

# DIVISION 45 BYLAWS

(as revised [November 2020](#) ~~January 2018~~)

## Preamble

The mission of the American Psychological Association is defined as “advancing psychology as a science, profession, and as a means of promoting human welfare.” The mission of the Society for the Psychological Study of Culture, Ethnicity and Race reflects that of the American Psychological Association. Specifically, the Society serves as a means to promote: the development of knowledge and understanding of ethnic minority psychology; the application of psychological principals specific to ethnic minorities; consideration of how social concerns impact ethnic minority populations; and incorporation of the importance of diversity in society. In the spirit of promoting diversity of the human experience, the Society, in its policies and practices, will attend to the concerns of ethnic minorities with special sensitivity to gender, sexual orientation, the physically challenged, class, age, and religion. In this Society, Ethnic Minority groups include American Indian/Alaskan Natives, Asian Americans/Pacific Islanders, Black/African Americans, and Latina/Latino/Latinx individuals within the United States. In consideration of the reality that nomenclature evolves and changes, these bylaws will use the terms ethnic minority and people of color interchangeably.

## Article I Name and Purpose

1. The name of this organization shall be Society for the Psychological Study of Culture, Ethnicity and Race: A Division of the American Psychological Association (APA).
2. The purpose of this organization shall be:
  - a. to advance the contributions of psychology as a discipline in the understanding of issues related to people of color through research, including the development of appropriate research paradigms;
  - b. to promote the education and training of psychologists in matters regarding people of color, including the special issues relevant to the service delivery issues relevant to ethnic minority populations; and
  - c. to inform the general public of research, education and training, and service delivery issues relevant to ethnic minority populations.

## Article II Membership

1. There shall be four classes of members in the Division: Fellows, Members, Associate Members, and Affiliates. The requirements of these classes shall be provided by the Bylaws of the American Psychological Association except as noted below. All applicants for admission shall demonstrate, in a manner satisfactory to the Division membership, participation or sustaining interest in furthering the goals of the Division. To maintain good standing, a member must be current in payment of dues as outlined in Article V.

- 40 2. Professional Affiliates shall be persons who are not members of the American  
41 Psychological Association but who are professionals from disciplines bearing on  
42 the central interests of the Division.
- 43 3. Student Affiliates shall be persons who have been accepted by the American  
44 Psychological Association as Student Associates or who are otherwise eligible  
45 for such membership. Student Affiliates shall receive the Division newsletter and  
46 will be encouraged to participate in the activities of the Division.
- 47 ~~4. Members and Associate members of the American Psychological Association,  
48 who apply for Division membership in the same status held in the American  
49 Psychological Association, may be admitted to the Division by vote of the  
50 Membership Committee subject to approval of the Division at its annual business  
51 meeting.~~
- 52 4. Members may be nominated for Fellow status in the Division in accordance with  
53 the procedures outlined in the American Psychological Association Bylaws. The  
54 person must provide evidence of unusual and outstanding contributions in the  
55 area of psychology related to ethnic minority issues. All candidates for Fellow  
56 status must be endorsed by at least one Fellow of the Division.
- 57 ~~5. Voting in the Division shall follow the criteria established in the Bylaws of the  
58 American Psychological Association. Only members in good standing in the  
59 Division will be eligible to vote.~~ Fellows, Members, Associate Members, and  
60 Affiliates (Professional and Student) in good standing in the Division will be  
61 eligible to vote.

