

## BYLAWS

Society of Clinical Geropsychology  
Section 2 of the Division of Clinical Psychology  
of the American Psychological Association

*As amended by vote of the Society Membership, effective July 30, 2020*

## ARTICLE I

## NAME AND PURPOSE

- A. The name of the organization shall be the Society of Clinical Geropsychology – Section 2 of the Division of Clinical Psychology (Division 12) of the American Psychological Association, hereafter referred to as the Society, the Division, and the APA respectively.
- B. The purposes of this Society shall be to promote the general objectives of the American Psychological Association and the Division of Clinical Psychology; to support and to encourage the development of the specialty of clinical geropsychology in both its scientific and professional aspects; to increase scientific understanding of the mental health of older adults; to promote the development of models for the delivery of psychological services to older adults, as well as other ways of enhancing the welfare and psychological well-being of older adults; to foster collaboration and the sharing of information among clinical geropsychologists; to champion diversity in education, practice and scholarship; to promote interprofessional awareness of clinical geropsychology; and to increase the quality and availability of training opportunities in clinical geropsychology.
- C. The Society shall establish no policies that are contrary to the policies of the Division or the American Psychological Association.

## ARTICLE II

## MEMBERSHIP

- A. There shall be three categories of membership in this Society: Divisional Member, Member, and Student Member.
- B. To qualify for the status of Divisional Member, an individual shall be a member of the Division who has an interest in the scientific or professional aspects of clinical geropsychology. A Divisional Member shall be entitled to all the rights and privileges of membership in the Society.
- C. To qualify for the status of Member of the Society, an individual shall be a psychologist who has an interest in the scientific or professional aspects of clinical geropsychology but is not a member of the Division. A Member shall be entitled to all the rights and privileges of membership in the Society.
- D. A Member who becomes a member of the Division shall automatically be reclassified as a Divisional Member of the Society.
- E. To qualify for the status of Student Member, an individual shall be enrolled in a graduate program in psychology and have an interest in the scientific or professional aspects of clinical geropsychology. A Student Member shall be entitled to all the rights and privileges of membership in the Society, but cannot vote in elections, nor hold office except as a Student Representative to the Society.

- F. A Student Member is eligible to transfer membership status to Member or Divisional Member of the Society upon graduation from their graduate program.
- G. Post-doctoral Fellows are eligible for Member or Divisional Member status.
- H. There is no requirement at any level of membership to be a member of APA.
- I. Application for membership shall be made via the Society's website, monitored by the Treasurer.
- J. If applicants for membership misrepresents themselves, they will be expelled from the Society.
- K. A member in any membership category who wishes to resign membership in the Society shall indicate that intention in writing to the Treasurer. Any member who is in arrears of the payment of effective dues or assessments for a period of one year shall be presumed to have resigned from the Society and shall forfeit all attendant rights and privileges.

### ARTICLE III

#### OFFICERS

- A. The elected officers of the Society shall be a President, President-Elect, Past-President, Secretary, Treasurer, Office of Diversity and Inclusion, and a Representative to the Division, and must be either Divisional Members or Members of the Society.
- B. The President shall succeed to office 1<sup>st</sup> January of the year following their completed term as President-Elect, and shall serve for one year. The President shall preside at all meetings, is a voting member of the Executive Committee, shall maintain coordination with the Division and the Central Office of the APA, and shall perform all other usual duties of a presiding officer.
- C. The President-Elect is elected for a term of one year. The President-Elect is a voting member of the Executive Committee, and shall perform the duties traditionally assigned to a Vice-President. In the event that the President shall not serve the full term for any reason, the President-Elect shall succeed to the unexpired remainder of the President-Elect's term, before serving their own term as President.
- D. The Past-President shall be the most recently retired President of the Society, is a voting member of the Executive Committee, and together with the President and Secretary, forms the Panel for Nominations and Elections. If for any reason the Past-President cannot fulfill the duties of the office, the office shall remain vacant through the balance of the year in which the vacancy occurs.
- E. The Secretary is elected for a term of three years and is a voting member of the Executive Committee. During their terms, secretaries shall keep the minutes of the meetings of the Society, shall assist the President in preparing the agenda for meetings, shall issue calls and notices of meetings, shall maintain the Society's organizational timeline, and in general shall perform the usual duties of a Secretary.
- F. The Treasurer is elected for a term of three years and is a voting member of the Executive Committee. During their terms, treasurers shall oversee custody of the membership records and all funds and property of the Society, shall oversee the receipt of all money to the Society, shall direct disbursements as provided under the terms of these Bylaws, shall oversee the keeping of adequate accounts, shall prepare the proposed annual budget in consultation with the President and Executive Committee, shall prepare an annual financial report to the Division and Society in November of each calendar year, and in general shall perform the usual duties of a Treasurer.

