

BYLAWS
THE SOCIETY FOR PSYCHOANALYSIS AND PSYCHOANALYTIC PSYCHOLOGY,
DIVISION 39 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

Revisions approved by the Board of Directors on April 19, 2018 and approved by the membership on August 6, 2018. Name change approved by APA November 14, 2018.

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ARTICLE I - NAME AND OBJECTIVES

Section 1

The name of this organization shall be the Society for Psychoanalysis and Psychoanalytic Psychology, Division 39 of the American Psychological Association. The American Psychological Association shall hereafter be referred to as the APA and the organization as the Society.

Section 2

The objectives of this organization shall be:

- a) to broaden and enhance scientific contributions of psychoanalysis to psychology as a science and as a profession;
- b) to encourage and support educational programs and research having to do with the discipline of psychoanalysis and its applications to society;
- c) to keep the psychological community and the public informed of research and other activity in psychoanalysis through the exchange of scientific ideas, meetings, and publications;
- d) to increase public awareness of the benefits of psychoanalytic principles and treatment and the applicability of psychoanalytic thought to society as a whole;
- e) to encourage and seek to maintain the highest standards for training in psychoanalysis as developed through the APA.

ARTICLE II – MEMBERSHIP

Section 1

Members are:

- a) Fellows or Members of APA or;
- b) Associates of APA or;
- c) Psychologists who are not APA Members or;
- d) Non-psychologist holders of graduate degrees who are certified or licensed in a mental health field.

Affiliates are those ineligible as Members who are:

- a) Affiliates of APA and/or graduate students in a mental health discipline or;
- b) Individuals who have an interest in psychoanalysis or;
- c) International affiliates who are not APA Members and reside outside the United States.

Table of membership categories and office holding, nominating and voting rights.

Membership Category	Office holding Rights	Nominating Rights	Voting Rights
Members			
Members or Fellows of APA	All	All	All
Associates of APA	None	All	All
Non-APA Psychologists	Member-at-Large Section Representative	All (except Council representatives)	All (except Council representatives)
Non-psychologist holders of Graduate Degrees who are certified or licensed in a Mental Health Field	Member-at-Large Section Representative	All (except Council representatives)	All (except Council representatives)
Affiliates			
Affiliates of APA and/ or Grad Students in a Mental Health Discipline	None	None	None
Individuals interested in Psychoanalysis	None	None	None
International Affiliates	None	None	None

Section 2

Members nominated for Fellowship by the Society must be APA Members and provide evidence of noteworthy contributions to the field of psychoanalysis/psychoanalytic psychology.

Section 3

The Board of Directors shall determine all dues for Members and Affiliates.

Section 4

Membership may be terminated for non-payment of dues by December 31 in the same year in which they are due.

ARTICLE III – OFFICERS, EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Section 1

a) The officers of the Division shall consist of a President, an immediate Past-President, a President-Elect, a Secretary and a Treasurer. The President-Elect serves one year in office, while the President and Past-President each serve two years in office. As a result the Society is without a President-Elect every other year.

b) The President shall be the Presiding Officer of the Society. Only the President or the President's designee may speak for the Division. Such statements must be consistent with the APA's Bylaws, Policies and Rules of the Association.

The President or the President's designee has the authority to appoint Chairs (or Co-chairs) and members of committees or task forces. Where indicated by these Bylaws, the Board of Directors must approve the appointment. The President shall act as the Society's primary liaison, or appoint a liaison to those APA bodies whose activities affect the Society's role and participation in the APA. As presiding officer, the President does not vote in governance meetings, except to break a tie or to prevent or make possible a two-thirds vote. The President sets the agenda for all Board and Executive Committee meetings.

c) The Past-President shall act as Chair of the Nominations and Elections Committee and perform duties assigned by the President.

d) The President-Elect shall hold a one-year term of office, followed by two years each as President and Past-President. It shall be the duty of the President-Elect to perform duties required by these Bylaws, Rules of the Society and assigned by the President. It shall further be the duty of the President-Elect (or Past-President during the year the Society is without a President-Elect) to assume and perform the duties of the President in the event of the absence, incapacity, death or resignation of the President until the completion of the President's term.

If the President-Elect is unable to serve as President-Elect because of incapacity, death or resignation, the President shall instruct the Nominations and Elections Committee to conduct an election of President-Elect.

e) The Secretary and Treasurer shall each serve a three-year term of office. The terms of office for the Secretary and Treasurer shall be staggered in that each of these terms shall begin and end in different years. Each shall perform the usual duties of their respective office, and, in addition, they shall perform any specific duties described elsewhere in these Bylaws or assigned to them by the Board of Directors of the Society.

