

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. The purpose of SCCAP is to encourage the development and advancement of clinical child and adolescent psychology through integration of its scientific and professional aspects. SCCAP promotes scientific inquiry, training, professional practice, and public policy in clinical child and adolescent psychology as a means of improving the welfare and mental health of children, youth, and families. In the service of these goals, SCCAP promotes the general objectives of the American Psychological Association.

ARTICLE II
MEMBERSHIP

- A. There are five membership categories: Member, Fellow, Associate, Professional Affiliate, and Student Affiliate.
- B. To qualify for Member status, an individual shall be an APA Member according to the Bylaws of APA, whose professional interests align with the mission of SCCAP. 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, nominate individuals for elective positions in SCCAP, and vote in elections.
- C. Fellows have all the rights and responsibilities of Members. To qualify for Fellow status, an individual shall be:
 - 1. An SCCAP Member;
 - 2. Nominated by the SCCAP Fellow's Committee and ratified by the SCCAP Board of Directors, such nomination and ratification to be *consistent* with the Bylaws and Association Rules of APA;
 - 3. Endorsed by three (3) or more APA Fellows, at least two (2) of whom must be SCCAP Fellows;
 - 4. Recommended based upon the Member's outstanding contributions to the mission of SCCAP as attested by the following:
 - a. Prior status as a Member for at least one (1) year and ten (10) years postdoctoral experience;

- b. Documentation of the ways in which the Member's activities, contributions, and/or performance have had a discernible and salutary effect on the mission of SCCAP (see SCCAP Fellows Criteria and Procedures).
- D. To qualify for Associate status an individual shall be an Associate of APA, according to the Bylaws of APA, whose professional interests align with the mission of SCCAP. 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 elective positions in SCCAP;
 3. To vote in elections except for Representatives to APA Council.
 - E. To qualify for Professional Affiliate status, an individual's professional interests must align with the mission of SCCAP. 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 except for Representatives to APA Council.
 - F. To qualify for Student Affiliate status, an individual must be pursuing undergraduate, graduate or post-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 be appointed as a Student Representative.
 - G. The Executive Secretary, upon direction of the Membership & Public Interest Committee, shall be responsible for communicating to the applicants their membership status in a timely fashion.

ARTICLE III OFFICERS

- A. SCCAP Officers shall be a President, President-Elect, Past-President, Secretary, and Treasurer. Officers must be eligible to be a Member of APA.
- B. The President shall have just completed his/her term as President-Elect. S/he shall take office after serving one year as President-Elect, and shall serve for one (1) 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.
- C. The President-Elect shall be elected for a term of three (3) years sequentially as President-Elect, President and Past President. The President-Elect shall be a member of the Board of Directors, shall appoint a Program Co-Chair, and shall perform the duties traditionally assigned to a Vice-President. In the event that the President shall not serve his/her full term for any reason, the President-Elect shall succeed to the unexpired remainder thereof and continue to serve through his/her own term.
- D. The Past-President of SCCAP shall be the most recently retired President of SCCAP and shall serve as a member of the Board of Directors and-Chair of the Nominations and Elections Committee. 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.

- E. The Secretary shall be elected for a term of three (3) years. During his/her term, s/he shall be a member and the Secretary of the Board of Directors, shall keep the minutes of the meetings of SCCAP and of the Board of Directors, and shall perform all other duties of a Secretary as required.
- F. The Treasurer shall be elected for a term of three (3) years. During his/her term, s/he shall be a member of the Board of Directors, shall oversee custody of all the membership funds and property of SCCAP, shall oversee the receipt of all money to SCCAP, shall direct disbursements as provided under the terms of these Bylaws, shall oversee the keeping of adequate accounts, shall prepare the annual budget in consultation with the President and the Board of Directors, shall make an annual financial report to SCCAP, and in general shall perform the usual duties of a Treasurer.
- G. Officers 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, Officers shall be given the title of Officer-Designate and shall be Ex-Officio members of the Board of Directors without vote.
- H. In the case of death, incapacity, or resignation of the President-Elect, Treasurer, or Secretary, the Executive Committee shall, by majority vote, elect a successor to serve the remaining term of office.
- I. Officers are eligible to run for another elected position in SCCAP only during the last year of their term of office.
- J. Officers shall hold no more than two (2) consecutive three (3) year terms of the same office with the following exception: There is no term limit for the Treasurer position.

