**BY-LAWS**

**Division on Intellectual and Developmental Disabilities/Autism Spectrum Disorder**

**(Division 33)**

**American Psychological Association**

Article I - Name and Purpose

SEC. 1 The name of this organization shall be Division onIntellectualand Developmental Disabilities/Autism Spectrum Disorder of the American Psychological Association (hereinafter to be referred to as the Division and the APA respectively) formerly known as Division on Intellectual and Developmental Disabilities.

SEC. 2 The purpose for this Division shall be the advancement of psychology as based on scientific inquiry and the maintenance of high professional standards of practice in the field of intellectual and developmental disabilities as a means of furthering knowledge and promoting human welfare.

ARTICLE II - Membership

SEC. 1 The membership of the Division shall consist of seven classes: Fellow, Member, Associate member, Life, Professional Affiliate, International Affiliate, and Student Affiliate.

SEC. 2 To qualify for the status of Member an individual shall be a Member or Fellow of the APA who has an interest in the scientific or professional aspects of work with persons with intellectual and developmental disabilities. A Member or Life Member shall be entitled to all the rights and privileges of the Division.

SEC. 3 To qualify for the status of Associate member an individual shall be an Associate of the APA who has an interest in the scientific or professional aspects of intellectual and developmental disabilities. An Associate shall be entitled to all rights and privileges of the Division, except that an Associate shall not be entitled to hold the positions of Division President, President-Elect, President-Elect-Designate or Division Representative to the APA. The total number of Associates to the Division shall not exceed 40% of the Division membership.

SEC. 4 To qualify for the status of Affiliate an individual must: 1) have at least a Bachelor's degree in human services or a health related field and, 2) an interest in and commitment to the field of intellectual and developmental disabilities. Affiliates members of APA, and affiliation with Division 33 does not confer affiliation with National APA, nor with any other Division of APA. Affiliates receive the Division Newsletter and may participate in Division business affairs, except that they may not vote in elections and may not hold office.

SEC. 5 To qualify for the status of Student an individual must be a matriculated student in good standing. An APA member’s signature attesting that the student is matriculated and in training in psychology or a related field is required for acceptance as a student. Student Affiliates have all of the benefits of Division membership except they may not vote in elections and may not hold office. Each year a Student Affiliate who is also an American Psychological Association of Graduate Students (APAGS) member shall be appointed by the Executive Council as Student Representative for a two-year term. The two Student Representatives will be voting members of the Executive Council. Each will receive a stipend, amount determined each year by the Executive Council, for each annual meeting attended.

SEC. 6 Election to membership shall be accomplished as follows:

A. Application shall be made to the Membership chairperson of the Division, who may devise a special form for this purpose. The application shall indicate Associate, Member or Fellow status in good standing in the APA and active employment with an interest in intellectual and developmental disability.

B. The designated APA representative shall examine all applications and certify the applicants' APA membership status.

C. Election to membership shall be effective upon payment of Division dues and assessments in effect at the time that the Membership Chairperson presents the names of prospective members to the Executive Council of the Division to confirm the election. Full membership will be conferred after the Executive Council votes on the membership roster at its twice a year EC meetings.

D. The designated APA representative shall notify all new Associates or Members of their acceptance into membership indicating the appropriate class in this notification plus any dues or assessments owed.

SEC. 7 Any member who wishes to resign membership from the Division shall indicate that intention in writing to the Secretary-Treasurer. Any member who is in arrears of effective dues for a period of two years shall be presumed to have resigned from the Division.

SEC. 8 Fellows shall be Members of the Division who are primarily engaged in the advancement of psychology as a science and as a profession, and who, in addition to meeting the requirements for Membership in the Division, have been judged by the procedures described below to have made an outstanding contribution to psychology as a science and a profession. Fellows shall be entitled to the rights and privileges of the APA without restriction.

SEC. 9 The minimum standards for initial nomination to APA Fellowship through Division 33 shall be:

A. Nomination to the Division’s Committee on Fellows by at least three (3) Fellows of APA, one of whom must be a Fellow of the Division.

B. An earned doctoral degree based in part upon a psychological dissertation or its equivalent conferred by a graduate school of recognized standing and accreditation.

