

Bylaws of the Society for the Teaching of Psychology
Division Two of the American Psychological Association
(Modified and Approved in 1996)

ARTICLE I--Name and Purpose

1. The name of this organization shall be the Society for the Teaching of Psychology--Division Two of the American Psychological Association.

2. The purposes of the organization shall be: to foster superior education and to promote excellence in the teaching of psychology, wherever it occurs; to facilitate the execution, communication, and application of research on the teaching of psychology; to disseminate information on curricula, advising, methods, and technology designed to facilitate such teaching; and to promote continuing education programs for improving the teaching of psychology.

ARTICLE II--Membership

1. The Division shall consist of four classes of membership: Fellows, Members, Associates, and Affiliates.

2. Fellows, Members, and Associates shall be persons who qualify for Fellow, Member, and Associate status, respectively, according to the bylaws of the APA. Affiliates shall be persons who are not Fellows, Members, or Associates of the APA.

3. Fellows, Members, Associates, and Affiliates shall be persons who are, or have been, engaged in activities directly related to the purposes of the Division.

4. People shall be approved for membership by the Membership Chair and Treasurer. The Membership Chair will notify new Members and Affiliates.

5. The Secretary of the Division, directly or through the APA Central Office, shall notify new members of their election. Such election shall be effective on January 1 of the following year, or as soon as the Division dues assessed by the APA are paid. The Secretary, or a person designated by the Secretary, shall notify Affiliates of their membership status and send them dues notices.

6. Persons who qualify for Fellow status according to the bylaws of the APA and who have been actively engaged in the teaching of psychology in a recognized institution for a period of five years or more, not less than three of which shall have been spent in employment in the same institution, may be approved by the Fellows Committee. After approval by the APA, their names will be announced to the membership as Fellows.

7. All Fellows in Division Two shall be designated by the name Fellow in the Teaching of Psychology.

8. On matters calling for action by the membership of the Division, each Fellow, Member, Associate, and Affiliate shall have one vote, and no voting by proxy shall be allowed. Only Fellows, Members, and those Associates who are eligible to vote in APA elections may vote in the Division Two Council Representative election.

ARTICLE III--Officers

1. The elected officers of the Division shall be a President, a President-Elect, a Past President, a Secretary, a Treasurer, and one or more Representatives to the Council of Representatives, as provided for in the bylaws of the APA. The officers appointed by the Executive Committee shall be the Chairs of the standing committees, the Editor of TEACHING OF PSYCHOLOGY, and the Executive Director of the Office of Teaching Resources in Psychology.

2. The Representatives to APA Council will not simultaneously hold another office in the Division.

3. The elected officers of the Division shall be Fellows or Members of the Division and of the APA.

4. The officers shall be elected by the voting members of APA by the ballots mailed and counted by APA. Affiliates shall also vote for all the officers, except Representatives to APA Council, by ballots mailed and counted by the Secretary or person designated by the Secretary.

5. An Archivist, appointed by the Executive Committee, will serve as an ex officio member of the Executive Committee. The duties consist of maintaining items of historical interest to the Division and working with the President to coordinate appropriate disposition and housing of the Division's papers. The term of office for the Archivist will be three years with the possibility of renewal for one or more additional terms.

6. The Executive Director of the Office of Teaching Resources in Psychology (OTRP), appointed by the Executive Committee, will serve as a member of the Executive Committee. It shall be the duty of the Executive Director to maintain the office that distributes teaching materials approved by the OTRP Advisory Board, to facilitate the development of the materials, to assist with editing and direct production of the OTRP projects, and to take directives from the OTRP Advisory Board appointed by the President. The term of office for the Executive Director will normally be five years, with the possibility for one or more additional terms. The OTRP Advisory Board will consist of up to five members, one of which will serve as Chair, for three year appointments. Efforts will be taken to assure that the OTRP Advisory Board is composed of representatives from different types and levels of educational institutions. The OTRP Advisory Board will determine and oversee all aspects of the office including editorial decisions and policy.