- G. The Officer of Diversity and Inclusion is elected for a term of three years and is a voting member of the Executive Committee. During their term, the Officer of Diversity and Inclusion will chair the Diversity Committee and work to create a community of diverse geropsychologists to address topics pertinent to older adults using a multicultural lens, and ensuring that diversity, equity, and inclusion considerations are represented in all areas relevant to SCG and in all facets of SCG's work on behalf of its members.
- H. The Society's Representative to the Board of Directors of the Division must be a Divisional Member of the Society, and is elected for a term of three years. The Divisional Representative shall perform the duties specified in Article V of the Bylaws of the Division, and is a voting member of the Executive Committee of the Society. A report on Society activities, including the annual budget, is prepared by the Representative in November of each calendar year. The Representative also reports on the Society's activities to the Division and the Division's activities to the Society.
- I. Any elected officer is eligible to run for another elected office in the Society only during the last year of their term of office. No individual may serve more than two terms in any elected office; no individual may seek to serve as president-elect immediately after serving as past-president.
- J. In the case of death, incapacity, or resignation of any officer, except the President or Past-President, the vacant office shall be filled by the Executive Committee as required.

#### ARTICLE IV

##### EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the elected Officers of the Society.
- B. The Executive Committee shall exercise general supervision over the affairs of the Society, and shall be the primary authority on matters of policy and procedure within the Society.
- C. The major actions of the Executive Committee shall be reported via the President to the membership at the Annual APA Convention.
- D. No individual may simultaneously hold two positions on the Executive Committee; elected officers of the Society may also serve in any single role on the Leadership Team during their term of office.
- E. All persons in leadership positions on the Leadership Team are immediately responsible to the Executive Committee.

#### ARTICLE V

##### LEADERSHIP TEAM

- A. The Leadership Team shall consist of the Executive Committee, two Student Representatives, and any committee chairs, representatives of the Society, or other persons in substantive supportive roles, appointed annually by the President and overseen by the President and the Executive Committee.
- B. Committee and representative duties and responsibilities, as well as the roles of other persons in substantive supportive roles, shall be reviewed annually by the President and the Executive Committee so as to remain current and responsive to the membership of the Society.
- C. The Leadership Team shall work to effectuate the purposes of the Society, through their roles.

- D. The major actions of the Leadership Team shall be reported to the membership at the Annual Society Meeting at APA by the President or their designee.
- E. All persons serving on the Leadership Team must be Divisional Members or Members of the Society, except for Student Representatives, who must be Student Members.

## ARTICLE VI

### REMOVAL OF MEMBERS, OFFICERS, & LEADERSHIP

- A. Any Member, Divisional Member, or Student Member of the Society may be removed from the Society for cause by a vote of a majority of the Executive Committee. Action such as unethical practices, unprofessional behavior, harassment, or conduct reflecting unfavorably upon the Society or the field of clinical psychology is to be considered sufficient cause for expulsion from the Society and revocation of associated membership benefits.
- B. When the President is made aware that an elected or appointed officer (other than the President) fails to perform the specified duties of that office, the President, in consultation with other members of the Executive Committee, 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 Executive Committee a written statement and documentation concerning the failure of performance with a recommendation for removal from office. The 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 President shall convene a confidential meeting of the Executive Committee, excluding the officer in question. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee, excluding the officer in question, shall be required for removal from office. Removal from office does not necessarily include removal from membership; for this to occur, see the section on Removal of Members.
- C. In cases where the President fails to perform the specified duties of the office as identified 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, to review the documentation. A majority vote of the Executive Committee, excluding the President, shall be required for removal from office.
- D. The Executive Committee may discontinue the role of a Leadership Team member for reasons related to current needs of the Society, such as when committees are no longer needed.
- E. In situations where a member of the Leadership Team fails to perform the specified duties of the office, a procedure may be initiated that parallels the process outlined above for removing an Executive Committee Officer. Such actions can be performed after attempts to remedy the situation, if needed, and after consultation with the Executive Committee. Attempts to provide mentoring or support should be provided to junior members, such as Student Representatives. Such removal should be performed only after a majority of the Executive Committee votes to perform such action.

