

Supervision and Training Section

A Division 17 Section of the American Psychological Association

BYLAWS

SUPERVISION AND TRAINING SECTION

A SECTION OF THE SOCIETY OF COUNSELING PSYCHOLOGY (17)

AMERICAN PSYCHOLOGICAL ASSOCIATION

Submitted to the Division 17 Executive Board
December 1, 2003

Article I

Name and Purpose

1. **Name.** The name of this Section of the Society of Counseling Psychology (Division 17) of the American Psychological Association (APA) shall be the Supervision and Training Section (Section).
2. **Purpose.** Members of the Section have an interest or actively participate in the science and practice of training and supervising student and professional therapists, counselors, psychologists, psychiatrists, and social workers as well as those who train and supervise clinical supervisors. Specifically, the purpose of the Section is:
 - To stimulate and promote awareness of and contributions to research, theory, teaching, practice, and public interest in therapist training, clinical supervision, supervisor training, and supervisor supervision in multicultural and international contexts both within and outside of counseling psychology;
 - To stimulate and advance culturally sensitive and innovative research, theorizing, & practice of the training and supervision of therapists and clinical supervisors;

- To promote the ethical practice of clinical supervision and training, and ultimately to enhance the competency and quality of the training and supervision being delivered;
 - To promote the integration of practice and science in clinical supervision and training;
 - To provide a collegial forum for students and those who train and supervise mental health service provider students, professionals, and clinical supervisors to not only discuss and address practical issues arising from training and supervision, but also share ideas, experiences, insights, tools, resources, and knowledge;
 - To promote and enhance (in a manner consistent with the Bylaws and Rules of APA and the Division) the education and training of Section members or mental health providers involved or interested in the supervision and training of therapists and clinical supervisors, especially as this goal may be accomplished by the organization of working groups of Section members;
 - To promote the awareness of supervision and training practices, expectations, and ways to optimize their supervisory experiences for therapists-in-training and supervisors-in-training;
 - To encourage, support, and develop linkages between Section members and students and members of other related specialties (e.g., school psychology, clinical psychology) and disciplines (e.g., professional therapists, counselors, psychiatrists, and social workers) involved or interested in training and supervision of therapists and clinical supervisors;
 - To develop for and make available to Section members and the broader professional community resources to assist with training and education, research, and practice in clinical supervision and training (e.g., maintaining a website of supervision and training resources such as research and practice articles, syllabi, audio-videotapes, and classroom aids); and
 - To develop and sponsor programs related to clinical supervision and training to be presented at APA conventions and other national and regional conventions and conferences.
3. The Section on Supervision and Training ascribes to the Mission of Division 17 and the APA. The Section is accountable to the governing board of Division 17 and shall operate in a manner that is consistent with the Division 17 Bylaws and Rules and Procedures for the Formation, Governance and Operation of Sections. The section shall comply with all APA Bylaws, Association Rules and current policies. Any public policy positions and assessments beyond those of Division 17 and initially established Section dues shall be approved by a majority of those voting members casting a ballot. Further, any proposed changes to public policy positions need to be approved by the Executive Board of Division 17 and APA Legal Council prior to dissemination outside the Section

Article II **Membership**

1. The Section welcomes members and students from the Society of Counseling Psychology, other Divisions of the American Psychological Association, and other Mental Health professionals. At least 50 members of the Section must be voting members of the Division, or a percentage of Division membership agreed upon by the Officers of the Section in consultation with the Division Executive Board. Should the membership of the Section fall below the required number, Section Officers will work together in consultation with Division leadership to increase numbers, change the bylaws of the Section, or disband the Section.

The membership of the Section shall consist of two categories: *Section Member* and *Section Affiliate*.