7. The term of office for the President shall be one year, for the President-Elect, one year, for the Secretary, three years, and for the Treasurer, three years. The terms of Council Representatives shall be governed by the provisions of the bylaws of the APA. The term of the Editor of TEACHING OF PSYCHOLOGY shall be six years. Ordinarily the Editor shall serve no more than two consecutive terms.

8. It shall be the duty of the President to preside at all meetings of the Division, to act ex officio as Chair of the Executive Committee of the Division, to preside at meetings of the

President's Cabinet, to supervise the affairs of the Division with the approval of the Executive Committee, to appoint all necessary committees and task forces to accomplish the business of the Division, and to perform other duties incident to the office or that may be required by vote of the Executive Committee. In addition, the President prepares the official annual roster of officers, committees, and task forces and forwards it to the Secretary for mailing to appropriate organizations and individuals.

9. It shall be the responsibility of the President-Elect to serve as a member of the Executive Committee and President's Cabinet and to perform the duties of the President in the event of the absence or incapacity of the latter. The President-Elect shall become President upon the expiration of the President's term.

10. It shall be the duty of the Secretary to mail membership renewal forms to all current non-APA Affiliate Members, to correspond with or refer members or other persons who request information about the Division and its activities to appropriate sources, to retain custody of and to maintain the official nonfinancial records of the organization and to coordinate with the Archivist the disposition of obsolete records, to maintain custody of all property of the Division, to take minutes at all Executive Committee and Business Meetings, to coordinate with the APA Central Office activities and mailings associated with Division activities, to serve as Editor of the Division's newsletter, and to perform other duties related to the tasks described and other organizational needs as they arise.

11. It shall be the duty of the Treasurer to collect dues from all current non-APA Affiliate Members and forward these to APA in a timely fashion; to maintain custody of the funds and financial records of the Division; to work with the President, Editor of TEACHING OF PSYCHOLOGY, and representatives of the publisher of TEACHING OF PSYCHOLOGY as required; to maintain records of receipts and expenditures of the Division; to deposit receipts in a timely fashion; to make timely disbursements as authorized by the Executive Committee; to prepare a proposed budget for approval at the annual Executive Committee Meeting; to prepare an annual financial statement for the annual Executive Committee Meeting; to notify the APA's Office of Membership Services of any changes in dues assessments at the prescribed time; to function as the Treasurer of the Fund for Excellence; and to perform other general duties of a treasurer as needed.

12. The Division Representatives to the APA Council of Representatives shall perform the duties and accept the responsibilities specified in the bylaws of the APA and will bring important issues to the attention of the President's Cabinet or Executive Committee. The Representatives shall also serve as members of the Executive Committee.

13. In case of the death, incapacity, or resignation of any of these officers (except the President), the Executive Committee shall by majority vote elect a successor to serve until the next annual meeting of the Division. If a candidate for office withdraws or is incapable of serving after the balloting but

before the outcome of the election has been announced, the Election Committee shall declare elected the candidate receiving the next largest number of votes for that office. Should the President leave office for any reason, the unexpired term shall be filled by the President-Elect.

14. The Past President shall write the annual report of the Division's activities of that year to be submitted to the APA.

ARTICLE IV--Executive Committee and President's Cabinet

1. There shall be an Executive Committee of the Division consisting of the President, the immediate Past President, the President-Elect, the Secretary, the Treasurer, the Representative(s) to the APA Council of Representatives, the Editor of TEACHING OF PSYCHOLOGY, and the Chairs of the committees.

2. The Executive Committee shall have general supervision of the affairs of the Division subject to the provisions of these bylaws. This Committee shall appoint the Editor of TEACHING OF PSYCHOLOGY and the chairs and members of committees as specified in these bylaws.

3. The President shall preside at all meetings of the Executive Committee, and the Secretary shall be responsible for recording and preparing the minutes.

4. In the event that the President cannot consult with the entire Executive Committee, there shall be a President's Cabinet with which the President will consult. The Cabinet shall include the immediate Past President, President-Elect, Secretary, Treasurer, the most senior Council Representative, the Editor of TEACHING OF PSYCHOLOGY, and the Executive Director of the Office of Teaching Resources in Psychology.