## ARTICLE VII

## NOMINATIONS AND ELECTIONS

- A. The Panel for Nominations and Elections (hereafter Panel) shall consist of the Past-President as Chair, along with the current President and the Secretary. In the case of the death, resignation, or incapacity of the Past-President, the President shall assume the duties of the Chair. The Panel shall be responsible for all aspects of the nomination and election of officers.
- B. The Panel shall electronically distribute a nominating ballot to all Members at least two months in advance of the date for officer elections in each calendar year. The nominations ballot shall provide spaces for entering the names of at least two possible nominees for each vacancy to be filled. Self-nominations are accepted for all positions. Except if it is impossible to so arrange, there shall be at least two candidates for each position to be filled in a given year.
- C. The elections should normally occur in advance of the APA Annual Convention, such that Officers can be announced to the membership prior to this event. The Members shall be given 30 days to vote, and voting should be completed before the Convention.
- E. The elected officers of the Society shall be elected by a simple majority vote of the Members on an electronic ballot on which the names shall appear in random order.
- F. In the event of an electoral tie, the Executive Committee shall vote to determine which candidate will serve. In the event of a tie on the Executive Committee, the President shall select the winning candidate.
- G. All elected Officers are expected to provide a solid transition of current issues and responsibilities in the role to their successors in the time interval between their election and the end of the year on which their term expires, to ensure smooth transitions within the Executive Committee.

## ARTICLE VIII

### MEETINGS

- A. The Executive Committee shall hold meetings as required throughout the year to conduct the business of the Society, but normally these will be conducted on a monthly basis. At any such meeting, in the absence of the President, either the President-Elect or past President by mutual agreement shall serve in this role *pro tempore*.
- B. Most actions of the Executive Committee shall be taken by an informal consensus of its members.
- C. The Leadership Team shall meet annually for a face-to-face meeting at the annual APA Convention. This meeting is to be followed by an Annual Business Meeting at the APA convention, to provide an opportunity for a personal exchange of information and perspectives about matters of mutual concern between the general membership and the Executive Committee. Any member of the Society shall have the right to place a matter on the agenda of the Society's Annual Business Meeting by directing it to the Secretary or the President at least 5 business days before the meeting.

## ARTICLE IX

### FINANCES

- A. Membership dues are established each year by the Executive Board and are paid to the Treasurer of the Society. Dues payments shall be due by December 31 for the following calendar year. Dues paid until 1<sup>st</sup> November are assumed to apply for the current calendar year. Dues paid from 1 November through 31 December are applied to the following year.
- B. As required by the Division Bylaws, Article VI, Section J2, the Society Executive Committee shall present an annual report, which includes a projected budget, and a final financial report on its operations during the year. to the Division Board of Directors for informational purposes and for comment at the end of the calendar year This budget is prepared in draft by the Treasurer before being submitted to the Executive Board annually in October.
- C. The Treasurer is hereby authorized to sign checks, disperse electronic payments, or otherwise distribute funds on behalf of the Society as authorized in the approved budget. In the event of the incapacity, resignation, or death of the Treasurer, a current or former member of the Executive Committee shall be a secondary signatory and is hereby authorized to sign checks on behalf of the Society under the same provisions, in consultation with the President. All financial documents, other than checks, shall be signed by both the Society President and the Treasurer. Treasurers cannot write checks to themselves.
- D. In the event of the dissolution of the Society, all unencumbered funds in the Society treasury at that time shall be turned over to Division 12 of the American Psychological Association.

## ARTICLE X

### AMENDMENTS

- A. An amendment to these Bylaws may be proposed by a member of the Executive Committee or by a petition signed by at least five percent (5%) of voting Society Members presented to the Executive Committee. These Bylaws may be amended by a two-thirds majority of the Members voting on a ballot which shall close not less than one month after the distribution or publication of the proposed amendment(s).

History of Bylaws Amendments by Vote of Membership:

Established 1996; Amended June 1, 1999; July 1, 2001; November 1, 2006; June 1, 2009; July 31, 2012, May 15, 2019; July 30, 2020