such a manner as to provide continuity in representation on the Council. No person shall serve more than two consecutive terms as Divisional Representative. In the event that the number of Division Representatives is reduced due to results of the annual apportionment ballot, the representative to step down will be designated according to Division Policies and Procedures.
11. No person shall serve or run for office in more than one elected capacity simultaneously, in this or any other division of APA, with the exception that the President, President-Elect, or Past-President may serve simultaneously as Representative from Division 40 to the APA Council of Representatives.

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## **Article V**

### **Committees and Special Roles**

1. The Committees of the Division shall consist of those standing committees established by these Bylaws, continuing committees established by special action of the Executive Committee and requiring special action to be dissolved, and those special committees and roles as may be established by the Executive Committee from time to time. In accordance with Article V, Section 7, of the Bylaws of the American Psychological Association, all committees and roles shall be subject to review by the Association's Board of Directors. Unless otherwise noted, the terms and limits of terms of a chair of a committee or member in a special role shall be set according to Division Policies and Procedures.

2. Executive Committee. There shall be an Executive Committee of the Division, consisting of the President, the President-Elect, the immediate Past-President, the Secretary, the Treasurer, the Divisional Representatives, and three members-at-large. Members-at-large shall serve terms of three (3) years and shall serve no more than two consecutive terms. In order to effect staggered terms, the tenure for members-at-large elected at the first election shall be planned accordingly. The other members of the Executive Committee shall serve for the duration of their terms of elected office. No person on the Executive Committee shall have more than one vote. The Executive Committee shall have general supervision of the affairs of the Division, performing the duties and abiding by the limitations specified in these Bylaws. Actions of the Executive Committee affecting Divisional policy are subject to approval by majority vote of the members voting. The voting for such matters shall be conducted at an annual meeting or by special mail or e-mail ballot, as decided by the Executive Committee.<sup>3</sup>

3. Membership Committee. There shall be a Membership Committee, with the Chair appointed by the President, in consultation with the Executive Committee, and up to two other Members or Fellows of the Division appointed annually by the President. It shall be the responsibility of this Committee to secure and review evidence concerning the qualifications of all candidates for membership or changes in membership status in the Division.

4. Fellowship Committee. The Committee on Fellows shall consist of three Fellows of the Division appointed by the President, with the Chair appointed by the President, in consultation with the Executive Committee. It shall be the duty of the Committee on Fellows to receive all recommendations for Fellowship, to collect and consider such supporting materials as are necessary, and to make nominations for Fellow status in the Division, in accordance with the Bylaws of the Division and of the American Psychological Association.

5. Elections Committee. The Elections Committee shall consist of the Past-President as Chairperson and two past Presidents of the Division appointed by the President. The Election Committee shall secure nominations by mail ballot from the members. All persons receiving nominations for an office from 1% or more of the membership (with any fractions rounded down to the next whole percent) will be included on the ballot if qualified in accordance with these Bylaws and Division Policies and Procedures. In determining nominee qualifications, the Elections Committee shall consider whether a nominee has been subject to any adverse actions by governmental bodies, courts, licensing boards, or psychological associations which raise questions as to the appropriateness of the nominee's holding Division office. In order to broaden representation in the administration of the Division, the Elections Committee may place either one additional name on the ballot for each office for which election is being held or two names if there has been no nomination from the membership. It is the responsibility of the Elections Committee to insure that there are at least two candidates for each office for which election is being held. The list of nominees shall be reported to the APA Central Office for inclusion in the election ballot issued by the Association at a date specified by the Association.

6. Program Committee. A Program Committee, shall be appointed annually by the President. The Chair of the Committee shall be appointed according to Division Policies and Procedures. This Committee shall plan the convention program of the Division.

7. Conflicts of Interest Committee.<sup>4</sup> Division 40 expects that its leadership (i.e., members involved in governance) will exercise loyalty and allegiance to the Division. The leadership should demonstrate good faith and avoid conflicts of interest in their dealings on behalf of the Division. The appearance, potential, or actual existence of a conflict (collectively, Conflicts of Interest) can undermine the credibility and good standing of the organization and its leadership with the profession and the public.

Therefore, to facilitate identification and insure adequate resolution of Conflicts of Interest, a Conflicts of Interest Committee shall be appointed by the President with the approval of the Executive Committee. The actions of the Conflicts of Interest Committee will be governed by the Policies and Procedures adopted by the Committee at its first meeting, upon recommendation by the Executive Committee, and may be revised or amended in accordance with the procedures specified in such Policies and Procedures.

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<sup>3</sup> E-mail voting statement added in 2005 following affirmative vote of membership.

<sup>4</sup> Committee established in 2005 following affirmative vote of membership.

8. Continuing Committees. Continuing Committees are established by special action of the Executive Committee and are intended to remain functional, just as Standing Committees, unless special action is taken by the Executive Committee to dissolve them.

9. Special Committees. Special Committees, including task force committees, shall be established by vote of the Executive Committee as the need arises. Special Committees shall be reviewed by the Executive Committee at least every three years to assess the need for their continuation. The term of chair for such special committees shall coincide with this three year period. Special Committees shall have their composition and purpose described in the Division Policies and Procedures.

10. Special Roles. Members or Fellows of the Division may be appointed to Special Roles by the President, confirmed by vote of the Executive Committee, as the need arises. Special Roles shall be reviewed by the Executive Committee at least every three years to assess the need for their continuation. The term of appointment to a Special Role shall coincide with this three year period. Special Roles shall have their purpose described in the Division Policies and Procedures.

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## **Article VI**

### **Activities**

1. The annual meeting of the Division shall take place during the annual convention of the Association, and in the same locality, for the transaction of business, the presentation of scientific papers, and the discussion of professional matters in the field of the Division's interest. The Division shall coordinate its program with, and participate in, the program of the Association.

2. The Division may issue a newsletter for purposes of coordinating and disseminating news or for other purposes.

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## **Article VII**

### **Amendments**

1. Amendments to these Bylaws may be proposed by a majority of the Executive Committee or by a majority vote of the Members present at any annual meeting. Ratification of the amendment proposed requires a two-thirds majority of those members voting by mail ballot.

Division 40 Bylaws (01/10/00)

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