C. Prior status as a Member for at least one (1) year in APA and in the Division.

D. Active engagement, at the time of nomination, in the advancement of psychology in any of its aspects.

E. Five (5) years of acceptable professional experience subsequent to the granting of the doctoral degree.

F. Evidence of unusual and outstanding contribution consistent with the highest levels of performance as compared with recognized leaders in their area of endeavor.

1. Because the nomination to Division 33 Fellowship serves also as nomination to APA Fellowship, confirmation shall be made through the APA Membership Committee.

For Division 33 Members who are already APA Fellows through other Divisions, the Fellows Committee may elect to waive the requirement of formal nomination by at least three (3) Fellows of APA, as stated in Subsection A above.

SEC. 10 Life membership shall be granted to Members or Fellows who reach age 65 with 25 years or more of active membership in APA. Life members shall be given an exemption from all Divisional dues or assessments.

Article III - Officers

SEC. 1 The officers of the Division shall be a President, a President-Elect**,** aPresident-Elect-Designate**,** a Secretary-Treasurer, a Representative(s) to APA, and two Members-at-Large. There shall be an Executive Council consisting of the above officers, the immediate Past-President, the Past-Past President, the Past-Past-Past President, the Chairpersons of all Standing Committees, the Editor of the Division newsletter, an Early Career Psychologist Representative, and Student Representatives. The term of the Office of the President, the President-Elect**,** and the President-Elect-Designate shall be one year, and run from the close of the annual meeting to the close of the next annual meeting. The term of the Secretary-Treasurer and the Representatives to the APA shall be three years. The term of the Office of the Members-at-Large shall be two years. All elected officers shall take office at the close of the annual meeting following their election and shall serve until replaced by new duly elected officers.

SEC. 2 The President shall be a Fellow or Member of Division who has just completed a term as President-Elect. The President shall perform such duties as are customary incident to the office and shall, in addition, have over-all responsibility for the Division function and contribution to the annual meeting of the APA.

SEC. 3 The President-Elect shall be a Fellow or Member of the Division who has just completed a term as President-Elect-Designateand shall assist the President and serve as Chairperson of the Program Committee.

SEC. 4 The President-Elect-Designate shall be a Fellow or Member of the Division and shall assist the President-Elect and serve on the Program Committee.

SEC. 5 In the event that the President-Elect-Designate or the President-Elect is unable to assume office the following year, another Fellow or Member will be elected.

SEC. 6 The immediate Past-President shall serve as Chairperson of the Nominations and Elections Committee.

SEC. 7 The Representative(s) to the APA must be a Member or a Fellow of the APA and just have served on the Division 33 Executive Council. The Representative(s) and the President shall represent the Division in all matters before the APA. The Representative(s) shall be a member of the APA Council of Representatives if the Division is allocated a seat(s) under the APA balloting procedure.

SEC. 8 The Secretary-Treasurer shall keep the records of the Division, conduct the official correspondence and have custody of all funds of the Division. The Secretary-Treasurer shall have all authority to sign checks on behalf of the Division for the disbursement of funds authorized in the budget. The Secretary-Treasurer shall keep a full record of all money received and all money disbursed, and shall report thereon at the annual meeting of the Division and shall at all reasonable times exhibit the Division books of accounts to the Finance Committee and to any member of the Division.

SEC. 9 The Executive Council shall perform those duties usually delegated to this body, such as planning programs, approving committee work, setting budgets and determining general policies.

Article IV – Committees

SEC. 1 The Standing Committees of the Division shall be Nominations and Elections, Membership, Program, Publications, Fellows, Finance, Constitution, and Awards. The Chairpersons of Standing Committees and the Editor of the Newsletter shall serve for a term of three years and may be reappointed for one additional term.

SEC. 2 The Nominations and Elections Committee shall be composed of the immediate Past-President (Chairperson), the Membership Chairperson, and two other members chosen by the President with the consent of the Executive Council. The committees shall develop a slate of nominees providing two or more candidates for each office. The Committee shall distribute a nominating ballot to all Fellows, Members and Associates, with spaces for writing in names for the office of the President-Elect**-**Designate, Member-at-Large and any other vacancy to be filled by election that year. The elections shall be conducted in accordance with the rules and regulations of the APA.

