

**BYLAWS OF THE
SOCIETY FOR THE TEACHING OF PSYCHOLOGY**
Amended November 27, 2006

ARTICLE I—NAME AND MISSION

1. The name of this organization shall be the Society for the Teaching of Psychology (hereinafter the "Society").
2. The Society for the Teaching of Psychology advances understanding of the discipline by promoting excellence in the teaching and learning of psychology. The Society provides resources and services, access to a collaborative community, and opportunities for educational and developmental activities. The Society also strives to advance the scholarship of teaching and learning, advocate for the needs of teachers of psychology, foster partnerships across academic settings, and increase recognition of the value of the teaching profession.
3. The Society functions as Division Two of the American Psychological Association (APA).

ARTICLE II--MEMBERSHIP

1. The Society shall consist of two classes of membership: Members and Fellows.
2. Members shall be any persons interested in the teaching of psychology who are current in their payments of dues to the Society.
3. Fellows of the Society shall be persons (a) who qualify for Fellow status according to the bylaws of the APA, and (b) 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, and (c) who have made significant contributions to the advancement of the teaching of psychology as determined by the Fellows Committee. After approval by the APA, their names shall be announced to the membership as Fellows.
4. On matters calling for action by the membership of the Society, with the exception of APA Council Representative elections, each Fellow and Member shall have one vote; no voting by proxy shall be allowed. Only APA members who are eligible to vote in APA elections may vote in the Division Two Council Representative election.

ARTICLE III—ELECTED OFFICERS AND PRESIDENT’S CABINET

1. The elected officers of the Society 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. These elected officers constitute the President’s Cabinet.
2. The President-Elect, Secretary, and Treasurer shall be elected by the voting members of the Society and shall not simultaneously hold another office in the Society.
3. The Representatives to APA Council shall be Fellows or Members of the APA and shall not simultaneously hold another office in the Society.
4. The term of office shall be one year for the Past President, one year for the President, one year for the President-Elect, three years for the Secretary, and three years for the Treasurer. Terms of all officers shall start on January 1 of the year following their election

and end on December 31. The provisions of the bylaws of the APA shall govern the terms of Council Representatives.

5. It shall be the duty of the President to preside at all meetings of the Society, to serve as Chair of the Executive Committee of the Society, to preside over the President's Cabinet, to supervise the affairs of the Society with the approval of the Executive Committee, to appoint all necessary committees and task forces to accomplish the business of the Society, and to perform other duties incident to the office or that may be required by vote of the Executive Committee.
6. It shall be the responsibility of the President-Elect 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.
7. The immediate Past President shall serve as a member of the Elections and Appointments Committee and shall write the annual report of the Society's activities during his or her Presidential year to be submitted to APA.
8. It shall be the duty of the Secretary to maintain the official non-financial records of the organization, to take minutes at all Executive Committee meetings, President's Cabinet meetings, and business meetings of the Society membership, to record and prepare an annual summary of major Executive Committee decisions for review and approval at the Executive Committee meeting, to serve as editor of the Society's newsletter, and to perform other duties related to organizational needs as they arise.
9. It shall be the duty of the Treasurer to oversee the timely collection of dues from members; to monitor the funds and investments of the Society; to maintain custody of the financial records of the Society; to work with the officers of the Society on major financial matters; to maintain records of receipts and expenditures of the Society; to deposit receipts in a timely fashion; to make timely disbursements as authorized by the Executive Committee; to prepare a proposed annual budget for approval at the Executive Committee Meeting; to prepare an annual financial statement for the 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.
10. The Society Representatives to the APA Council of Representatives shall perform the duties and accept the responsibilities specified in the bylaws of the APA and shall bring important issues to the attention of the President's Cabinet or Executive Committee.
11. Should an elected officer, other than the President or President-Elect, leave office for any reason, the Executive Committee shall by majority vote elect a successor to complete the remainder of the unexpired term. Should a candidate receiving the most votes decline to serve after the balloting but before the outcome of the election has been announced, the Elections and Appointments 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 President-Elect shall complete the current President's term. Should the President-Elect leave office for any reason, the candidate receiving the next largest number of votes in the election for that office shall complete the President-elect's term.
12. In cases where an elected officer, other than the President, fails to perform the specified duties of that office as evaluated by the President, the President shall notify the officer in writing stating the concerns and expectations for remedying the situation. If the officer continues to fail in the performance of duty, the President may choose to submit to the Past President a written statement and documentation concerning the failure of