ARTICLE IV BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the following members:
 - 1. The Executive Committee, whose members have voting capacity, including:
 - a. SCCAP Officers as specified in Article III, Section A through J;
 - b. Representatives to APA Council as specified in Article IV, Section B;
 - c. Three (3) Members-at-Large as specified in Article IV, Section C.
 - 2. Ex-Officio Members without voting capacity, including:
 - a. The Journal Editors (i.e., *Journal of Clinical Child and Adolescent Psychology* and *Evidence-Based Practice in Child and Adolescent Mental Health*). The editors shall be elected by the Board of Directors upon recommendations of the Journal Editor Selection Committee for terms of five (5) years.
 - b. The Newsletter Editor (i.e., *inBalance*). This person shall be elected by the Board of Directors upon recommendations of the Newsletter Editor Selection Committee for a term of three (3) years.
 - c. The Web Editor. This person shall be elected by the Board of Directors upon recommendation of the Publications and Communications Committee for a term of three (3) years.
 - d. The Listserv Manager. This person shall be elected by the Board of Directors for a term of three (3) years.
 - e. The Program Chair and Co-Chair. The Program Co-Chair is appointed by the President-Elect immediately following the APA annual meeting. This person serves a two-year term, with the first year as Co-Chair and the second year as Chair.

- f. Chairs of Standing Committees who are not already members of the Board of Directors.
 - g. Two student representatives. One (1) is appointed to a two (2) year term by the President at the start of his/her term of office.
- B. SCCAP shall elect each year the number of Representatives to APA Council necessary to fill vacancies created by the ending of terms of current Representatives to APA Council and/or vacancies created by changes in the APA apportionment ballot. Representatives to APA Council must be Members or Fellows of SCCAP and shall be elected for three (3) year terms. The Representatives to APA Council shall perform those duties required of Representatives to APA Council as specified in the Bylaws of APA. They 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.
1. Representatives to APA Council shall assume office the January 1 following their election. During the period between their election and the assumption of their office, they shall be given the title of Representative-Designate.
 2. 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 Board of Directors shall terminate the incumbency of the required number of Representatives beginning with the most senior Representative to APA Council.
 3. In the case of death, incapacity, or resignation of a Representative to APA Council, the Executive Committee shall, by majority vote, elect a successor to serve the remaining term of office.
 4. Representatives to APA Council are eligible to run for another elected position in SCCAP only during the last year of their term of office.
 5. Representatives to APA Council shall hold no more than two (2) consecutive three (3) year terms of the same office.
- C. The three (3) Members-at-Large shall be elected for a term of three (3) years in a staggered sequence. Members-at-Large must be eligible to be a Member of APA.
1. Members-at-Large shall assume office on January 1 following their election. During the period between their election and the assumption of office, they shall be given the title of Member-at-Large-Designate.
 2. In the case of death, incapacity, or resignation, the Executive Committee shall, by majority vote, elect a successor to serve the remaining term of office.
 3. Members-at-Large are eligible to run for another elected position in SCCAP only during the last year of their term of office.
 4. The Members-at-Large shall hold no more than two (2) consecutive three (3) year terms of the same office.
- D. Ex-Officio Members are appointed by the Executive Committee. Ex-Officio Members must be a Member, Fellow, Associate, Professional Affiliate or Student Affiliate.
1. Ex-Officio Members shall assume their positions on January 1 of the year following their appointment and serve until their successors are seated.
 2. In the case of death, incapacity, or resignation, the Executive Committee shall, by majority vote, elect a successor to serve the remaining term of office.