SEC. 3 The Membership Committee shall be composed of a Chairperson chosen by the President with the consent of the Executive Council and other members as deemed necessary and appointed by the Membership Chairperson. The Committee shall review all membership applications as provided in Article II of the By-Laws.

SEC. 4 The Program Committee shall be composed of the President-Elect (Chairperson)**,** the President-Elect-Designate, (Vice Chair**)** and other members deemed necessary and appointed by the Chairperson. The Committee shall establish procedures for the Division participation in the annual meeting of the APA, including the search for participants, review and selection of contributions, invitation of special speakers and all other related activities.

SEC. 5 The Publications Committee shall be composed of a Chairperson and an Editor of the Division Newsletter to be chosen by the President with the consent of the Executive Council. The Division Newsletter shall be the major news organ of the Division, although the Executive Council may authorize other publications as are deemed necessary.

SEC. 6 The Committee on Fellows shall be composed of a Chairperson and four other members all chosen by the President with the consent of the Executive Council. All members of the Fellows Committee shall be Fellows of the Division. The Committee shall review all applications for Fellowship in accordance with the provisions of Article II, Sections 8 and 9 of these Bylaws.

SEC. 7 The Finance Committee, with the Secretary-Treasurer as Ex-Officio Member, shall be composed of a Chairperson and additional members, appointed by the President, with consent of the Executive Council. The committee shall present an annual budget, review the income and expenses of the Division, and make recommendations for the acquisition and management of the Division funds.

SEC. 8 The Constitution Committee shall be composed of a Chairperson appointed by the President, with the consent of the Executive Council and other members deemed necessary and appointed by the Chairperson. The committee shall draft needed revisions.

SEC. 9 The Awards Committee shall be comprised of the three most recent Past-Presidents: the 1st, 2nd, and 3rd year Past-President, with the 3rd year Past-President serving as Chair. The Committee is charged with selecting the Doll Award recipient (annually), the Jacobson Award recipient (bi-annually), and the Early Career Award recipient (alternating bi-annually with the Jacobson Award). The Doll Award is intended to be the Division’s highest recognition of outstanding scientific contributions to the field of intellectual and developmental disabilities. In acknowledgement of John Jacobson’s commitment to critical thinking, the Jacobson Award recognizes meritorious contributions to the field of intellectual and developmental disabilities in an area directly related to behavioral psychology, evidence-based practice, dual diagnosis or public policy. The Sara S. Sparrow Early Career Research Award of Division 33 will honor an individual who has made substantial contributions to the understanding of intellectual or developmental disabilities as reflected in his or her published and presented works. Nominations for this award will be sought from the full membership of the association.

SEC. 10 The President, with the consent of the Executive Council, may appoint such other committees as may be needed to conduct the affairs of the Division. All Committee Chairpersons shall report on the committees’ activities at the annual meeting of the Division.

ARTICLE V - Meetings

SEC. 1 The Division shall hold an annual business meeting at the time and place of the annual convention of the APA and shall there sponsor or conduct such other scientific and professional events as the Executive Council may deem appropriate.

ARTICLE VI - Dues and Finance

SEC. 1 By a majority vote on a mail or electronic ballot, the Division may decide to collect dues from its membership.

SEC. 2 The Finance Committee with the Secretary-Treasurer shall prepare and submit for approval by the Executive Council at its annual meeting a budget of anticipated income and expenditures.

SEC. 3 The Secretary-Treasurer is hereby authorized to sign checks on behalf of the Division for the disbursement of funds duly authorized in the approved budget. In the event of the incapacity of the Secretary-Treasurer, the President is hereby authorized to sign checks on behalf of the Division under the same provisions. All financial documents, other than checks, shall be signed by the President and the Secretary-Treasurer.

SEC. 4 In the event of the dissolution of the Division, all unencumbered funds in the treasury at the time shall be turned over to the APA.

ARTICLE VII - Amendments

SEC. 1 This Constitution may be amended by a two-thirds vote of the membership present and voting at an annual meeting held not less than one month after the mailing, electronic transmission or publication of the proposed amendment, or by a majority vote of the members responding to a mail or electronic ballot which shall close not less than one month after the mailing, electronic transmission or publication of the proposed amendment.