ARTICLE V--Nominations and Elections

1. The elected officers of the Division shall be determined by majority vote of Fellows, Members, Associates, and Affiliates of the Division, voting on a mail ballot, with the exception of Representatives to APA Council, for whom Affiliates may not vote.

2. The Election Committee shall issue a call for nominations for the office of President-Elect, for the offices of Secretary and Treasurer in those years when a term of office expires, and for the offices of APA Council Representatives, according to the time-line specified by APA. The results of this nomination procedure shall be considered for advisory purposes by the Election Committee in setting up a slate of candidates for the final selection.

3. The Election Committee Chair shall report the names of persons nominated for each office to the Central Office of APA by the deadline specified by APA. The APA Central Office will issue the election ballot in accordance with the bylaws of the APA.

4. The final ballot shall list at least two, but usually and preferably, three nominees for the office of President-Elect. There shall be at least twice as many nominees as there are persons to be elected for each other office.

5. The count of the votes for each Division Two office shall be obtained by the Secretary from the Election Committee of the APA, and these counts shall be referred to the Division's Election Committee which shall announce the election results at the annual business meeting of the Division.

6. Officers shall assume office at the close of the next annual meeting following their election and shall hold office until their elected successors assume office in their stead.

7. When an APA Council seat is lost on an apportionment ballot, the most recently elected Council Representative vacates the seat.

ARTICLE VI--Meetings

1. The annual meeting of the Division shall take place during the annual convention of the APA and in the same locality, for the transaction of business, the presentation of scientific papers, and discussions of professional matters in the field of the Division's interests.

ARTICLE VII--Committees and Task Forces

1. Committees of the Division shall consist of standing Committees provided by these bylaws and such Task Forces as may be established by vote of the members of the Executive Committee. Co-chairs may be appointed when the needs of the Division are best served by this arrangement.

2. Committee Chairs shall serve for the term of the President unless otherwise specified by the bylaws. Under certain circumstances, to preserve the continuity of an ongoing project that enhances the welfare of the Division, a Committee Chair may retain this position for an additional year.

3. Committees shall ideally be constituted of persons selected from among all four categories of membership, and the Executive Committee should attempt to distribute membership category representation on Committees when appropriate. Because the Chair of Committees often is the person serving the third year of a term and because Affiliates may not serve as a Committee Chair, the usual rotation of Committee members into the chair must take this into account, perhaps by adding an extra Committee member or changing the rotation. Division Two Affiliates are eligible to chair a Task Force. Where possible, terms of committee members should be staggered.

4. There shall be eight standing Committees: The Membership Committee, The Fellows Committee, The Program Committee, The Election Committee, The Committee on Graduate and Continuing Education, The Committee on Secondary and Undergraduate Education, The Committee on Teaching Awards, and The Committee on Ethical Issues.

5. The Membership Committee shall consist of a Chair selected by the President with the approval of the Executive Committee and an unspecified number of Committee members. The Chair and the Committee members will serve for a period of three years. The duties of the Chair are to develop, maintain, and disperse

Division recruitment brochures, flyers, and membership application forms; to serve as the contact for inquiries regarding such matters as Division Two membership qualifications and dues and the application process; to work with the Division President, Treasurer, Editor of TEACHING OF PSYCHOLOGY and representative of the publisher of TEACHING OF PSYCHOLOGY as needed; to plan and conduct programs to recruit new members, to process applications from prospective new members and forward these dues and checks to the Treasurer; to maintain an up-to-date roster of new members in all categories who have joined during the past year and forward it to the Secretary and the Treasurer; to be responsible for providing a roster of all categories of members when requested; to send a letter to new members in all categories welcoming them to the Division; to send the publisher's student discount enrollment form to all new student Affiliates; to provide the Secretary with mailing labels for all new Affiliate and APA Members for use in the annual election; and to compile a list of new members to be published annually in TEACHING OF PSYCHOLOGY. The Chair may recruit an unspecified number of other Division Two members from various geographical locales to serve as Membership Representatives. Membership Representative activities will be coordinated and supervised by the Chair. In addition, the Secretary and the Treasurer shall be an ex officio member of this Committee.