- E. The duties of the Board of Directors shall include:
1. Exercising general supervision over the affairs of SCCAP and the transaction of the necessary business of SCCAP provided, however, that the actions of the Board of Directors shall not conflict with these Bylaws or with the recorded votes of the membership;
 2. Reporting of its activities to the members and recommending matters for the consideration of the membership;
 3. Advising the President regarding the appointment of Chairs and members of Committees of SCCAP in accordance with these Bylaws;
 4. Advising the Officers of SCCAP regarding the performance of their duties;
 5. Advising the Representatives to APA Council as to matters concerning the relationship between SCCAP and APA and on issues either currently before or that may be desirable to place before APA Council;
 6. Preparing a budget for presentation to the membership at the annual meeting;
 7. Recommending or approving disbursements of SCCAP funds in accordance with Article VIII of these Bylaws;
 8. Advising the President regarding the appointment of the Journals, Newsletter, and Web Editors, and Listserv Manager;
 9. Setting policies for the conduct of its own affairs or for the affairs of SCCAP provided, however, that such policies are not in conflict with any of the terms of these Bylaws;
 10. Authorizing the adaptation and publication of rules and codes for the transaction of the business of SCCAP, provided the same do not conflict with the Rules and Bylaws of the APA.
- E. 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.
- F. Board of Directors meetings shall be open to all members of SCCAP except at such times as a majority of the Board of Directors may declare an executive session for the purpose of reviewing matters of personnel or other confidential matters. Any member of SCCAP may place a matter on the agenda for a meeting. The President shall preside over meetings of the Board of Directors, and the Secretary shall act as Recording Secretary. A majority of 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 of the Board of Directors shall require assent by the majority of those voting, except as otherwise noted in these Bylaws.
- G. The Executive Committee shall meet on the call of the President or of any other Officer and conduct such affairs of SCCAP 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 be an emergency requiring immediate action, a telephone conference call may be employed to permit action on the emergency matter by the full Board of Directors.
- H. Any Board of Directors member (including designates yet to assume office) may be removed from office before the expiration of their term by a two-thirds (2/3) vote of those present at a meeting of the 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. Any such vacancy will be filled by majority vote of the Executive Committee according to Article III, Section H and Article IV, Sections B3, C2, and D2.

ARTICLE V COMMITTEES

- 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. Unless reappointed for a subsequent year or years, Ad Hoc Committees shall terminate at the close of the year in which they have been established. All Committee meetings shall be open to all SCCAP members except when confidential matters concerning individual members or applicants are under discussion. When conducting Committee business, the Committee Chair shall vote only in the case of ties.
- B. Members-at-Large will chair most Committees. Except as otherwise provided in these Bylaws, Committee Chairs shall be appointed or reappointed by the President each year.
- C. The Standing Committees shall be:
 - 1. The APA Program Committee. The Program Chair chairs this Committee, which consists of the Program Chair, Program Co-Chair and President-Elect (who becomes President during the year), and others appointed by the Program Chair as are necessary to conduct the business of the Committee for the year. The term of this Committee's duties spans from immediately after the annual APA meeting through the end of the subsequent year's annual APA meeting. The Committee solicits, evaluates, and selects scientific and professional contributions to be presented as part of SCCAP's annual meeting program, in coordination with the Board of Convention Affairs of APA.
 - 2. The Nominations and Elections Committee. The Past-President chairs this Committee, which is responsible for nominating candidates for elected office and holding elections for such offices, as described in Article VI, Section A.
 - 3. The Education and Standards Committee. The Member-at-Large for Education and Standards chairs this Committee and shall appoint all Committee members. The Committee shall review and recommend policy on the education and credentialing patterns in clinical child and adolescent psychology, on continuing education, on the accreditation of training programs, and on standards for the provision of clinical psychological services to children, youth, and families. The Committee will also identify existing continuing education and postdoctoral training opportunities of interest to SCCAP's membership. As feasible, the Committee will help arrange for the delivery of postdoctoral and continuing education activities at professional meetings and conferences.
 - 4. The Science and Practice Committee. The Member-at-Large for Science and Practice chairs this Committee and shall appoint all Committee members. The Committee shall monitor scientific and professional developments related to clinical child and adolescent psychology, and review current ethical issues pertaining to clinical child and adolescent psychology.
 - 5. The Membership and Public Interest Committee. The Member-at-Large for Membership and Public Interest chairs this Committee and shall appoint all Committee members. The Committee shall encourage, facilitate, and oversee membership recruitment efforts and shall monitor issues of public interest related to clinical child and adolescent psychology.
 - 6. The Awards Committee. The Member-at-Large for Science and Practice chairs this Committee, which also consists of the Member-at-Large for Education and Standards and the Member-at-Large for Membership and Public Interest. The Committee shall be responsible

