

Society of PEDIATRIC
PSYCHOLOGY

Division 54 of the American Psychological Association



BYLAWS

Revised February 2025



ARTICLE I: NAME

The name of the organization shall be the Society of Pediatric Psychology, Division 54 of the American Psychological Association (APA), hereinafter referred to as the Society.

ARTICLE II: PURPOSE

- A. The Society is organized exclusively for charitable, educational, and scientific purposes and promotes the general objectives of APA.
- B. Mission Statement: To actively promote the health and psychological well-being of **all** children, youth and families.
- C. Vision Statement: Healthier children, youth, and families.

ARTICLE III: MEMBERSHIP

- A. There shall be seven categories of membership in the Society: Fellow Member, International Member, Student Member, Psychologist Member, Physician Member, Allied Health Member, and Retired Member.
- B. The minimum qualifications for the category of Fellow shall be:
 - A psychologist nominated to become Fellow in the Society must provide evidence to the Committee on Fellowship of unusual and outstanding contributions to the field of pediatric psychology. Fellows of the Society must be approved as Division Fellows pursuant to the process set forth in APA's Bylaws and Association Rules.
 - Demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.
- C. The minimum qualifications for the category of International Member shall be:
 - A psychologist who is a national in a country other than the United States or Canada and/or is an International Affiliate of APA.
 - Demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.
- D. The minimum qualifications for the category of Student Member shall be:
 - A student enrolled in an undergraduate, graduate, internship, postdoctoral or post-baccalaureate program with a training sequence in a field predominately psychological in nature.
 - Demonstrated interest in the field of pediatric psychology.

- E. The minimum qualifications for the category of Psychologist Member shall be:
 - A psychologist not included in the membership under one of the previous described categories.
 - Demonstrated interest in and active engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.
- F. The minimum qualifications for the category of Physician Member shall be:
 - A physician not included in the membership under one of the previously described categories.
 - Demonstrated interest in the field of pediatric psychology.
- G. The minimum qualifications for the category of Allied Health Member shall be:
 - An allied health professional not included in the membership under one of the previously described categories.
 - Demonstrated interest in the field of pediatric psychology.
- H. The minimum qualification for the category of Retired Member shall be:
 - A psychologist, no longer actively working in the field of pediatric psychology.
 - Demonstrated interest in and previous engagement in practice, research, teaching, administration, and/or study in the field of pediatric psychology.

ARTICLE IV: MEMBERSHIP RIGHTS AND PRIVILEGES

- A. Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, and Retired Members of the Society shall be entitled to the following:
 - To attend and to participate in business meetings or other general membership meetings of the Society;
 - To receive the publications of the Society;
 - To hold office;
 - To vote on revisions to the Society's governance (bylaws);
 - To vote in regular and special elections, although only APA Members or Fellows may vote for the Society's Representative(s) to the APA Council of Representatives.
- B. Student Members of the Society shall be entitled to the following:
 - To attend and to participate in business meetings or other general membership meetings of the Society;
 - To receive the publications on the Society.

In addition, Student Members of the Society who are at the level of Graduate Student or above plus who have been members of the Society for a minimum of two consecutive years will be entitled to the following:

- To vote on revisions to the Society's governance (bylaws);
- To vote in regular or special elections.

Graduate Student shall be a person who is pursuing graduate studies in the field of psychology and enrolled in good standing in a regionally accredited graduate or professional school for graduate work in the field of psychology.

ARTICLE V: RESIGNATION AND REINSTATEMENT

- A. Termination of membership in the Society may be accomplished in one of the following ways:
- Failure to pay the dues by the membership renewal deadline (June 30, 11:59pm Pacific Time annually);
 - Expulsion from the Society for cause by a vote of two-thirds at a meeting of the Board of Directors after due process.
- B. Any person whose membership lapsed due to unpaid dues will be reinstated on the date dues are paid.
- C. Any person whose membership has been terminated by due process and vote may reapply for membership following one year from the date on which termination became effective.

ARTICLE VI: OFFICERS

- A. The Officers of the Society [hereinafter referred to as "Officer(s)"] shall be as follows: President, President-Elect, Past President, Secretary, Treasurer, Representative(s) to APA Council of Representatives, Member-at-Large for Membership, Member-at-Large for Student/Trainee Development, Member-at-Large for Continuing Education, and Member-at-Large for Diversity.
- No Officer may run simultaneously for more than one elected Society office or Board of Directors' seat.
 - All Officer(s) may hold two consecutive terms with the following exceptions:
 - There is a three term limit on the Treasurer position;
 - No individual may hold the office of the Society's President more than once.