performance with a recommendation for removal of office. The Past President shall then contact the officer in question requesting a written response to this recommendation within thirty days. Upon receipt of this response or, if no response is received after thirty days, the Past President shall convene a meeting of the Cabinet, excluding the President and the officer in question. The Cabinet shall then review the documentation and consider whether to forward a recommendation for removal to the Executive Committee. A majority vote of the Executive Committee, excluding the President and the officer in question, shall be required for removal from office.

13. In cases where the President fails to perform the specified duties of the office as evaluated by a member of the Executive Committee, that member shall notify the President in writing stating the concerns and expectations for remedying the situation. If the President continues to fail in the performance of duty, the member shall then submit to the Past President a written statement and documentation concerning the failure of performance with a recommendation for removal of office. The Past President shall then contact the President requesting a written response to this recommendation within thirty days. Upon receipt of this response or after a period of thirty days, the Past President shall convene a meeting of the Cabinet, excluding the President and the member who made the initial charge, to review and make a recommendation to the Executive Committee. The Executive Committee, excluding the President and the member who made the initial charge, shall vote on this recommendation.

ARTICLE IV—EDITORS AND DIRECTORS

1. The Executive Committee shall appoint an Editor of *Teaching of Psychology* for a term of six years. The Publications Committee shall conduct the search for the Editor. In order to provide a smooth editorial transition, the search for a new Editor should be started three years prior to the end date of the current Editor. Once selected, the Editor-Elect should begin working with the current Editor, with the new Editor-Elect beginning to receive manuscripts one year prior to his or her January 1 start date as Editor. Ordinarily the Editor shall serve no more than two consecutive terms. The Editor shall appoint Associate and Section Editors and other members of an editorial staff to assist in editing and producing the journal. The Editor shall provide the Executive Committee an annual report and budget for review and approval.
2. The Executive Committee shall appoint an Internet Editor for a term of five years. The Publications Committee shall conduct the search for the Internet Editor. In order to provide a smooth editorial transition, the search for a new Editor should be started two years prior to the end date of the current Editor. Once selected, the Editor-Elect should begin working with the current Editor. Ordinarily the Internet Editor shall serve no more than two consecutive terms. It shall be the duty of the Internet Editor to oversee all Society Internet resources, including the Society's Web pages, electronic discussion lists, and other Internet activities and materials. The Internet Editor may appoint an editorial staff and managers of specific Internet resources of the Society. The Internet Editor shall provide the Executive Committee an annual report and budget for review and approval. A new Internet Editor will assume office on September 1.
3. The Executive Committee shall appoint a Director of the Office of Teaching Resources in Psychology (OTRP) for a term of five years. The Publications Committee shall conduct the search for the Director of OTRP. In order to provide a smooth transition, the search for a new Director should be started two years prior to the end date of the current Director. Once selected, the Director-Elect should begin working with the current Director. Ordinarily the Director of OTRP shall serve no more than two consecutive terms. It shall be the duty of the Director to maintain the office that distributes the Society's teaching materials and to oversee other resources and services provided through OTRP. The OTRP

Director may appoint an editorial staff and managers of specific OTRP resources. The Director shall provide the Executive Committee an annual report and budget for review and approval. A new OTRP Director will assume office on September 1.