6. The Fellows Committee shall consist of three members who are Fellows of the Division, one of whom shall be designated as Chair, ordinarily the person serving the third year of a term. Terms of service on the Committee shall be three years with terms staggered so that one new member is appointed each year. It shall be the duty of the Chair to solicit nominations and to compile the files of the nominees for review. It shall be the duty of the Fellows Committee to examine the qualifications of Members to become Fellows of the APA and the Division according to APA and Division standards and shall approve those individuals deserving of recognition as Fellow. In case of nominees who are not Fellows of other APA divisions, the Fellows Committee will forward materials to the APA Membership Committee.

7. The Program Committee shall consist of at least four members. The Chair shall be appointed by the President with the approval of the Executive Committee for a two year term. The Associate Chair shall be appointed by the President for a two-year term. The Associate Chair becomes the Chair upon appointment by the President. Other members of the Committee shall be the President and President-Elect. The program reviewers shall be selected by the Program Chair from as broad a range of institutions and areas of interest as possible. In addition, the Secretary shall be an ex officio member of this Committee. It shall be the duty of the Program Committee to make arrangements for the program and annual meeting of the Division in accordance with Article VI of these bylaws and to coordinate the program with the convention program arranged by the Program Committee of the APA.

8. The Election Committee shall consist of the three most recent past presidents of the Division, the senior member serving

as chair. A member of the Election Committee may not be considered for elective office. In addition, the Secretary shall be an ex officio member of this committee. The Chair issues calls for nominations or arranges for same with the APA and is responsible for mailing the proposed slate of officers to the APA's Office of Board/Council Operations by the deadline specified by the APA. The Chair also receives the election vote count from the APA. It shall be the duty of this Committee, in cooperation with the Election Committee of the APA, to conduct and supervise the elections of the Division as provided in Article V of these bylaws.

9. The Committee on Secondary and Undergraduate Education shall consist of three to five members appointed by the President with the approval of the Executive Committee, one of whom shall be designated as Chair. Each member shall normally serve a three-year term. The Chair will be appointed from among the current committee members. The Committee shall consider and report to the Executive Committee on matters relating to prebaccalaureate and baccalaureate education in psychology, including that provided in colleges, universities, junior or community colleges, and high schools. The Committee should develop a charge and time frame for its agenda. Special subcommittees may, with the approval of the Executive Committee, be appointed to consider specific aspects of the Committee's charge.

10. The Committee on Graduate and Continuing Education shall consist of three to five members appointed by the President with the approval of the Executive Committee, one of whom shall be designated as Chair. Each member normally serves a three-year term. The Chair will be appointed from among the current Committee members. The Committee shall consider and report to the Executive Committee on matters relating to graduate and continuing education in psychology. The Committee should develop a charge and time frame for its agenda. Special subcommittees may, with the approval of the Executive Committee, be appointed to consider specific aspects of the Committee's charge.

11. The Committee on Teaching Awards shall consist of a Chair and Associate Chair appointed by the President with the approval of the Executive Committee for a three-year term. Additional members of the Committee will be appointed by the Chair with approval of the Executive Committee. It shall be the duty of this Committee to determine the recipients of the Division's annual awards for demonstrated teaching excellence. The Committee may establish subcommittees consisting primarily of previous award winners to accomplish its task. Further, the Committee, in conjunction with the Chair of the Program Committee, is responsible for formal presentation of these awards at the annual meeting. At the expiration of the term of the current Chair of the Committee on Teaching Awards, that Chair will usually be succeeded by the current Associate Chair of the Committee.

12. The Committee on Ethical Issues shall consist of three to five members appointed by the President with the approval of the Executive Committee, one of whom shall be designated as Chair. Each member shall normally serve a three-year term. The Chair will be appointed from among the current committee members. The

Committee shall consider and report to the Executive Committee on matters pertaining to ethical issues of teaching and academic life. The Committee should develop a charge and time frame for its agenda.

13. The President may establish a Task Force to pursue any topic relevant to the concerns of the Division with the approval of the Executive Committee. The Task Force shall be given a charge and time frame for executing that charge.

