



## BYLAWS OF THE SOCIETY FOR THE TEACHING OF PSYCHOLOGY

Amended March 9, 2022

### 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 promotes excellence in the teaching and learning of psychology. The Society provides resources and services, access to a global collaborative community, and opportunities for professional development. It endeavors to promote equity and social justice for teachers and students of psychology with marginalized, racially minoritized, and intersecting identities. The Society also strives to advance the scholarship of teaching and learning; advocate for the needs of teachers of psychology; promote diversity, equity, and inclusion initiatives within the teaching and learning 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 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 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. 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.
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—APPOINTED LEADERSHIP POSITIONS**

1. Members of the Executive Committee may propose the establishment of leadership positions (e.g., Editors, Directors, and Chairs of committees or task forces) to support the Society's mission. The Executive Committee must vote to establish a leadership position, to authorize or adjust a budget for the position, and to dissolve the position.
2. Each leadership position will report to a designated member of the Executive Committee.
3. In cases where an appointed leader fails to perform the specified duties of that position as evaluated by the member of the Executive Committee who supervises the position, the supervisor shall notify the appointed leader in writing stating the concerns and expectations for remedying the situation. If an appointed leader continues to fail in the performance of duty, the supervisor 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 appointed leader 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—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 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 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.



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## ARTICLE VII—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 VIII—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 IX—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) emailed to each member, or (c) published as a ballot in an appropriate Society publication two months before the count.
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.