## 62 Article III Officers

- 63 1. The officers of the Division shall consist of President; President-Elect; Past  
64 President; Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, ~~seven~~ nine  
65 Members-at-Large (MAL), Divisional Representative(s), Graduate Student  
66 Representative, and the appointed editors of *Cultural Diversity and Ethnic*  
67 *Minority Psychology*, the Division 45 Book Series, and the Focus Newsletter. The  
68 officers and appointed editors of the Division constitute the Executive Committee.  
69 Each person shall perform the duties of the respective office and specific duties  
70 provided elsewhere in these Bylaws or assigned by the Executive Committee.  
71 The President, Past-President, and President-Elect shall serve for a one-year  
72 period and the Members-at-Large, Secretary and Treasurer for three-year  
73 periods. A Secretary-Elect shall be elected in the second year of the prior three-  
74 year term to serve one year concurrently with the Secretary. A Treasurer-Elect  
75 shall be elected in the second year of the prior three-year term to serve one year  
76 concurrently with the Treasurer. The Graduate Student Representative shall be  
77 elected to serve a two-year term.
- 78 2. There shall be Divisional Representation to the Council of Representatives of the  
79 American Psychological Association in numbers permitted by the Bylaws of the  
80 American Psychological Association. Representatives shall be elected for a  
81 three-year term of office.

- 82 3. The ~~seven~~ nine Members-at-Large will be elected and represent each of the four  
83 ethnic groups identified in the Preamble and an additional five Members-at-Large  
84 positions consisting of the following slates: (a) LGBTQ-Person of Color, (b)  
85 Arab/Middle Eastern American community, (c) Diversity representing a  
86 constituency as determined by the Executive Committee prior to the conclusion  
87 of the three-year term and call for nominations to the position, (d) Community  
88 Engagement to represent issues related to community engagement and to keep  
89 our attention on serving communities and not just within the division or  
90 profession, and (e) Early Career Professional (ECP). ~~At the mid-year [Jan. 2014]~~  
91 ~~meeting of the Div. 45 Executive Council, a resolution was passed to expand~~  
92 ~~membership on the Executive Committee by two seats: One dedicated to a~~  
93 ~~person of color who is also a member of the LGBTQ Community, and a second~~  
94 ~~membership to a member of the Arab/Middle Eastern American community.~~  
95 4. Candidates for office in the Division shall be Fellows or Members of the Division,  
96 with the exception of one graduate student representative seat with a vote who is  
97 a student affiliate of the Division in good standing. Officers and Divisional  
98 Representatives to the American Psychological Association Council of  
99 Representatives shall be elected by the voting members according to the  
100 procedure accepted by the APA at the time of the election.  
101 5. All elected Officers of the Division have a vote. The appointed editors of *Cultural*  
102 *Diversity and Ethnic Minority Psychology*, Division 45 Book Series, and the  
103 Focus Newsletter do not have a vote.  
104 6. If an officer is incapacitated or is unable to perform the duties as assigned, the  
105 Executive Committee will identify and vote to approve a person to temporarily fill  
106 the position until the next election cycle, at which time the Membership will vote  
107 to fill the vacant position. If an appointed editor is unable to perform the duties as  
108 assigned, the Executive Committee will identify and vote to approve a person to  
109 fill the position.

## 110 **Article IV Committees**

- 111 1. The Committees of the Division shall consist of, in addition to the Executive  
112 Committee, such standing Committees as may be provided by these Bylaws and  
113 such special Committees as may be established by the Executive Committee.  
114 The President shall appoint Committee Chairs and Committee members.  
115 Committee members shall be ratified by the Executive Committee. The  
116 appointment of at least one graduate student to each committee, work group,  
117 and task force of the Division is encouraged, except where prevented by the  
118 nature and operating procedures of a specific committee as determined by the  
119 President/Executive Committee.  
120 2. **EXECUTIVE COMMITTEE.** The Executive Committee of the Division shall  
121 consist of the President, the President-Elect, the immediate Past-President, the  
122 Secretary, the Secretary-Elect, the Treasurer, the Treasurer-Elect, the Divisional  
123 Representative(s), ~~seven~~ nine Members-a-Large, the appointed editors of the  
124 Division 45 publications (*Cultural Diversity and Ethnic Minority Psychology,*  
125 Division 45 Book Series, and FOCUS Newsletter) and the Graduate Student

126 Representative. The Members-at-Large shall be elected by the Division  
127 membership and shall serve staggered terms of three years each. A Secretary-  
128 Elect shall be elected in the second year of the prior three-year term to serve  
129 one year concurrently with the Secretary. A Treasurer-Elect shall be elected in  
130 the second year of the prior three-year term to serve one year concurrently with  
131 the Treasurer. The Graduate Student Representative shall be elected by  
132 Student Affiliate members of the Division and serve a two-year term. To be  
133 eligible, candidates for the position of graduate student representative must  
134 have at least two remaining years in their graduate program. The Executive  
135 Committee shall have general supervision of the affairs of the Division,  
136 performing the duties and abiding by the limitations specified in these Bylaws.  
137 Actions of the Executive Committee that alter Division policy are subject to  
138 approval by majority vote of the members voting. The voting for such matters  
139 shall be conducted at an annual meeting or by special ballot, as decided by the  
140 Executive Committee.