1) The outgoing Secretary and Treasurer shall each act as consultant for one year to the incoming Secretary and Treasurer.

2) The Secretary shall have the responsibility to oversee the Society's calendar of events, maintain the Society's records and meeting minutes, prepare the Society's annual report to APA, and report and record the votes on all motions.

3) The Treasurer shall have the responsibility of preparing an annual budget for approval by the Board of Directors and shall monitor and control the expenditure of funds as allocated in the Divisional Budget.

Section 2

The Society shall be represented in the APA Council of Representatives in numbers permitted by the Bylaws of APA.

Section 3

The Board of Directors is the governing body of the Society. It determines policy. The Board of Directors shall consist of the Officers, APA Council Representatives, Members-at-Large and Section Representatives. There shall be nine Members-at-Large and one Section Representative from each of the qualifying Sections. Members-at-Large and Section Representatives shall each be elected for a three year term. The terms of the Members-at-Large shall be staggered in such a manner as to provide continuity to the Board.

If a Member-at-Large fails to attend two Board meetings during their term of office the Board of Directors may elect by a simple majority to replace that Member-at-Large. The person so elected shall complete the term of the replaced Member-at-Large. If a Section Representative fails to attend two Board meetings during their term of office the Secretary may notify the appropriate Section and the Section may act in keeping with its Bylaws to replace the Section Representative with someone who will complete the term of office of its Representative to the Board.

A Board Member unable to attend a meeting may have a substitute attend in their place. The substitute will have a vote. No substitute can have more than one vote, e.g. a sitting Board Member may not serve as a substitute.

The Executive Committee shall consist of the President, the Past-President, the President-Elect, the Secretary, the Treasurer and the Society's Representatives to the APA Council. The Executive Committee shall have general supervision over the affairs of the Division, and shall perform duties and delegate responsibility toward that end, in accordance with limitations specified in the Division Bylaws. Decisions of the Executive Committee that affect Division policy cannot modify any action taken by the Board of Directors.

Section 4

Board Members, except the President, President-Elect and Past President, may be candidates for one additional consecutive term of three years. Thereafter they must observe a one-year interval before they are eligible to run for the same office. Board Members, except the President and President-Elect, are eligible to run for any other office, without observing a one-year interval.

a) Officers and Board Members shall hold only one elected or appointed Board position in any given term. Officers and Board Members, except the President and President-Elect, may serve on committees and in Sectional governance, with the understanding that their Board positions are primary. The President and President-Elect shall not serve in any position other than that of President or President-Elect.

b) Board, Executive and Committee meetings are open to the membership.

ARTICLE IV – NOMINATIONS AND ELECTION OF BOARD MEMBERS

Section 1

a) Candidates for the offices of, President-elect, Secretary, Treasurer, or APA Council Representative shall be Society Members who are also APA Members, with the exception of Associate Members of the APA. The Candidates for the office of Member-at-Large or Section Representatives to the Board of Directors shall be Members of the Society, with the exception of Associate Members.

b) Officers and other Members of the Board of Directors shall be nominated and elected by mail or on-line ballot to be sent to Members of the Society.

c) The Society's Council Representatives shall be nominated and voted for by Society Members who are also APA Members-through the use of mail or on-line ballot.

d) Officers of the Society shall not publicly endorse the nominations or election of candidates for any elected Division position.

ARTICLE V – COMMITTEES

Section 1

- a) The Committees of the Society shall consist of such Standing Committees as may be provided by these Bylaws (see Article V, Sections 2 and 3) and such Continuing committees as may be established by the Board of Directors. All Standing and Continuing committees shall consist of up to eight members including-chair(s), who shall serve a term of three years, and whose terms are staggered so that one-third of the committee changes each year unless otherwise specified in the Bylaws for a specific committee. Committee chairs may designate “Friends of the Committee,” who may attend meetings, participate in online and committee discussions, but do not have a vote.
- b) Only Society Members who are also APA Members may act as liaisons to APA bodies.
- c) The President shall appoint the chair and any new members of a committee. Committee members shall be appointed in consultation with the appropriate chair, unless otherwise specified in the Bylaws for a specific committee.
- d) No member may serve as chair of more than one committee at a time.
- e) A member may be re-appointed for one consecutive term of three years as a member of the same committee.
- f) The President may appoint Ad Hoc Committees and Task Forces Chairs and Members whose terms of office shall terminate upon the completion of the task to which they were assigned or at the end of the term of the President who appointed them.
- g) The Board of Directors reviews the structure, rules and procedures of committees, when necessary.