4. The Executive Committee shall appoint a Director of Society Programming for a term of five years. The President shall appoint a special committee to search for the Director of Society Programming. In order to provide a smooth transition, the search for a new Director should be started two years prior to the end date of the current Director. Once selected, the Director-Elect should begin working with the current Director. Ordinarily the Director shall serve no more than two consecutive terms. It shall be the duty of the Director to provide oversight for Society convention programming, conferences, and workshops. It also shall be the duty of the Director, in consultation with the President, to make arrangements for the program and annual meeting of the Society in accordance with Article IX of these bylaws. The Director shall appoint Associate Directors to focus on specific programming functions and initiatives as needed. The Director will be charged with the oversight and appointment of coordinators and steering committees for Society-sponsored programming. The Director shall provide the Executive Committee an annual report and budget for review and approval. A new Director of Programming will assume office on September 1.
5. The Executive Committee shall appoint an Executive Director of the Society for a term of five years. The Executive Director shall be eligible for continuing reappointment upon the recommendation of the Elections and Appointments Committee and the approval of the Executive Committee. In order to provide a smooth transition, the search for a new Director should be started a year prior to the current Executive Director's term ending date or immediately upon either the resignation of a sitting Executive Director. The search will be conducted by the Elections and Appointments Committee and include the current President-Elect, Secretary, and Treasurer as ad hoc members. Once selected, the Director-Elect should begin working with the current Director. It shall be the duty of the Executive Director to manage and coordinate membership records, renewals, and inquiries; coordinate the development and printing of selected Society publications and communications; maintain current, and archive relevant Society records; provide support for Society officers; serve as the Society's liaison to APA, APS, and other teaching organizations as directed by the Executive Committee; and serve as a nonvoting member of the Executive Committee, the Recruitment, Retention and Publications Committee, and the Long Range Planning Committee. The Executive Director may appoint clerical staff. The Executive Director reports directly to the Society President and shall provide the Executive Committee with an annual report and budget for review and approval. A new Executive Director will assume office on January 1.
6. In cases where an appointed Editor or Director fails to perform the specified duties of that office as evaluated by the President, the President shall notify the Editor or Director in writing stating the concerns and expectations for remedying the situation. If an Editor or Director continues to fail in the performance of duty, the President may choose to submit to the Past President a written statement and documentation concerning the failure of performance with a recommendation for removal of office. The Past President shall then contact the Editor or Director in question requesting a written response to this recommendation within thirty days. Upon receipt of this response or, if no response is received after thirty days, the Past President shall convene a meeting of the Cabinet, excluding the President and the Editor or Director in question. The Cabinet shall then review the documentation and consider whether to forward a recommendation for removal to the Executive Committee. A majority vote of the Executive Committee, excluding the President and the Editor or Director in question, shall be required for removal from office.