- B. The President shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society who has just completed their term as President-Elect. They shall succeed to office at the close of the year after serving as President-Elect and shall serve for one year. The President shall preside at all meetings, shall be the Chair of the Board of Directors, and shall perform all other usual duties of a presiding officer. The President may not vote, except to break a tie vote of the Board of Directors. If the President is absent from a Board of Directors' meeting, the President-Elect shall serve as the Chair of the Board of Directors, followed in succession by the Secretary, Treasurer, and Past President.
- C. The President-Elect shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society elected for a term of one year. The President-Elect shall be a member of the Board of Directors and shall perform the duties traditionally assigned to a Vice President. In the event that the President shall not serve their full term for any reason, the President-Elect shall succeed to the unexpired remainder thereof and continue to serve through their own term. The President-Elect shall also perform such other duties as may be prescribed by the President or the Board of Directors.
- D. The Secretary shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society elected for a term of three years. The Secretary shall be a member of the Board of Directors and shall oversee communication efforts of the Board of Directors and the Society as a whole.
- E. The Treasurer shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society elected for a term of three years. The Treasurer shall be a member of the Board of Directors and shall perform the usual duties of a Treasurer.
- F. The Past President shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society. They shall be the most recently retired President of the Society and shall be a member of the Board of Directors.
- G. The Members-at-Large shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society each elected for a three-year term. Each Member-at-Large shall be a member of the Board of Directors and shall be available to the President to serve as Chair of Standing Committees, Task Force Committees, and special projects.

- H. The Representative(s) to the APA Council of Representatives shall be a Psychologist Member, Fellow Member, International Member, or Retired Member of the Society, each elected, under normal circumstances, for a three-year term. The number of Representatives, if any, will be mandated by the APA apportionment ballot. Representative(s) to the APA Council of Representatives shall perform those duties as specified by the Bylaws of APA. The Representative(s) shall be responsible for advising the Board of Directors about significant matters of business scheduled to come before APA Council. They shall also be responsible for informing the Board of Directors of significant actions taken by APA Council of Representatives.
- If the Society loses one or more of its seats on the APA Council of Representatives as the result of APA's apportionment ballot, and if the loss cannot be offset by the ending of a term or terms of outgoing Representative(s) to the APA Council of Representatives, then the Board of Directors shall terminate the incumbency of the Representative to APA Council of Representatives with the least tenure. If the Representatives to APA Council of Representatives have equal tenure the person with the most votes from the election remains.
- I. Detailed duties of the Officers are listed in the Board Manual, Section VII.
- J. The Officers shall assume their positions on January 1 of each calendar year and shall maintain them as described by the terms set forth in these Bylaws. During the period between their election and the assumption of office, the Officers-Elect shall be given the title of Officer-Designate and shall be ex-officio members of the Board of Directors without vote. They will be asked to attend the Board of Directors' meeting at the APA Convention in August before their term begins.
- K. In the case of death, incapacity, resignation or removal of any Officer, except the President or the Past President, the vacant office shall be awarded to the defeated candidate for the position who was, at the time of the most recent past election, the runner-up for the office in question. If the runner-up declines to serve or is for any other reason unavailable, the Board of Directors shall, by majority vote, appoint a successor to complete the unexpired term.
- L. The means for filling a vacancy in the office of President is specified in Article VI, Section C of these Bylaws. In the case of death, incapacity, resignation, or removal of the Past President, such vacancy shall remain through the balance of the year in which it occurs, and the President will assume the responsibilities of that office in addition to those of the Presidency.

