

BYLAWS OF THE SOCIETY FOR THE TEACHING OF PSYCHOLOGY

Effective January 1, 1999

ARTICLE I--Name and Purpose

1. The name of this organization shall be the Society for the Teaching of Psychology (hereinafter the "Society").
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; to promote continuing education programs for improving the teaching of psychology; to contribute to public recognition of the professionalism and dedication of teachers of psychology; and to encourage collaborations among teachers in the service of these goals.
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: Fellows and Members.
2. Fellows of the Society shall be persons who qualify for Fellow status according to the bylaws of the APA. Members shall be persons who either (a) qualify for Member or Associate status according to the bylaws of the APA or (b) otherwise meet the criterion in Article II, Section 3, as determined by the Membership Chair and Treasurer.
3. Fellows and Members shall be persons who are, or have been, engaged in activities directly related to the purposes of the Society.
4. 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.
5. 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, and 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--Officers

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. The officers appointed with the consent of the Executive Committee shall be the Archivist, the Chairs of the standing committees, the Editor of TEACHING OF PSYCHOLOGY, the Society's Internet Editor, and the Executive Director of the Office of Teaching Resources in Psychology (OTRP).
2. The President-Elect, Secretary, and Treasurer shall be elected by the voting members of the Society and will not simultaneously hold another office in the Society.
3. The Representatives to APA Council shall be Fellows or Members of the APA and will not simultaneously hold another office in the Society.
4. In case of the death, incapacity, or resignation of any elected officer (except the President and President-Elect), the Executive Committee shall by majority vote elect a successor to serve until the next annual meeting of the Society. If a winning 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. Should the President-Elect leave office for any reason, the unexpired term shall be filled by the candidate receiving the next largest number of votes in the election for that office. Should it be deemed necessary or advisable, any appointment made by the Executive Committee of the Society may be rescinded by the Executive Committee.
5. 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. The term of office for the OTRP Executive Director will normally be five years, with the possibility for one or more additional terms. The term of office for the Internet Editor will normally be for three years, with the possibility for one or more additional terms.

6. It shall be the duty of the President to preside at all meetings of the Society, to act ex officio 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.

7. 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.

8. It shall be the duty of the Secretary to maintain the official non-financial records of the organization and to coordinate with the Archivist the disposition of obsolete records, to take minutes at all Executive Committee and Business Meetings, to record and report major Executive Committee decisions made during the year, to organize and oversee means of informing members about Society activities and business, to serve as Editor of the Society's newsletter, and to perform other duties related to the tasks described and other organizational needs as they arise.

9. It shall be the duty of the Treasurer to oversee the timely collection of dues from APA and non-APA 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 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.

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 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.

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

12. The Executive Director of the Office of Teaching Resources in Psychology (OTRP) will serve as a member of the Executive Committee. It shall be the duty of the Executive Director to maintain the office that distributes the Society's teaching materials and to oversee the Society's Member Services. The Executive Director of the OTRP shall also serve as a member of the Publications Committee and shall consult with that Committee on major policy matters.

13. The Internet Editor will serve as a member of the Executive Committee. 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, with the approval of the Executive Committee, appoint an editorial staff and managers of specific internet resources of the Society. The Internet Editor shall also serve as a member of the Publications Committee and shall consult with that Committee on major policy matters.

14. The Past President shall write the annual report of the Society'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 Society 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, the

Executive Director of OTRP, the Archivist, the Society's Internet Editor, and the Chairs of the standing committees.

2. The Executive Committee shall supervise the affairs of the Society subject to the provisions of 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. At times other than formal meetings of the Executive Committee, the Executive Committee may make decisions by majority vote after appropriate deliberation and consultation by other means. The Secretary shall also record and report major Executive Committee decisions made at these times.

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 Society shall be determined by a vote of Fellows and Members 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 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 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 count of the votes for each office shall be obtained by the Election, Committee Chair and the Election Committee shall announce the election results at the annual business meeting of the Society.

5. 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.

6. 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 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 VII--Committees and Task Forces

1. Committees of the Society 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.

2. There shall be seven standing Committees: The Membership Committee, The Fellows Committee, The Program Committee, The Election Committee, The Committee on Teaching Awards, The Publications Committee, and The Long Range Planning Committee.

3. 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 will serve for a period of three years. The duties of the Chair are to develop, maintain, and disperse Society recruitment and membership materials; to serve as the contact for inquiries regarding membership qualifications, dues, and applications; to plan and conduct programs to recruit new members, to process applications from prospective new members; and to maintain a roster of members. The Secretary and the Treasurer shall be ex officio members of this Committee.

4. The Fellows Committee shall consist of three members who are Fellows of the Society, 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 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 will forward materials to the APA Membership Committee.

5. The Program Committee shall consist of at least five 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, President-Elect, and Secretary. It shall be the duty of the Program Committee to make arrangements for the program and annual meeting of the Society in accordance with Article VI of these bylaws.

6. The Election Committee shall consist of the three most recent past presidents of the Society, the senior member serving as chair. A member of the Election Committee may not be considered for elective office. It shall be the duty of this Committee to conduct and supervise the elections of the Society as provided in Article V of these bylaws.

7. The Committee on Teaching Awards shall consist of a Chair appointed by the President with the approval of the Executive Committee for a three-year term. The Associate Chair shall be appointed by the President for a three-year term. It shall be the duty of this Committee to determine the recipients of the Society'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.

8. The Publications Committee shall consist of an at-large member appointed as Chair 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 Executive 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.

9. 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. The Associate Chair will usually succeed the current Chair. The members of the Committee shall be the President-Elect, the President, the Past President, and three other members of the Society appointed on staggered terms by the President. Only these other members may serve as Chair and Associate Chair of the Committee. 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.

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.

ARTICLE VIII--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 IX--TEACHING OF PSYCHOLOGY

1. The official publication of the Society shall be TEACHING OF PSYCHOLOGY. This journal shall be devoted to the improvement of teaching and learning in psychology at all educational levels.

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 the Publications Committee. The appointment of the Editor shall be made by the Executive Committee.
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 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 them 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 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 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 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 will 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.