- 141 3. **MEMBERSHIP COMMITTEE.** The President shall appoint a Membership  
142 Committee. It shall be the responsibility of this Committee to secure and review  
143 evidence concerning the qualifications of all candidates for membership status  
144 in the Division.
- 145 4. **FELLOWS COMMITTEE.** A Fellows Committee shall be appointed by the  
146 President and consist of ~~five~~ at least three members who are Fellows of the  
147 Division. It shall be the duty of the Fellows Committee to receive all nominations  
148 for Fellowship, to collect and consider such supporting materials as are  
149 necessary, and to recommend nominees for Fellow status in the Division, in  
150 accordance with the Bylaws of the Division and the American Psychological  
151 Association.
- 152 5. **NOMINATIONS COMMITTEE.** The Nominations Committee shall consist of the  
153 Past President as Chairperson and three other members appointed by the  
154 President. The Nominations Committee shall nominate at least two persons, if  
155 possible, for each office for which election is being held, taking care to assure  
156 broad representation in the administration of the Division. The Nominations  
157 Committee shall ascertain whether the nominees are qualified and willing to  
158 serve if elected. The list of nominees shall be reported to the American  
159 Psychological Association central office for inclusion in the election ballot issued  
160 by the Association by a date specified by the Association. The Nominations  
161 Committee shall prepare slates to ensure that there is always at least one  
162 representative on the Executive Committee from each of the following ethnic  
163 minority groups: American Indian/Alaskan Natives, Asian Americans/Pacific  
164 Islanders, Black/African Americans, and Latina/Latino/Latinx ~~Hispanic~~  
165 Americans. The Committee shall also give consideration to gender  
166 representation.

- 167 ~~4.~~ **PROGRAM 6. CONVENTION COMMITTEE.** The President-Elect of the Division  
168 shall appoint the Convention Chair(s)-Elect at the start of their term. Convention  
169 Chairs shall serve a two year term to allow them to shadow the current  
170 Convention Chairs in their first year and to prepare their particular convention in

171 their second year. In consultation with the Executive Committee, the Convention  
172 Chairs shall recruit a Convention Committee who will plan the convention  
173 program of the Division and all convention related activities. ~~Program Chair-~~  
174 ~~Designee and Committee members no later than the beginning of the annual~~  
175 ~~business meeting of that current year. This Committee shall plan the convention~~  
176 ~~program of the Division.~~

177 6. ~~**PUBLICATIONS COMMITTEE.** The Publications Committee will coordinate the~~  
178 ~~publications (e.g., journal, newsletter, website, book series, etc.) and~~  
179 ~~communication activities of the Division, in accordance with parameters set forth~~  
180 ~~by the Executive Committee and operating policies of the publisher.~~

181 7. **COMMUNICATIONS COMMITTEE.** The Committee will coordinate *internal*  
182 *communications* within the Division and *external communication* with the larger  
183 public. The Committee shall solicit and disseminate information of interest to the  
184 Division members and the larger public relevant to the Division's mission across  
185 platforms (website, print and social media). The chair of the Committee may be a  
186 Member-at-Large or an individual with the appropriate skills appointed by the  
187 President. The Committee will consist of at least five members, including the  
188 FOCUS Newsletter editor, social media manager, website manager, student  
189 representative, rapid response subcommittee liaison. The President will appoint  
190 members to the committee.