2. **Section Member:** To qualify for the status of Section Member, an individual shall be a Fellow, Member, or Associate Member of the Society of Counseling Psychology (Division 17) and of the APA who has an interest in the stated purpose of the Section. A Section Member shall be entitled to all the rights and privileges of the Section including but not limited to holding Section office, serving on committees or task forces, and voting in Section elections. In order to remain in good standing, a Member will be expected to stay current on Division and Section dues and assessments.
3. **Section Affiliate:** There are two categories of Section Affiliates: *Section Professional Affiliates* and *Section Student Affiliates*.
 - a. *Section Professional Affiliates:* To qualify for the status of Professional Affiliate, an individual shall be a Member or Fellow of the APA who has an interest in the stated purpose of the Section but is not a Member or Fellow of Division 17. A Professional Affiliate member is entitled to all the rights and privileges of the Section except that an Affiliate Member cannot hold elected office. Professional Affiliates of the Section can hold appointed office. Professional Affiliates may serve on Section committees and task forces but can only vote in Section elections and shall not be entitled to represent the Section to the Executive Committee of Division 17. They will be expected to pay Section dues and assessments in order to remain in good standing.
 - b. *Section Student Affiliates:* Any student or post-doctoral fellow who has an interest in the purpose of the Section and is a member of APAGS or the Division 17 Student Affiliate Group may apply for affiliate status in the Section. Student Affiliates may not hold elective office but may hold appointed office. They may serve on Section committees and task forces. They may vote in Section elections. A Student Member may remain in this membership classification for no longer than one year after the completion of his or her educational or training program. Student members will be expected to pay section dues and assessments in order to remain in good standing.
4. An Affiliate Member who becomes a member of the Division shall automatically become a Member of the Section.

Article III
Officers of the Section

1. The Officers of the Section shall consist of a Chair, Chair-Elect, Past-Chair, Treasurer, and a Communications Officer. These Officers must be Section Members and voting members of Division 17. The elected Officers (i.e., Chair, Chair-Elect, Past-Chair, Communications Officer, and Treasurer), along with the appointed Officers (i.e., one Member-at-Large / Web Master and a Student Representative) shall constitute the Executive Committee of the Section. The appointed members of the Executive Committee may be either Members or Affiliates of the Section.
2. Section Members and Section Affiliates shall elect the Chair-Elect, Treasurer, and Communications Officer. The Member-at-Large/Web Master and Student Representative will be appointed by the Chair with the advice and consent of the other elected Officers. The Officers and Member-at-Large shall serve a two year term of office. The Student Representative will serve a one-year term of office. All terms of office will run from the end of the annual business meeting of the Division following the election to the end of the annual business meeting of the Division at the end of their term. The Chair with the approval of the Executive Committee will appoint vacancies on the Executive Committee.
3. The Chair shall be the individual who has served as Chair-Elect. The Chair has all the powers and performs all duties commonly incident to, and vested in, the office of a Division 17 Section Chair. The Chair serves as the chief executive officer and has responsibility for the supervision of all business coming before the Section, stated or implied, that is related to the welfare, stature, and proper operation of the Section. In addition, the Chair's responsibilities shall include but not be limited to the following tasks:
 - a. Maintains proper relationships with the Division Vice President for Science, the Science Directorate of APA, and other VP's and Officers of Division 17 who have functions relevant to training and clinical supervision;
 - b. Presides at and prepares the agenda for all meetings including the annual business meeting of the Section at the APA convention;
 - c. Appoints standing and special committees, subcommittees, and task forces comprised of Section Members and Affiliates to address issues of concern to the Section, appoints other units as may be required for the work of committees, and appoints such committee and task force chairs;
 - d. Prepares and submits semiannual reports to the Executive Board of the Society of Counseling Psychology in sufficient time to be included in the Division's bi-annual reports; and
 - e. Encourages and coordinates the Section to initiate projects that will address specific needs and interests of counseling psychologists involved in training and

clinical supervision (e.g., programs on topics of interest to Section membership, development of education and training resources).

