

**BYLAWS OF THE  
SOCIETY FOR THE TEACHING OF PSYCHOLOGY**  
Amended November 10, 2020

**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 APA in the Society shall be persons who qualify for Fellow status according to the bylaws of the APA.
4. On matters calling for a vote by the membership of the Society, each Fellow and Member shall have one vote; no voting by proxy shall be allowed.

**ARTICLE III—ELECTED OFFICERS AND EXECUTIVE COMMITTEE**

1. The elected officers of the Society shall be a President, a President-Elect, a Past President, five Vice-Presidents, a Secretary, a Treasurer, and one or more Representatives to the APA Council of Representatives, as provided for in the bylaws of the APA.
2. The President, President-Elect, Past President, five Vice Presidents, Secretary, and Treasurer constitute the voting members of the Executive Committee. The Executive Director of the Society shall serve as a nonvoting member of the Executive Committee. The Executive Committee shall supervise the affairs of the Society subject to the provisions of these bylaws. 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 during face-to-face meetings or teleconferences and by unanimous consent when voting via email. The Executive Committee may send formal invitations to other individuals in appointed positions within the Society (e.g., Editors, Directors, and Standing Committee Chairs) and liaisons from other organizations that promote the teaching of psychology to attend its meetings or contribute to discussions as nonvoting participants.
3. The President-Elect shall be elected by the voting members of the Society. The term of office for President-Elect shall be one year starting on January 1 in the year following the election and ending on December 31. 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. The President-Elect shall not simultaneously hold any other elected office or appointed position as Editor, Director, or Chair in the Society.

4. The term of office for President shall be one year starting on January 1 in the year immediately following that individual's term as President-Elect and ending on December 31. The President may create committees and task forces to perform other duties incident to the office or that may be required by vote of the Executive Committee, except where Vice Presidents have the responsibilities for the creation of committees. The President shall not simultaneously hold another elected office or appointed position as Editor, Director, or Chair in the Society.
5. The term of office for Past President shall be one year starting on January 1 in the year immediately following that individual's term as President and ending on December 31. The 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. The Past President shall not simultaneously hold any other elected office or appointed position as Editor, Director, or Chair in the Society with the exception of Chair of the Elections and Appointments Committee; see Article V Section 5. Past Presidents of the Society shall be prohibited from future candidacy for any office whose incumbent is a voting member of the Executive Committee, but they may be considered for future candidacy for any other elected office or appointed position in the Society. The Past President is also in charge of conducting removal-from-office proceedings; see Article III, Section 11.
6. Each of the five Vice Presidents shall be elected by the voting members of the Society to represent one of the Society's five functional areas: Diversity & International Relations, Grants & Awards, Membership, Programming, and Resources. The term of office for each Vice President shall be three years starting on January 1 in the year following the election and ending on December 31. Elections for Vice Presidents shall be staggered so that Vice Presidents for no more than two functional areas shall be elected in any calendar year. No Vice President shall simultaneously hold another elected office or appointed position as Editor, Director, or Chair in the Society. An individual is limited to serving a total of two three-year terms as Vice President and shall be prohibited from future candidacy for Vice President in any functional area, but this individual may be considered for future candidacy for any other elected office or appointed position in the Society.
7. The Secretary shall be elected by the voting members of the Society and shall not simultaneously hold another elected office or appointed position as Editor, Director, or Chair in the Society. The term of office for Secretary shall be three years starting on January 1 in the year following the election and ending on December 31. An individual is limited to serving a total of two three-year terms as Secretary.
8. The Treasurer shall be elected by the voting members of the Executive Committee of the Society and shall not simultaneously hold elected office or appointed position as Editor, Director, or Chair in the Society. The term of office for Treasurer shall be three years starting on January 1 in the year following the election and ending on December 31. An individual is limited to serving a total of two three-year terms as Treasurer.
9. Candidates for the Society's Representatives to the APA Council of Representatives shall be Fellows or Members of the APA. Representatives to APA Council shall be elected only by those Society members who are eligible to vote in APA elections. Representatives to APA Council shall not simultaneously hold another elected office or appointed position within the Society.
10. Should an elected officer, other than the President or President-Elect, leave office for any reason, the Executive Committee shall vote to 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.
11. 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 from 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 confidential meeting of the Executive Committee, excluding the President and the officer in question. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee, excluding the President and the officer in question, shall be required for removal from office.

12. 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 confidential meeting of the Executive Committee, excluding the President and the member who made the initial charge, to review the documentation. A majority vote of the Executive Committee, excluding the President and the member who made the initial charge, shall be required for removal from office.