191

192 7. **8. STUDENT REPRESENTATIVES COMMITTEE.** The Student Representatives  
193 Committee will coordinate efforts to identify and advance the agenda of the  
194 Division's student membership. The committee is chaired by the graduate  
195 student representative to the Executive Committee, and the membership will  
196 include a Division 45 Executive Committee member who will serve as mentor  
197 and all student representatives appointed or elected to various other divisional  
198 committees, work groups, and taskforces.

199 8. **9. FINANCE AND FUND DEVELOPMENT COMMITTEE.** The Finance and Fund  
200 Development Committee will coordinate building the financial infrastructure of the  
201 Division and provide policies and procedures related to the fiscal matters of the  
202 Division. The Division Treasurer will be a member of this Committee.

203 9. **10. COUNCIL OF PAST PRESIDENTS.** The Council of Past Presidents shall be  
204 a standing committee of Division 45 composed of all past presidents of the  
205 Division with the charge to advise the Executive Committee on matters related  
206 to the Division. The Chair will be elected by the COPP for a term of 3 years.

207 10. **11. DIVISION 45 RESEARCH CONFERENCE COMMITTEE.** The research  
208 committee will plan and coordinate the Division 45 Research Conference and  
209 will consist of co-chairs and at least three other members. The co-chairs will  
210 regularly update the Presidential Trio and the Executive Committee of the  
211 conference planning activities. Conference co-chairs will work with Division 45  
212 Research Conference Advisory Committee which is made up of all of the past

- 213 research conference co-chairs. The President will appoint the committee  
214 members for a two-year term.
- 215 11. 12. AWARDS COMMITTEE. The Awards Committee shall coordinate all  
216 Division awards and the small research/practice grants. The President will  
217 appoint the Committee Chair(s) and at least three committee members for a  
218 one-year term.
- 219 12. 13. COMMUNITY ENGAGEMENT COMMITTEE. The Community Engagement  
220 Committee shall be a standing committee of Division 45 tasked with  
221 coordinating and advocating for division activities that directly serve  
222 communities of color and with strengthening the voice and presence of these  
223 communities in division governance. The Community Engagement MAL will  
224 chair the committee and consist of at least three members who shall serve two  
225 year terms.
- 226 13. 14. EARLY CAREER PROFESSIONALS COMMITTEE The Early Career  
227 Professionals Committee is a standing committee of the Division that is charged  
228 with ensuring that the Division attends to, represents and advocates for early  
229 career psychologists. The Committee is appointed by the President with  
230 consultation from the Early Career Professional MAL and shall consist of at least  
231 three members. The Early Career Professional MAL will chair the Committee  
232 and Committee members shall serve a two year term.  
233

234 **151. NEW COMMITTEES AND TASKFORCES.** New special or continuing  
235 committees, taskforces, and workgroups shall be created at the discretion of the  
236 President and Executive Committee. The creation of a new standing committee  
237 requires an amendment to the bylaws by a two-thirds majority of those members  
238 voting.

## 239 **Article V Dues**

- 240 1. The Executive Committee sets the minimum membership dues with the  
241 concurrence of the membership. Additional dues or assessments may be  
242 imposed by a vote of the Executive Committee.
- 243 2. Dues will be collected annually and paid either to the American Psychological  
244 Association or the Division.
- 245 3. The Membership Committee will maintain a current list of members and the  
246 status of dues payments.

## 247 **Article VI Activities**

- 248 1. The annual business meeting of the Division shall take place during the annual  
249 convention of the American Psychological Association, and in the same locality,  
250 for the transaction of business. During this time, the Division program will consist  
251 of the presentation of scientific papers, and the discussion of professional  
252 matters in the field of Division's interest. The Division shall coordinate its  
253 programs with, and participate in, the program of the Association. The Executive

254 Committee shall meet at least twice a year annually (a Midwinter meeting and a  
255 meeting at the time of the annual convention of the Association) or as many  
256 times as it deems necessary.

257 **Article VII Amendments**

- 258 1. Amendment to these Bylaws may be proposed by a majority of the Executive  
259 Committee or by a majority vote of the members present at any annual business  
260 meeting. Ratification of the amendment proposed requires a two-thirds majority  
261 of those members voting by postal or electronic mail ballot.