ARTICLE V—STANDING COMMITTEES AND APPOINTED TASK FORCES

1. Committees of the Society shall consist of Standing Committees provided by these bylaws and Task Forces recommended by the President and established by vote of the members of the Executive Committee. An individual may not serve concurrently as a Chair of more than one Standing Committee. The Chair of the Elections and Appointments Committee will assume office on January 1 immediately following the end of that person's term as Past President. New Chairs of other standing committees will assume office on September 1 following their appointment.
2. There shall be seven Standing Committees: The Recruitment and Public Relations Committee, The Fellows Committee, The Elections and Appointments Committee, The Committee on Teaching Awards, The Publications Committee, The Long Range Planning Committee and The Diversity Committee.
3. The Recruitment and Public Relations Committee shall consist of a Chair selected by the President with the approval of the Executive Committee and at least three committee members, one of whom will be the current chair of the Society Graduate Student Teaching Association. The Chair shall serve for a period of three years. The duties of the Chair and committee are to plan, direct, and evaluate Society recruitment and public relations efforts. These efforts may be done in collaboration with other existing Standing Committees and task forces of the Society. The Executive Director shall serve as a nonvoting member of this committee.
4. The Fellows Committee shall consist of three members who are Fellows of the Society. With the approval of the Executive Committee, the President shall appoint a Chair of the committee for a two-year term. During the year prior to the expiration of the Chair's term and with the approval of the Executive Committee, the President shall appoint an Associate Chair for a one-year term. Ordinarily, the Associate Chair shall succeed the current Chair. Terms of service on the Committee shall ordinarily 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 Society according to APA and Society standards and shall approve those individuals deserving of recognition as Fellow. In the cases of nominees who are not Fellows of other APA divisions, the Fellows Committee shall forward materials to the APA Membership Committee. Appeals of a decision by the Fellows Committee will be directed to the President and reviewed by the President's Cabinet for final resolution.
5. The Elections and Appointments Committee shall consist of the President, Past-President, and the past, Past-President, who will serve as the chair. It shall be the duty of this Committee to conduct and supervise the elections of the Society as provided in Article VIII of these bylaws and to make recommendations for appointments of Society representatives as requested by other organizations. No member of this committee may be considered for elective office in the Society or recommended by this committee for any appointment. The Committee will consult with the Society's Council Representative(s) on all recommended appointments to APA Boards, Committees, and Task Forces.
6. The Committee on Teaching Awards shall consist of a Chair and Associate Chair appointed for three-year terms by the President with the approval of the Executive Committee and members of review subcommittees appointed annually by the Chair. Subcommittee members will normally be previous award winners. The Committee shall determine the recipients of the Society's annual Excellence in Teaching Awards. Further, the Committee, in conjunction with the Director of Programming, is responsible for formal

presentation of these awards at the annual meeting. Ordinarily, the Associate Chair of the Committee shall succeed the Chair.

7. The Publications Committee shall consist of a Chair appointed for a three-year term by the President with the approval of the Executive Committee. Other members of the Committee shall be the Editor of *Teaching of Psychology*, the Director of the OTRP, the Society's Internet Editor, the Society Secretary, and two other at-large members of the Society appointed on staggered terms by the President. The Committee shall coordinate Society publications, encourage publication projects, establish general policies for publications, and handle publication-related negotiations and searches for editors and directors.
8. The Long Range Planning Committee shall consist of a Chair appointed by the President with the approval of the Executive Committee for a two-year term and, during the year prior to the expiration of the Chair's term, an Associate Chair appointed by the President for a one-year term. Ordinarily, the Associate Chair shall succeed the current Chair. The members of the Committee shall be the President-Elect, the President, the Past President, and three other at-large members of the Society appointed on staggered terms by the President. No voting member of the Executive Committee may concurrently serve as an at-large member of this committee. Only at-large members may serve as Chair and Associate Chair of the Committee. The Executive Director shall serve as a nonvoting member of this committee and shall take minutes of its meetings. The Committee shall consult with the Society's officers and Committee Chairs regarding long-range concerns that the Committee should address, develop recommendations regarding new projects and directions for the Society, and present these recommendations to the Executive Committee for evaluation and action.
9. The Diversity Committee shall consist of a Chair appointed by the President with the approval of the Executive Committee and at least three committee members. The Chair shall serve for a period of three years. The Committee shall oversee and assess all Society activities related to diversity issues, including, but not limited to, diversity in membership, integration of diversity into the curriculum, hiring and retaining a diverse faculty, and attracting members of diverse groups to psychology as a major and a profession.
10. The President may establish a Task Force to pursue any topic relevant to the concerns of the Society with the approval of the Executive Committee. The Task Force shall be given a charge and time frame for executing that charge.
11. In cases where an appointed Chair of a Standing Committee fails to perform the specified duties of that office as evaluated by the President, the President shall notify the Standing Committee Chair in writing stating the concerns and expectations for remedying the situation. If a Standing Committee Chair continues to fail in the performance of duty, the President may choose to submit to the Past President a written statement and documentation concerning the failure of performance with a recommendation for removal. The Past President shall then contact the Standing Committee Chair in question requesting a written response to this recommendation within thirty days. Upon receipt of this response or, if no response is received after thirty days, the Past President shall convene a meeting of the Cabinet, excluding the President and the Standing Committee Chair in question. The Cabinet shall then review the documentation and consider whether to forward a recommendation for removal to the Executive Committee. A majority vote of the Executive Committee, excluding the President and the Standing Committee Chair in question, shall be required for removal from office.