Section 2

Governance Committees

- a) The Finance Committee shall consist of the Treasurer and not less than two other members of the Society. The Treasurer shall serve as Chair. It shall be the duty of the Finance Committee to present an annual budget to the Society and to review the Society’s financial matters. The Finance Committee shall conduct the fiscal business of the Society so that the fiscal year shall coincide with the beginning and ending of the fiscal year of the APA.

b) The Membership Committee shall consist of a Chair(s) and up to eight members. The responsibility of the Membership Committee shall be to communicate the membership criteria to all potential members, monitor trends in membership, increase membership and look for ways to stop attrition.

c) The Fellows Committee shall be composed of a Chair and at least two Society members, all of whom are APA Fellows. The Committee shall assist Society members in the Fellow application process, encourage Society members to seek Fellow status, and nominate Society members to APA for Fellow status.

d) The Nominations and Election Committee shall consist of the Society's Past-President, acting as Chair, and two other members appointed by the President. The Nominations and Election Committee shall be responsible for the selection of a slate of candidates from the nominations ballot and for securing candidates to fill the required slots on the elections ballot for each open position. It shall also be their responsibility to ascertain the qualifications of nominees and their willingness to serve, if elected. The Nominations and Election Committee shall be responsible for counting the nomination ballots and reporting the results to the Central Office of the APA for inclusion in the annual election ballot issued by the APA according to Article X of its Bylaws. The Chair of the Nominations and Elections Committee shall notify individuals of their nomination and election to office. (SEE ARTICLE IV - FOR QUALIFICATIONS FOR OFFICE)

Section 3

Programmatic Committees

a) The Education and Training Committee shall collaborate with the Society's Board of Directors, Sections and Committees to collectively assist the Society to enhance the representation of psychoanalytic perspectives in under-graduate and graduate-level psychology curricula and practica/externship and doctoral-level internship programming; to promote psychoanalytically-oriented research and scholarly activity; to encourage, by extension, psychologists to pursue post-doctoral training in psychoanalysis.

b) The Ethics Committee shall focus on-consultation and education regarding ethical issues in psychoanalysis and psychoanalytic psychology.

c) The Professional Issues Committee shall attend to matters affecting the professional practice of psychoanalysis by psychologists.

d) The Program Committee shall consist of a Chair, appointed by the President for a six year term, and the Program Committee's three Subcommittees: Spring Meeting, Advisory Group and Site Selection. The Program Committee Chair serves as the Chair of all the subcommittees.

1) The Program Committee shall develop scientific programs and schedules for the Annual Spring meeting and the Society program at the APA Convention.

i) The Spring Meeting Subcommittee shall consist of the appointed Spring Meetings Chairs for the past three years and prospective Chairs as they are appointed. Each year the Program Chair, in consultation with the President, shall appoint the Spring Meeting Chair(s) for the meeting no less than two years hence. Each Spring Meeting Chair(s) is responsible for organizing a specific year's Spring Meeting and collaborating with the Society's Conference Manager.

ii) Each year the Program Chair, in consultation with the President, shall appoint the APA Convention Chair(s) for the convention 2 years hence. Each Convention Chair is responsible for organizing the Society's participation at a specific year's APA Convention.

iii) The Site Selection Subcommittee shall meet at least every five years to recommend to the Board of Directors sites for future Spring Meetings.

2) The Advisory group shall assist the Program Committee Chair, review existing policies and recommend any needed revisions. The Advisory Group consists of no more than six members appointed by the President in consultation with the Program Chair. The members should have had experience as Meeting Chairs for the Society Spring Meeting or for other comparable psychoanalytic groups.

e) The Publications Committee shall develop and monitor the publications of the Society.

1) Publications

i) The Publications Committee, upon approval of the APA, shall issue a scholarly psychoanalytic journal(s) and may publish monographs and/or books for the purpose of disseminating scientific, professional and clinical papers and reports.

ii) The Publications Committee shall develop communication venues for purposes of coordinating and disseminating news and serving as a forum for the membership.

2. Composition of the Committee

i) The Publications Committee shall consist of up to twelve members.

ii) The Editors of the Society's publications and the Society's President, Treasurer and Secretary shall be ex officio members of the Publications Committee.

iii) The Chair of the Publications Committee shall be proposed by the President and approved by the Board.

iv) Appointed Members of the Publications Committee shall serve five-year terms and may be reappointed once.

v) The President, in consultation with the Publications Committee Chair, shall appoint committee members.

vi) The Editor of the Division's journal shall be proposed by the Chair of the Publications Committee, in consultation with the President, appointed by the Board for a five-year term, and may be reappointed once. The Editor shall serve as the Division's Liaison to the APA Publications Committee.

vii) The Editors of the Society's other publications shall be proposed by the Chair of the Publications Committee in consultation with the President, elected by the Board for a five-year term, and may be reappointed once.

