



SOCIETY OF CLINICAL CHILD & ADOLESCENT PSYCHOLOGY

BYLAWS OF THE SOCIETY OF CLINICAL CHILD AND ADOLESCENT PSYCHOLOGY DIVISION 53 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

ARTICLE I NAME AND PURPOSE

- A. The name of the organization shall be the American Psychological Association, Division 53, Society of Clinical Child and Adolescent Psychology, referred to as SCCAP.
- B. SCCAP enhances the science and practice of clinical child and adolescent psychology by supporting its membership, and the field's workforce, in the domains of (a) research; (b) evidence-based practice; (c) training and career development; (d) diversity, equity, and inclusion; and (e) dissemination
- C. The Vision of SCCAP is to improve the mental health and resilient development of children, adolescents, and families with full commitment to promoting diversity, equity, and inclusion.
- D. In the service of this vision and mission, SCCAP promotes the general objectives of the American Psychological Association.

ARTICLE II MEMBERSHIP

- A. There are four membership categories: Member, Associate, Professional Affiliate, and Student Affiliate. In each case, membership requires that the individual's professional interests align with the mission of SCCAP.
- B. To qualify for Member status, the individual must be eligible to be an APA Member according to the Bylaws of APA. A Member shall be entitled to the following SCCAP rights and privileges:
 - 1. To attend and participate in meetings.
 - 2. To hold elected office and appointed positions, serve on committees, and nominate individuals for elected positions in SCCAP.
 - 3. To vote in elections and membership referenda, only APA Members may vote in elections for APA Council Representatives.

- C. To qualify for Associate status an individual must be eligible to be an Associate of APA, according to the Bylaws of APA. An Associate shall be entitled to the following rights and privileges:
 - 1. To attend and participate in meetings;
 - 2. To hold an appointed position, serve on committees and nominate individuals for elected positions in SCCAP;
 - 3. To vote in elections and membership referenda APA Associates must qualify to be voting members of APA in order to vote for APA Council Representatives.
- D. To qualify for Professional Affiliate status, an individual's professional interests must align with the mission of SCCAP. A Professional Affiliate is an individual that does not qualify for membership in other categories. A Professional Affiliate shall be entitled to the following rights and privileges:
 - 1. To attend and participate in meetings;
 - 2. To hold an appointed position, serve on committees, and nominate individuals for elective positions in SCCAP;
 - 3. To vote in elections and membership referenda.
- F. To qualify for Student Affiliate status, an individual must be pursuing undergraduate, post-baccalaureate, or graduate education or training in a field related to the mission of SCCAP. Student Affiliates shall be entitled to the following SCCAP rights and privileges:
 - 1. To attend and participate in meetings;
 - 2. To hold an appointed position, serve on committees, and nominate individuals for elective positions in SCCAP.
- G. Any person may be expelled from SCCAP for cause by a three-fourth vote, taken by secret ballot, of the Executive Committee. Such vote shall be taken only upon the recommendation of a select committee of no fewer than three persons appointed by the President of SCCAP to investigate the specific case. The committee's recommendation will be submitted only after the committee has accumulated the relevant facts and has given the person in question an opportunity to address the grievances against him/her both in writing and by appearing in person before the committee.

ARTICLE III

Administrative Structure

OFFICERS

- A. The Officers include the Presidential Trio (President-Elect, President, Past-President), Secretary, and Treasurer.

EXECUTIVE COMMITTEE

- B. The SCCAP Executive Committee shall consist of the Officers, APA Council Representatives, and Members at Large

BOARD OF DIRECTORS

- C. The Board of Directors shall consist of the following members:

1. The Executive Committee
2. Ex-Officio Members without voting capacity, including:
 - a. The Journal Editors
 - b. The Newsletter Editor
 - c. The Web Editor
 - d. The Listserv Manager
 - e. The Program Chair and Co-Chair
 - f. Two Student Representatives.
 - g. Designates

- D. The Executive Committee is voting body responsible for the general operations, policies and procedures, and the financial security of the society. The purview of the Executive Committee is to conduct society business between meetings of the Board of Directors.
- E. All decisions of the Executive Committee shall require assent by the majority of those voting, except as otherwise noted in these Bylaws or the laws of the District of Columbia.
- F. The President, President-elect, Treasurer, and Council Representatives must be Members of APA.
- G. The Board of Directors must hold membership in SCCAP.
- H. Each board member shall perform the usual duties of their respective office and specific duties outlined in the Operations Manual
- I. The term of office of the President shall be one year, preceded by one year as President-Elect, and followed by one year as Past President.
- J. The Secretary, Treasurer, Council of Representatives, and Members at Large shall be elected for a term of three (3) years.
- K. Ex-Officio Members are appointed by the Executive Committee unless otherwise noted in these bylaws
- L. The Ex-Officio appointed terms of office are defined in the Operations Manual.
- M. Executive Committee members shall hold no more than two (2) consecutive three (3) year terms of the same office with the following exception: The Executive Committee by unanimous vote may override the term limit for the Treasurer to run for election of additional three (3) year terms.
- N. Members-at-Large (MAL) includes: MAL Diversity, MAL Science and Practice, MAL Membership, and MAL Education and Standards. The Members-at-Large shall be elected by membership in a staggered sequence.
- O. Executive Committee members are eligible to run for another elected position in SCCAP only during the last year of their term of office.
- P. Executive Committee members shall assume their positions January 1 of each calendar year subsequent to their election and shall maintain them until their successors are seated. During the period between their election and the assumption of office, Executive Committee members shall be given the title of Designate (e.g. Secretary-Designate) and shall be Ex-Officio members of the Executive Committee without vote.
- Q. If SCCAP loses one or more of its seats on APA Council as a result of that association's annual reapportionment, and if the loss cannot be offset by the ending of a term or terms of outgoing Representatives to APA Council, then the Executive Committee shall terminate the incumbency of the required number of Representatives beginning with the most senior Representative to APA Council.
- R. Any Board of Directors member (including designates yet to assume office) may be removed from office before the expiration of their term by a three-fourths vote of the full Executive