ARTICLE VI—GRADUATE STUDENT TEACHING ASSOCIATION

1. There shall be a Graduate Student Teaching Association of the Society. The Association shall be charged with educational and development activities for future psychology teachers. The Association shall be led by a Steering Committee comprised of a Chair, an Associate Chair, a Faculty Advisor, and at least four at-large members appointed by the President with the approval of the Executive Committee. The Chair and Associate Chair shall be graduate students and serve a term of one year, starting on September 1. Ordinarily, the Associate Chair shall succeed the Chair. The Faculty Advisor shall serve a three-year renewable term.

ARTICLE VII—EXECUTIVE COMMITTEE

1. The Executive Committee shall supervise the affairs of the Society subject to the provisions of these bylaws. The voting members of the Executive Committee shall consist of the President's Cabinet, the Editor of *Teaching of Psychology*, the Internet Editor, the Director of OTRP, the Chairs of the Standing Committees, and the Chair of the Graduate Student Teaching Association. The Executive Director of the Society shall serve as a nonvoting member of the Executive Committee.
2. The President shall preside at all meetings of the Executive Committee and oversee all other discussions, deliberations, and votes of the Executive Committee. The Executive Committee shall make decisions by majority vote.
3. The Executive Committee may invite other organizations, with similar missions to advance the teaching of psychology, to appoint a liaison to attend the annual Executive Committee meeting as a nonvoting participant.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

1. The elected officers of the Society shall be determined by a vote of Members and Fellows of the Society, voting on a mail ballot, with the exception of Representatives to APA Council, for whom only APA members may vote.
2. The Elections and Appointments 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 Elections and Appointments Committee shall consider the results of this nomination procedure for advisory purposes in setting up a slate of candidates for the final selection.
3. 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.
4. The candidate receiving the largest number of votes for each Society office shall be declared elected. The Chair of the Elections and Appointments Committee shall obtain the count of the votes for each office and shall announce the election results at the annual business meeting of the Society.
5. Officers shall assume office on January 1 of the year following their election and shall hold office until their elected successors assume office in their stead.

6. When an APA Council seat is lost on an apportionment ballot, the seat shall be vacated by the most recently elected Council Representative or the Council Representative who received the fewest votes when more than one Representative was elected in that year.
7. When an APA Council seat is gained on an apportionment ballot, the Council Representative candidate in the most recent election who received the next highest number of votes in the most recent election shall occupy the seat until an election can be held. If no candidate from the most recent election is available to serve, the President shall appoint someone to fill the seat with the approval of the Executive Committee.

ARTICLE IX--MEETINGS

1. The annual meeting of the Society shall take place at a site and time determined at the previous annual meeting and announced to the membership. The annual meeting serves for the transaction of business, the presentation of scientific papers, and discussions of professional matters in the field of the Society's interests.

ARTICLE X--DUES

1. Annual dues and assessments of any special dues shall be determined by the Executive Committee to cover expenses to the Society and the subscription to *Teaching of Psychology*.

ARTICLE XI—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 Society 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 of the Society, appointed by the Society's Executive Committee. The Society'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 Board shall elect the Chair and Executive Secretary from among its members. Their term of office shall be two years; officers 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 Society and to the members at the annual business meeting of the Society 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 Society 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 XII—AMENDMENTS AND CHANGES TO THE OPERATING PROCEDURES OF THE SOCIETY

1. The Society, at any annual meeting by a vote of two-thirds of the members present, or by a majority of the members of the Society 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 Society 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 Society if the membership incurs no additional financial liability. Should the bylaw alteration or suspension be deemed appropriate to stand, the change shall be submitted to the membership of the Society using the mechanisms for bylaw amendment as spelled out in this section.
4. The Executive Committee, by a majority vote, may establish and amend the contents and specifications of Operating Procedures of the Society.