- for recommending new awards and definitions of guidelines for all awards with approval of the Board of Directors.
7. The Journal Editor Selection Committee. The President chairs this Committee, and appoints additional members, in consultation with the Board of Directors, two (2) years prior to the time a new editor is to assume editorial responsibilities. This Committee solicits nominations for the position of Journal Editor, reviews the credentials of individuals so nominated, and reports to the Board of Directors the search results along with Committee recommendations to the Board of Directors.
 8. The Newsletter Editor Selection Committee. The President chairs this Committee and appoints additional members in consultation with the Board of Directors one (1) year prior to the beginning of a new editorial term. This Committee solicits nominations, reviews credentials of individuals so nominated and reports to the Board of Directors results of the search process, along with recommendations for selection.
 9. The Publications and Communications Committee. The President appoints the chair of this Committee, which consists of Board of Directors members involved with SCCAP publications and communications. This Committee sets policy for, and supervises Journals, Newsletter, Website, Social Media presence, and any other SCCAP publications.
 10. The Finance Committee. The President chairs this Committee, which consists of the President, President-Elect, Treasurer, and an ad-hoc member appointed by the President. This Committee oversees SCCAP financial assets, investments, and expenditures.
 11. The Fellows Committee. The President appoints the chair and additional members of this Committee, which consists of at least three (3) Fellows of SCCAP, each serving staggered terms of three (3) years. This Committee solicits, evaluates and recommends applicants for Fellowship to the Board of Directors and, where necessary, to the APA Membership Committee.
 12. The History Committee. The President appoints the chair with advice from the Board of Directors. The chair appoints additional members as needed. This Committee documents past actions that are relevant to SCCAP's history.
- D. In addition to its responsibilities for carrying out those operations specified in Section C of these Bylaws, each Standing Committee shall have the privilege of recommending procedures, new policy or policy changes, and amendments to these Bylaws to the Board of Directors.
- E. Each Committee Chair shall submit a report on its operations and recommendations to the Board of Directors at least annually, at the Board of Directors meeting.
- F. The Board of Directors may authorize the formation of Ad Hoc Committees to accomplish SCCAP goals.
- G. Each Ad Hoc Committee shall have a specific charge for a specified period and shall be subject to annual review by the Board of Directors.
1. The number of members, and terms of office of Ad Hoc Committee members shall be determined by the Board of Directors.
 2. The members and Chair of each Ad Hoc Committee shall be nominated by the President for approval by the Board of Directors.
- H. All persons serving on Committees of the SCCAP must be Members, Fellows, Associates, or Professional Affiliates of SCCAP.

ARTICLE VI

NOMINATIONS AND ELECTIONS

- A. The Nominations and Elections Committee shall consist of the Past-President as Chair and at least one (1) Member and one (1) Fellow of SCCAP. Committee members shall be appointed by the President with the concurrence of the Board of Directors. In the case of the death, resignation, or incapacity of the Past-President, the President shall assume the Chair's duties. This Committee shall be responsible for implementing policies required for the nomination and election of Executive Committee members.
- B. SCCAP Executive Committee members shall be elected by vote of the Members, Fellows, Associates, and Professional Affiliates on a ballot on which names shall appear in alphabetical order. This ballot may be distributed by mail, email, or a secure web-base. The Committee shall report election results to the Board of Directors, to the members whose names appeared on the ballot, to members at the annual business meeting of SCCAP, and in the pages of its Newsletter.