ARTICLE VII: BOARD OF DIRECTORS

- A. There shall be a Board of Directors of the Society of Pediatric Psychology. Its membership shall consist of the following persons:
- The Officers of the Society as specified in Article VI of these Bylaws and shall have voting privileges.
 - The Editors of the Society journals who are appointed to this position and shall be members of the Board of Directors without a vote;
 - The Student Representative who is appointed to this position and shall be a member of the Board of Directors with a vote on behalf of student members;
 - The Student Representative-Elect who is appointed to this position and shall be a member of the Board of Directors without a vote;
 - The Past Treasurer who shall be a member of the Board of Directors without a vote for one year after he or she has completed his or her term as Treasurer;
 - The Historian(s) who is/are appointed to this position and shall be a member(s) of the Board of Directors without a vote;
 - The APA Program Chair and Co-Chair who are appointed to these positions and shall be members of the Board of Directors without a vote;
 - The SPP Annual Conference Program Chair and Co-Chair who are appointed to these positions and shall be members of the Board of Directors without a vote.
- B. The Editors of the Society journals shall be a Fellow Member, International Member, Psychologist Member, Physician Member, Allied Health Member, or Retired Member of the Society. The Editors shall be appointed to a six-year term by a majority vote of the Board of Directors during the summer prior to assuming the position of Editor-Elect on January 1. The Editors will be responsible for the total operation of the journals and can only be removed with cause by a two-thirds vote of the Board of Directors. In the case of the death, incapacity, removal, or resignation of either Editor, the Board of Directors shall appoint a successor by a majority vote.
- C. The Past Treasurer shall be a Fellow Member, International Member, Psychologist Member, Physician Member, Allied Health Member, or Retired Member of the Society and be the immediate past Treasurer. They shall serve a one-year term following the conclusion of their elected term. The duties include: to facilitate transition of bookkeeping and financial records; to provide technical assistance to the present Treasurer; to substitute for the Treasurer in their absence; and to attend all Board of Directors and Business meetings of the Society.

- D. The Student Representative shall be a Student Member of the Society and shall be enrolled in an APA-approved graduate program in professional psychology. The Student Representative shall be a Student Member who has just completed their term as Student Representative-Elect. They shall succeed to office at the close of the year after serving as Student Representative-Elect and shall serve for one year. The Student Representative can only be removed with cause by two-thirds vote of the Board of Directors. In case of the death, incapacity, removal, or resignation of the Student Representative, the current President shall appoint a successor.
- E. The Student Representative-Elect shall be a Student Member of the Society and shall be enrolled in an APA-approved graduate program in professional psychology. The Student Representative-Elect shall be appointed by the President, President-Elect and current Student Representative to a one-year term by a majority vote of the Board of Directors during the summer prior to assuming the position on January 1.
- F. The APA Program Chair and Co-Chair shall be a Fellow Member, International Member, Psychologist Member, Physician Member, Allied Health Member, or Retired Member of the Society. The APA Program Chair and Co-Chair shall be appointed by the President-Elect to a one-year term by a majority vote of the Board of Directors during the summer prior to assuming the position on January 1. The APA Program Chair and Co-Chair will be responsible for organizing and soliciting the APA program and can only be removed with cause by two-thirds vote of the Board of Directors. In case of the death, incapacity, removal, or resignation of the APA Program Chair or Co-Chair, the Board of Directors shall appoint a successor by a majority vote.
- G. The Historian(s) shall be a Fellow Member, International Member, Psychologist Member, Physician Member, Allied Health Member, or Retired Member of the Society. The Historian(s) shall be appointed by the President to a five-year term by a majority vote of the Board of Directors during the summer prior to assuming the position on January 1. The Historian(s) can only be removed with cause by two-thirds vote of the Board of Directors. In case of the death, incapacity, removal, or resignation of the Historian(s), the Board of Directors shall appoint a successor by a majority vote.