Committee if, in the opinion of the Executive Committee, it appears that the best interests of SCCAP are not being served by the person in question.

- S. In the case of death, incapacity, or resignation of the President, the President-Elect shall serve the remainder of the term in addition to their elected term.
- T. In the case of death, incapacity, or resignation of any Board Member other than President, the Executive Committee shall, by majority vote, elect a successor to serve the remaining term of office.
- U. If for any reason the Past-President cannot complete his/her term of office, the office shall remain vacant through the balance of the year in which it occurs and the duties shall be assumed or delegated by the President.

ARTICLE IV

COMMITTEES, SPECIAL INTEREST GROUPS, TASK FORCES, AND LIAISONS

The purpose of the committees, Special Interest Groups (SIGs), Task Forces, and Liaisons, is to collaborate in ways that advance the mission of SCCAP and to promote its growth.

- A. SCCAP Committees shall consist of the Standing Committees named below and of ad hoc committees as established by the President with the concurrence of the Board of Directors.
 - 1. Student Development Committee
 - 2. Finance Committee
 - 3. Communications Committee
 - 4. Fellows Committee
- B. With the approval of the Executive Committee, the President appoints the Committees, SIG, and Task Force Chairs and Liaisons.
- C. All persons serving on Committees, SIGs, Task Forces, and Liaisons must hold a membership in SCCAP.

ARTICLE V

MEETINGS

- A. SCCAP shall hold an annual scientific and professional meeting at the time and place of the annual convention of APA to present scientific papers and discuss professional matters in the fields of SCCAP interests. SCCAP shall coordinate its program with, and shall participate in, the program of APA.
- B. A Membership Business Meeting of SCCAP shall be held in conjunction with, and in the locality of the APA Annual Convention. Any SCCAP member shall have the right to place a matter on the agenda for a business meeting up to 24 hours before the meeting.
- C. The Board of Directors shall meet face-to-face at least once each year. Additional meetings may be called by the President with the concurrence of a majority of the members of the Board of Directors or subgroup the Presidents calls upon to meet.
- D. Board of Directors meetings shall be open to all members of SCCAP except at such times as a majority of the Officers may declare an executive session for the purpose of reviewing matters of personnel or other confidential matters. A majority of voting members of the Executive Committee shall constitute a quorum, following due notice of the meeting.

ARTICLE VI FINANCES

- A. The assessment of any membership dues or special fees shall be recommended by a two-thirds (2/3) vote of the Executive Committee.
- B. The Executive Committee, on recommendation of the Finance Committee and Treasurer, shall endorse an annual budget of anticipated income and expenditures. The budget will be revised and voted upon by the Executive Committee after the final income figures are determined for the budget year.
- C. Disbursement of SCCAP funds shall be made as follows:
 - 1. The Executive Committee shall authorize the Treasurer to disburse funds within the amounts of the approved budget for purposes that are consistent with the bylaws of SCCAP or APA, or with the recorded actions of the membership.
 - 2. The Treasurer, with the concurrence the majority 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.
 - 3. The Executive Committee, by a two-thirds (2/3) majority vote, may allocate additional funds to the budget at any point in the year, provided that these additional funds are not drawn from the principal of the endowment (see VI. C. 2).
 - 4. The Endowment Accounts are permanently restricted funds designed to ensure the financial health of SCCAP. SCCAP may contribute to the endowment but shall not withdraw from the endowment an amount that will result in a decrease in the total endowment assets from the previous year, except in an extreme emergency, when a withdrawal must be approved by the Executive Committee by three-fourths (3/4) majority vote and contain a plan for repayment.
- D. Treasurer is authorized to sign checks on behalf of SCCAP or to direct the disbursement of funds. If the treasurer is unavailable, the SCCAP Secretary is authorized to assume these functions until the treasurer resumes his/her duties.
- E. All contracts and other financial documentation, necessary to undertake programs that have been approved by the Executive Committee in accordance with these Bylaws shall be executed by the President and the Treasurer.
- F. In the event of SCCAP's dissolution, all unencumbered funds in the SCCAP treasury at that time shall be turned over to APA.

ARTICLE VII AMENDMENTS

- A. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of four percent (4%) of the total voting membership based on the previous year's count.
- B. The proposed amendment shall be mailed, emailed, or delivered through a secure web/technology-based ballot to each eligible voting member with a voting period of thirty (30) days.
- C. An affirmative vote of a majority of the votes cast shall be required to ratify the amendment which shall be effective immediately.