ARTICLE VII 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. At least one Membership business meeting of SCCAP shall be held in conjunction with, and in the locality of the APA Annual Convention. 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 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. Other scientific, professional, and business meetings of SCCAP may be called by the President with the concurrence of the Board of Directors.

ARTICLE VIII FINANCES

- A. The assessment of any membership dues or special fees shall be recommended by a two-thirds (2/3) vote of the Board of Directors. Once so recommended, the proposed assessment shall be presented to the membership by ballot (as described in Article VI, Section BÐ) for ratification. When increased costs of publication of the *Journal of Clinical Child and Adolescent Psychology* or *Evidence-Based Practice in Child and Adolescent Mental Health* occur, such costs may be passed along to the members in the form of a dues increase without a vote of the membership.
- B. The Board of Directors, on recommendation of the Finance Committee and Treasurer, shall endorse an annual budget of anticipated income and expenditures, which shall be presented for review and approval of the members at the annual Membership business meeting.
- C. Disbursement of SCCAP funds shall be made as follows:

1. The Board of Directors shall authorize disbursements 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 of the President, 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. Once a budget has been approved, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objectives of SCCAP may be authorized by a two-thirds (2/3) vote of the Board of Directors provided only that such expenditure will not require an increase in the approved assessment during the fiscal year in which it shall be made.
- D. The Treasurer is authorized to sign checks on behalf of SCCAP or to direct the disbursement of funds.
- E. All contracts and other financial documents, other than checks, necessary to undertake programs approved by the Board of Directors 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 IX AMENDMENTS

These Bylaws shall be amended only by mail, email ballot, or secure web-based ballot. An amendment to these Bylaws may be proposed by a majority of the Board of Directors or by a petition of three percent (3%) or twenty-five (25) Members, Fellows, Associates, or Professional Affiliates whichever is greater, presented to the Board of Directors. The proposed amendment shall be mailed, emailed, or delivered through a secure web-based ballot to each Member, Fellow, Associate, and Professional Affiliate with a voting period of sixty (60) days. An affirmative vote of a majority of the votes cast shall be required to ratify the amendment which shall be effective immediately.

Approved 8/16/98

Amended by Vote of Members 8/15/00

Amended for grammar and to reflect name change for division and journal, 12/13/00

Articles V.C.5 and IX.A. amended by vote of membership in November 2005

Amended for grammar and to reflect acceptance of electronic voting for APA elections and added History Committee as a Standing Committee, April 2010

August 2010:

Article III, Section H: Gave Board of Directors authority to select a successor should a Board member resign during his/her term.

Article VI, Section E: Gave Board of Directors authority to select a replacement for a newly elected officer who can not assume his/her position.

Changes approved December 2016:

1. Changed all references of Division or Division 53 to SCCAP.

2. Membership categories are now: Member, Fellow, Associate, Professional Affiliate and Student Affiliate. Removed Honorary Member.
 - a. Member, Fellow, Associate, and Professional Affiliate will be able to hold an elected office, hold an appointed position, serve on committees, and vote in elections.
 - b. Only a Member or Fellow can be an APA Council Representative.
3. Executive Committee members no longer have to be an APA Member or Fellow, but have to be eligible to be a Member of APA.
 - a. Executive Committee members can only hold 2 consecutive 3 year terms of the same office (except for treasurer).
4. Added section about removal of Board members if it appears that the best interests of SCCAP are not being served.
5. Revised Awards Committee definition.
6. Removed Committee for Empirically Supported Practice.
7. Housekeeping changes made to reflect current procedures and terminology of SCCAP.