- H. The SPP Annual Conference Program Chair and Co-Chair shall be a Fellow Member, International Member, Psychologist Member, Physician Member, Allied Health Member, or Retired Member of the Society. The SPP Annual Conference Program Co-Chair shall be determined to a one-year term by a majority vote of the Board of Directors at least two years prior to the conference that they will chair. The Co-Chair continues to serve as SPP Annual Conference Program Chair the year following the completion of their term as Co-Chair. The SPP Annual Conference Program Chair and Co-Chair will be responsible for working together with key personnel on the programming for the SPP Annual Conference and can only be removed with cause by two-thirds vote of the Board of Directors. In case of the death, incapacity, removal, or resignation of the SPP Annual Conference Program Chair or Co-Chair, the Board of Directors shall appoint a successor by a majority vote.
- I. The Board of Directors may cause the Society to employ an Executive Director, engage a management services company or engage a management company to provide an Executive Director with authority, duties and responsibilities commensurate with such position. Subject to the overall guidance and direction of the Board of Directors, the Executive Director or management company shall perform all duties incident to the position and such other duties as may be prescribed by the Board of Directors from time to time. The Executive Director or management company shall have full authority for the management of the Society's business and affairs, subject to the Bylaws and other governing documents, including authority for the engagement and discharge of other staff and the delegation of responsibilities to them. The Executive Director or management company, along with the President, may act as a spokesperson for the Society. The Executive Director or management company will establish and maintain procedures for administration of Society activities and the management company's office. The Executive Director or management company representative will generally attend all meetings of the members, the Board of Directors and the Executive Committee.
- J. The Board of Directors shall meet at least twice each year. Additional meetings (virtual, hybrid or in-person) may be called by the President. All Board of Directors' members are strongly encouraged to attend all Board of Directors' meetings and Society Business meetings.
- K. Any member of the Society may place a matter on the agenda for a meeting. A majority of the voting members of the Board of Directors shall constitute a quorum, following due notice of the meeting. Each voting member present shall have one vote, and no member may vote by proxy. All decisions by the Board of Directors shall require assent by a majority of those voting, except as otherwise noted in these Bylaws. The Board of Directors shall be authorized to adopt and publish rules and codes for the transaction of the business of the Society in accordance with these Bylaws.

- L. There shall be an Executive Committee of the Board of Directors which shall be composed of the President, President-Elect, Past President, Secretary and Treasurer. The Executive Committee shall meet regularly and/or on the call of the President or of any other three Officers and conduct such affairs of the Society between meetings of the Board of Directors as may be needed to implement policy decisions adopted by the Board of Directors. During the interval between meetings, and should the Executive Committee declare there to be an emergency requiring immediate action, a two-day advance notice is given for a meeting of the Board of Directors and will be held virtually.
- M. Any Officer and/or member of the Board of Directors may be removed from office before the expiration of their term with cause by a two-thirds vote of a quorum of the Board of Directors if it appears that the best interests of the Society are not being served by the person in question.
- N. No Board of Directors' member may simultaneously hold two positions on the Board of Directors.

ARTICLE VIII: COMMITTEES

- A. The Committees of the Society shall consist of such Standing Committees as are provided by these Bylaws and of such Task Force Committees as shall be established by the President with the concurrence of the Board of Directors. Unless reconstituted for a subsequent year or years, the existence of the Task Force Committees shall terminate at the close of the year in which it has been established. In the conduct of Committee business, the Chair of the committee shall cast a vote only in the case of ties.
- B. It shall be the responsibility of the Chair of each committee to submit biannual reports on its operations and recommendations to the Board of Directors by the time of the Board of Directors' Mid-Winter and APA Convention Board Meetings.
- C. The Standing Committees of the Society shall be:
- The Executive Committee, as described in Article VII, L.
 - The Committee on Fellowship, which shall consist of a Chair and five members, all of whom shall serve for staggered terms of three years. The Chair and Committee members must be Fellows of the Society and shall be appointed by the President. It shall be the duty of this Committee to evaluate and recommend applicants for Fellowship to the Board of Directors.

- The Membership Committee, which shall consist of a Chair and three other members. The Committee shall be chaired by the Member-at-Large for Membership. The members shall be appointed by the Chair and shall serve for terms of three years. It shall be the duty of the Committee to engage in activities designed to identify candidates for membership in the Society and encourage such candidates to join, and to carry out membership initiatives.
- The APA Program Committee which shall consist of a Chair and such others as are necessary to conduct the business of the Committee for that year. The Committee shall be chaired by the APA Program Chair. The members shall be appointed by the Chair. The Committee will work closely with the President-Elect to create a program that will reflect the thematic content selected by the President-Elect for his/her Presidential term. It shall be the duty of the Committee to solicit, evaluate, and select scientific and professional contributions to be presented as part of the Society's programming held in coordination with the Board of Convention Affairs of APA.
- The Committee on Nominations and Elections as described in Article IX, Section A of these Bylaws.
- The Division Honors Selection Committee which shall consist of a Chair and three other members. The Committee shall be chaired by the Past President, whose responsibilities begin in the fall of his or her office as current President. The members shall be appointed by the Chair. The Committee reviews the nominations and recommends the winners of the Society's Awards of Distinction. These recommendations will be voted upon by the Board of Directors.
- The Finance Committee which shall consist of the President, President-Elect, Past President, and Treasurer. The Committee shall be chaired by the President without a vote. The Finance Committee shall oversee the fiscal practices and planning of the Society and monitor its financial records. The Finance Committee meetings are held in tandem with Executive Committee meetings.
- The Committee on Science and Practice which shall consist of a Chair, the Member-at-Large for Continuing Education, the SPPAC Program Co-Chair, one Student Member of the Society, and five other members necessary to conduct the work of the Committee. The Chair shall be appointed by the President for a term of three years and approved by the Board of Directors. The Student Member and the SPPAC Program Co-Chair shall be appointed by the Chair and shall serve for a one-year term rotating off yearly. The five other members shall be appointed by the Chair and shall serve for staggered terms of three years. It shall be the duty of the Committee to identify and to promote awareness of the scientific basis of pediatric psychology treatments, interventions, and assessments, with the goal of enhancing clinical science, training, practice, and public health in the field of pediatric psychology.