ARTICLE VIII--Dues

1. Changes in annual dues and assessments of any special dues shall be recommended by the Executive Committee and shall be decided by the majority of members voting by mail ballot.

2. The minimum membership dues are two dollars a year for each category of APA membership, paid to the Division by the APA out of the members' annual dues to the APA.

3. Increases in journal subscription costs necessitated by contractual agreements with the publisher may be passed on to the membership without a vote of the membership.

4. Dues for Affiliates shall be determined by the Executive Committee to cover expenses to the Division and the subscription to TEACHING OF PSYCHOLOGY.

ARTICLE IX--Division Publications

1. The official publication of the Division shall be TEACHING OF PSYCHOLOGY. This journal shall be devoted to improvement of teaching and learning at all educational levels, including precollege and continuing education. The journal shall include empirical research on teaching and learning; studies of teacher or student characteristics; investigations of student, course, or teacher assessment; essays on teaching and learning; innovative course descriptions and evaluations; curriculum designs; bibliographic material; demonstrations and laboratory projects; book and media reviews; divisional and other news items; and readers' commentary.

2. Editing of the journal shall be the responsibility of the Editor with the support of an Associate Editor and an appropriate editorial staff. The Associate Editor and members of the editorial staff shall be appointed by the Editor, subject to approval by the Executive Committee.

3. The search for the Editor shall be conducted by a committee appointed by the President.

4. The Executive Committee shall review and approve the annual report and the budget of the journal presented by the Editor.

ARTICLE X--Fund for Excellence

1. The Fund for Excellence in the Teaching of Psychology is an endowment fund. The income from the Fund is to be used each year to provide a monetary award to the winners of the Division

Two Teaching Awards. Other activities that promote good teaching may be supported after providing for the awards and the expenses of the Fund.

2. There shall be a Board to administer the Fund.

a. The Board shall consist of six persons, at least four of which are Members or Affiliates of the Division, appointed by the Division President's Cabinet (or Executive Committee). The Division's Treasurer shall be an ex officio, nonvoting member of the Board.

b. Each Board member shall serve a term of six years. Terms shall be staggered so that two new members are appointed every other year. Ordinarily, a member shall serve no more than two consecutive terms.

c. The duties of the Board shall be to raise money for the Fund, to direct the investment of the funds after seeking professional advice, and to review the investment portfolio annually. The Board may make recommendations to the Executive Committee concerning the size of the teaching awards and other issues concerning the fund to promote excellence in teaching.

3. The Fund Board shall have three officers: Chair, Executive Secretary, and Treasurer. The Chair and Executive Secretary shall be elected by the Board from its members. Their term of office shall be two years; they may be reelected as long as they serve on the Board.

4. Duties of the officers of the Board.

a. It shall be the duty of the Chair to report on the activities of the Fund to the Executive Committee of the Division and to the members at the annual business meeting of the Division and to preside over meetings of the Board.

b. It shall be the duty of the Executive Secretary to handle all correspondence for the Board, to make specific investments as directed by the Board, to maintain records of income and expenses, to maintain the bank account, to disburse funds as directed by the Board, to prepare a monthly report for the Treasurer, and to prepare the annual report.

c. The Treasurer of the Division shall serve as Treasurer of the Fund. It shall be the duty of the Treasurer to review and approve the monthly deposits and expenses and the annual report of the Fund.

ARTICLE XI--Amendments

1. The Division, at any annual meeting by a vote of two-thirds of the members present, or by a majority of the members of the Division voting on a mail ballot, may adopt such amendments to these bylaws as have been (a) presented and read at the preceding annual meeting, or (b) mailed to each member, or (c) published as a ballot in an appropriate Division publication two months before the count.

2. Ballots should be mailed to the Secretary. The Secretary counts them and informs the President of the results.

3. The Executive Committee, by a two-thirds majority, may vote to alter or suspend a portion of a bylaw for a temporary period of time when a need exists to respond to a legitimate and

pressing concern to preserve or enhance the welfare of the Division if the membership incurs no additional financial liability. Should the bylaw alteration or suspension be deemed appropriate to stand, the change will be submitted to the membership of the Division using the mechanisms for bylaw amendment as spelled out in this section.