ARTICLE VI – ACTIVITIES

Section 1

a) The Board of Directors shall meet three times a year, once at the annual APA meeting, once at the Spring Meeting and one additional time, as decided by the President and/or Executive Committee. These three Board Meetings will be held to transact the Society's business and discuss professional matters concerning the Society. A meeting may transact business if there is a quorum present. A quorum consists of a majority of the elected Board, one more than half of its members.

b) The Executive Committee shall meet a minimum of four times a year, before each of the three Board Meetings and once a year in an all day meeting. The Executive Committee may meet at other times, in person or remotely, when the need arises. The Executive Committee shall plan for the Board Meetings, address issues that arise between Board Meetings and focus on issues relevant to the Society.

c) The Society shall hold additional or special membership or Board meetings at such times as the President, Executive Committee or Board of Directors designates, or at the request of one percent of the Society members.

ARTICLE VII – SECTIONS AND LOCAL CHAPTERS

Section 1

a) The Board of Directors may establish specialized Sections once the following items have been completed and presented to the Board:

1) The signatures of 5% or more of the current Society members whose signatures have been obtained in the preceding twelve months and who indicate their intention to become members of the Section;

2) The name and a statement about the proposed Section's purpose;

3) The proposed Bylaws of the Section.

b) Once a new Section and its Bylaws have been approved, its representative to the Society Board in keeping with ARTICLE III, Section 3, will begin their term of office on January 1, after the new section was approved the preceding year.

c) The Board may elect to rescind voting representation for a Section if the membership of that Section falls below 5% of Society Membership. Only Section members who are Society members may be counted in determining if a Section is above 5% of Society membership. Once a Section has lost its voting representation, the term of office of that Section's Board representative shall terminate at the end of the calendar year. That Section will be ineligible to nominate or elect a Representative to the Board until its membership reaches 5% of the Society membership. The Section may at their expense send a non-voting Representative to the Board Meeting.

d) Sections shall report their election results to the Society's Secretary and all Section offices will take effect at the same time as the Society's offices.

e) Section Representatives to the Society's Board shall be elected for a three-year term with a limit of two consecutive terms--

f) Sections shall need Board approval for changes in their Bylaws.

g) All Sections shall be subject to all other regulations as established by the Board.

Section 2

The Society may establish local chapters with the approval of the Board of Directors. Such local chapters shall be subject to all regulations as established by the Board.

Section 3

The Sections and Local Chapters are valuable components of the Society. The Board of Directors, in the name of the Society, maintains oversight of Sections and Local Chapters and retains the duty and obligation to determine that Sections and Local Chapters continue to function within their original sanction from the Board of Directors.

ARTICLE VIII – AMENDMENTS

Section 1

Amendments to these Bylaws may be proposed in two ways:

a) By a two-thirds vote of those present at the Board of Directors meeting when the vote is taken.

b) By a petition signed by 10% of the Members of the Society and submitted to the Secretary.

Section 2

Proposed amendments to these Bylaws shall be submitted to the membership by a ballot sent electronically or mailed first class within 120 days of either the Board of Directors' approval of an amendment(s) pursuant to ARTICLE VIII, Section 1a or the receipt by the Division's Secretary of a petition meeting the requirements of ARTICLE VIII, Section 1b.

a) Such a ballot shall contain an explanation of the proposed amendment(s) written by the President's designee.

b) The poll shall be declared closed forty-five (45) days after the date the ballots were mailed or electronically transmitted. The Nominations and Election Committee shall count the ballots and certify the results to the Secretary.

c) The amendment(s) shall be certified as adopted if approved by at least two-thirds of those voting.

d) Bylaw amendments which are approved by the Membership shall become effective immediately after the Nominations and Elections Committee certifies to the Secretary that the amendment(s) has (have) been approved.

e) The Secretary shall inform the members of the results of the balloting by communicating the results electronically and/or through print.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1

The Society Bylaws shall be consistent with the Bylaws of the APA.

Section 2

The rules contained in the current edition of Keesey's Parliamentary Procedures and in the Rules of the Society shall govern the Board and Executive Committee meetings of the Society in all cases where they are applicable and in which they are not inconsistent with these Bylaws. The Parliamentarian shall be appointed by the President and shall advise the President regarding parliamentary procedure.