- The International Committee, which shall consist of a Chair and at least three other members. The Chair shall be appointed by the President and approved by the Board of Directors. The members shall be appointed by the Chair and shall include the Member at Large for Membership. The Chair and members shall serve for terms of three years. It shall be the duty of the Committee to identify and recommend to the Board of Directors activities and initiatives designed to improve collaboration and interaction with international colleagues.
- The Continuing Education (CE) Committee, which shall consist of a Chair and three other members. The Chair shall be the Member-at-Large for CE. The members shall be the APA Program Chair, the SPP Annual Conference Program Chair, and the Member-at-Large for Diversity. The Committee will maintain records as required by APA and will provide guidance related to continuing education credits. The Committee will also develop and administer webinars that offer continuing education credits for Society members.
- The Awards and Naming Policy Committee, which shall consist of a Chair and four other members. The Committee shall be chaired by the Historian and shall include the APA Council Representative(s), the Member-at-Large for Diversity, the Member-at-Large for Student/Trainee Development and one other member who is appointed by the Chair for a three-year term and who is not on the Board of Directors. It shall be the duty of this Committee to review proposals for awards, grants, or any other Society activity being named or re-named in honor of a specific individual and to make recommendations based on the nominated individual's contributions to pediatric psychology service, research, or practice. These recommendations will be voted upon by the Board of Directors.
- The SPP Annual Conference Program Committee which shall consist of a Chair and such others as are necessary to conduct the business of the Committee. The Committee shall be chaired by the SPP Annual Conference Program Chair and shall include the SPP Annual Conference Program Co-Chair. The members shall be appointed by the Chair. It shall be the duty of the Committee to solicit, evaluate, and select scientific and professional contributions to be presented as part of the SPP Annual Conference.
- The Communications Committee which shall consist of a Chair and shall include such others as are necessary to conduct the business of the Committee. The Committee will be chaired by the Secretary. The members shall be appointed by the Chair. It shall be the duty of the Committee to oversee and coordinate all digital communications of the Society, in partnership with the management company, including the Society's website, twitter, Progress Notes and all other electronic communications.

- D. The Board of Directors is empowered to establish from time to time such other standing committees of the Board. The Board of Directors may also establish from time to time such other committees consisting of members of any class, directors, officers and or others as it may determine at its discretion. The Board of Directors may change number of committee members in order to properly complete business of the Society. The Board of Directors from time to time can update procedures for the composition and operation of such committees.
- E. The President, in concurrence with the Board of Directors, is empowered to authorize the formation of Task Forces to accomplish the goals of the Society.
- Each Task Force shall have a specific charge for a specified period of time and shall be subject to annual review by the Board of Directors.
 - The number of members, and terms of office of Task Force members shall be determined by the Board of Directors.
 - The members and Chair of each Task Force shall be nominated by the President for approval by the Board of Directors.
- F. All persons serving as voting members on Committees or Task Forces of the Society must be Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, or Retired Members of the Society.