#### **ARTICLE IV—EDITORS AND DIRECTORS**

1. The Executive Committee shall appoint an Editor of *Teaching of Psychology* for a term of six years. The President, upon approval by the Executive Committee, shall appoint an ad hoc search committee 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. The Editor shall serve no more than two consecutive terms. The Editor shall appoint an editorial staff to assist in editing and producing the journal.
2. The Executive Committee shall appoint an Internet Editor for a term of five years. The President, upon approval by the Executive Committee, shall appoint an ad hoc search committee 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. The Internet Editor shall serve no more than two consecutive terms. The Internet Editor may appoint an editorial staff and managers of specific Internet resources of the Society. A new Internet Editor should assume the position on January 1.
3. The Executive Committee shall appoint a Director of Teaching Resources for a term of five years. The President, upon approval by the Executive Committee, shall appoint an ad hoc search committee for the Director. 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. The Director shall serve no more than two consecutive terms. The Director may appoint an editorial staff and managers of specific resources. A new Director will assume the position on January 1.
4. The Executive Committee shall appoint an Executive Director of the Society for a term of five years. The Executive Director shall be eligible for reappointment upon review and 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 or departure from office for any reason 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.

The Executive Director may appoint clerical staff. A new Executive Director will assume the position on January 1.

5. In cases where an appointed Editor or Director fails to perform the specified duties of that position as evaluated by the Executive Committee, 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 position. 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 confidential meeting of the Executive Committee. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee shall be required for removal from the position.

#### **ARTICLE V—COMMITTEES AND TASK FORCES**

1. Committees of the Society shall consist of Standing Committees provided by these bylaws, Task Forces recommended by the President and established by vote of the members of the Executive Committee, and Committees that are appointed by the President or any Vice President. 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 the position on August 15 during of that person's term as Past President. New Chairs of other committees will assume the position on January 1 following their appointment.
2. There shall be seven Standing Committees: The Membership Committee, The Fellows Committee, The Elections and Appointments Committee, The Committee on Teaching Awards, The Diversity Committee, The International Relations Committee, and The Early Career Psychologists Committee.
3. The Membership Committee shall consist of a Chair, who is selected by the Vice-President for Membership (with the approval of the Executive Committee) and at least three committee members. The Chair shall serve for a period of three years.
4. The Fellows Committee shall consist of five members who are Fellows of APA and members of the Society. With the approval of the Executive Committee, the Vice President for Membership 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 Vice President shall appoint an Associate Chair for a one-year term. The Associate Chair shall succeed the Chair. Terms of service on the Committee shall be three years with terms staggered.
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 VII of these bylaws and to make recommendations for appointments of Society representatives as requested by other organizations.
6. The Committee on Teaching Awards shall consist of a Chair and Associate Chair appointed for three-year terms by the Vice President for Grants & Awards with the approval of the Executive Committee. Members of review subcommittees shall be 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. The Associate Chair of the Committee shall succeed the Chair.
7. The Diversity Committee shall consist of a Chair, who is appointed by the Vice President for Diversity & International Relations with the approval of the Executive Committee, and at least three committee members. The Chair shall serve for a period of three years.

8. The International Relations Committee shall consist of a Chair and at least three committee members, appointed by the Vice President for Diversity & International Relations with the approval of the Executive Committee. The Chair shall serve for a period of three years.
9. The Early Career Psychologists Committee shall consist of a Chair, an Associate Chair, and at least two committee members appointed by the Vice President for Membership with the approval of the Executive Committee. The Chair shall serve for a period of one year, with the possibility of renewal for an additional year. The Associate Chair shall share a portion of the responsibilities of the Chair and shall succeed the Chair. Terms of service on the Committee shall be three years with terms staggered.
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 committee fails to perform the specified duties of that position as evaluated by the Vice President of that respective area, the President shall notify the Chair in writing stating the concerns and expectations for remedying the situation. If the 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 Chair 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 Executive Committee, excluding the President. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee, excluding the President, shall be required for removal from the position.

#### **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 all of whom are 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 January 1. The Associate Chair shall succeed the Chair. The Vice President for Membership or designee shall serve as Faculty Advisor.

#### **ARTICLE VII—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 or electronic ballot, with the exception of Representatives to APA Council, for whom only APA members may vote and the Treasurer, for whom only members of the Executive Committee may vote.
2. 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.
3. 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.
4. When an APA Council seat is gained on an apportionment ballot, the Council Representative candidate 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 VIII—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 at least three months prior to the meeting. 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 IX—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 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 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 four persons, at least three of whom are Members of the Society, appointed by the Society's Executive Committee. In addition, the Society's Treasurer shall be an ex officio, nonvoting member of the Board.
  - b. Each Board member shall serve a term of four years. Terms shall be staggered so that one new member is appointed every year. A member shall serve no more than two consecutive terms.
  - 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.
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.

## **ARTICLE XI—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 or electronic 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. The Secretary, in consultation with the Executive Director, conducts the vote or oversees the mechanism by which the vote is conducted.
2. 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.
3. The Executive Committee, by a majority vote, may establish and amend the operating procedures of the Society. These operating procedures are maintained in the Policies and Procedures Manual of the Society.