ARTICLE IX: NOMINATIONS AND ELECTIONS

- A. The Committee on Nominations and Elections shall consist of a Chair and shall include such others as are necessary to conduct the business of the Committee. The Committee shall be chaired by the Past-President. The members shall be appointed by the Chair. The Committee shall be responsible for implementing the policies required for the nomination and election of Officers. All aspects of nomination and elections for positions on the Board of Directors shall be conducted in conformity with the provisions of the Bylaws of APA and shall be completed by the dates specified by APA and/or by the provisions of these Bylaws.
- B. The Committee on Nominations and Elections shall post a call for nominations on the Society listserv and on the Society website. All Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, and Retired Members of the Society may nominate individuals for office.
- C. The name of any member who is willing to stand for election shall be placed on the ballot. There shall be at least two candidates for each position to be filled in a given year. In the event there are an insufficient number of nominees who have received any nominations, the Committee on Nominations and Elections shall use their discretion in nominating candidates for any remaining spaces.

- D. The Officers of the Board of Directors shall be elected by the Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, Retired Members and Student Members (as defined in Article IV, Section B.) of the Society on a mail ballot, an email ballot, or a secure web-based ballot. The election is conducted by the APA Office on Elections.

ARTICLE X: MEETINGS

- A. The Society shall hold an annual scientific and professional meeting for the presentation of scientific papers and the discussion of professional matters in the field of interest of the Society. The Society shall also participate in the division programming for the APA Convention.
- B. There shall be at least one business meeting of the Society. The purpose of such meetings shall be to provide an opportunity for a personal exchange of information and perspectives about matters of mutual concern between the general membership and the members of the Board of Directors. Any member of the Society shall have the right to attend. Any member of the Society has a right to place a matter on the agenda of a meeting for the Society by directing the matter to the Secretary or the President at least 48 hours before the scheduled meeting time.
- C. Other scientific, professional and/or business meetings of the Society may be called by the President with the concurrence of the Board of Directors.
- D. All scientific, professional and/or business meetings of the Society must be announced in advance to the membership as to the date, time and place of the meeting.

ARTICLE XI: FINANCES

- A. Membership dues for all members of the Society are set annually by the Board of Directors.

- B. The assessment of any additional or special membership fees beyond those specified in Article XI, Sections A of these Bylaws shall be decided by a two-thirds vote of the Board of Directors and must be ratified by the membership. Any additional or special assessment, once ratified by the membership, shall remain in force each subsequent year unless changed by the Board of Directors and membership in accordance with these Bylaws. A request for such a change may be initiated by any member of the Board of Directors. In addition, a petition signed by three percent of the Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, and Retired Members of the Society shall mandate the holding of a referendum on the assessment.
- C. The Treasurer, in partnership with the Executive Director/management company, shall prepare a budget of anticipated income and expenditures. The proposed budget will be voted on and finalized by the Board of Directors before the end of the preceding budget year.
- D. Disbursement of funds of the Society shall be made as follows:
- The Board of Directors shall authorize disbursements within the amounts of the approved budget for purposes which are not inconsistent with the Bylaws of the Society or of APA, nor with the recorded actions of the membership.
 - The Treasurer, with the concurrence of the Finance Committee is authorized to reallocate unexpended funds from one category of the approved budget to another, provided only that the total expenses for the year are not exceeded.
 - Once a budget has been approved in accordance with Article XI, Section C, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objectives of the Society may be authorized by the Finance Committee provided only that such expenditures will not require an increase in the approved assessment during the fiscal year in which it shall be made.
- E. The Treasurer directs the disbursement of funds duly approved under the provisions of Article XI, Section D of these Bylaws. In the event of the incapacity of the Treasurer, or a vacancy in that office, the President is authorized to serve in this capacity.
- F. All contracts and other financial documents necessary to undertake programs approved by the Board of Directors in accordance with these Bylaws shall be executed by the Treasurer, President or management company. Any contracts \$10,000 or above must be submitted to the APA Executive Office for legal and financial review and approval.

ARTICLE XII: AMENDMENTS

- A. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of three percent of the Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, Retired Members and Student Members (as defined in Article IV, Section B) of the Society presented to the Board of Directors. After an amendment has been reviewed by the Board of Directors, each voting member shall be notified of the amendment by either a mail ballot, an email ballot, or a secure web-based ballot within 60 days. The ballot will contain statements which specify the arguments for and against the proposed changes. Ballots shall be counted 60 days after distribution, and the voting period shall then be considered closed. An affirmative vote of a majority of the Fellow Members, International Members, Psychologist Members, Physician Members, Allied Health Members, Retired Members and Student Members (as defined in Article IV, Section B) of the Society returning their ballots shall be required to ratify the amendment which shall then go into effect.