4. The Chair-Elect of the Section shall perform all duties as assigned by the Chair. The Chair-Elect performs all duties incumbent upon the Chair during the absence or disability of the Chair. In the event that the Chair shall not serve the full term of office, the Chair Elect shall succeed to the unexpired remainder thereof and continue to serve through the next full term.
5. The Past Chair is the most immediately retired Chair of the Section and shall serve as a member of the Executive Committee for the two years immediately following the term of office as Chair. The Past Chair shall be responsible for conducting the Section elections. The Past Chair also shall coordinate and communicate with the Division's Executive Board regarding Section elections. The Past-Chair of the Section performs all duties during the absence or disability of the Chair or Chair-Elect. If for any reason the Past Chair cannot complete the term of office, the office shall remain vacant through the balance of the term in which it occurs and the duties of the Past Chair will be carried out by the Chair.
6. The Treasurer of the Section performs all duties commonly incident and vested in an office of the treasurer of a Section, including but not limited to maintaining the funds and financial records of the Section, developing a budget, collecting dues, and monitoring income and expenditures. The Treasurer shall keep a full record of all funds received and all funds disbursed and shall work with the Executive Committee to develop and review the Section's budget. It is also the responsibility of the Treasurer to submit semiannual reports of Section income and expenditures, and a proposed Section budget to the Executive Board of the Society of Counseling Psychology including financial and tax information as specified in the Rules and Procedures for the Formation, Governance and Operation of Sections. The semiannual reports shall show income and expenditures in the line-item format used by APA. These reports are due July 15 and December 1 of each year. This information also will be reported to the Section membership at the Section's annual meeting. The Treasurer shall, upon request and at reasonable times, make the financial records of the Section available to Section members.
7. The Communications Officer performs all duties commonly incident and vested in an office of the secretary of a Section, including but not limited to the taking and distributing of minutes of the proceedings of all meetings (e.g., meetings of the Section and the Executive Committee), conduct the official correspondence of the Section, and keep the membership informed about the activities of the Section. The Communications Officer will prepare an annual column on the Section for the Division newsletter. The Communications Officer also will maintain an updated membership roster of the Section. The Communications Officer may respond to articles printed and represent the Section, in consultation with the Chair and Chair-Elect (e.g., articles in the Monitor, Chronicle of Higher Education, APA journals).
8. The Member-at-Large /Web Master shall be responsible for updating and maintaining the Section website and perform all duties as assigned by the Chair. In addition, the Member-

at-Large /Web Master will assist the Officers in all matters that are related to the welfare, stature, and mission of the Section.

9. The Student Representative will assist the Officers in all matters that are related to the welfare, stature, and mission of the Section.

Article IV **Governing Committee**

1. Four members of the Executive Committee will constitute a quorum, except during the first two years of the Section's existence when three Executive Committee members will suffice. Actions taken by the Executive Committee shall be based on a majority vote.
2. The Executive Committee shall conduct the governance of the Section. The Executive Committee shall have supervision, control, and direction of the business of the Section in the realization of its mission. The Executive Committee will approve all appointments and actions of the Chair except as otherwise stated.
3. With the exception of the annual meeting, meetings shall be called by the Executive Committee on an as needed basis. In the event of an emergency situation that requires timely action, a poll of members of the Executive Committee (conducted by telephone, e-mail, fax, or other form of communication) will be taken by the Communications Officer. The information, recommendation, or vote of the Board members will be passed along to the Chair who will take action according to the recommendation of the Board.
4. No officer or member of the Executive Committee may receive a fee for any services rendered.

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Article V **Meetings**

1. There shall be an annual membership business meeting of the Section held during the annual convention of the American Psychological Association. The agenda for the meeting will be set by the Chair with due regard for member input. Any member or affiliate of the Section shall have the right to place a matter on the agenda of the business meeting. Items for the agenda must be directed to the Chair at least 30 days before the publicized first day of the APA convention. The membership present at this meeting will constitute a quorum.
2. Other scientific, professional, and/or business meetings of the Section or appointed committees may be called by the Chair with the agreement of the Executive Committee outside of the annual business meeting.
3. Members and affiliates shall be notified in advance of all Section meetings through a published announcement in a section correspondence (e.g., section listserv) or Division 17 Newsletter.

4. Business at Section meetings will be conducted in a collegial manner and decisions other than elections and bylaws changes (which are detailed elsewhere in these Bylaws) will be accomplished through consensus. If consensus cannot be reached, the Chair may take a vote of members in attendance and a simple majority will rule. Occasionally, business decisions may be referred by the Chair to a mail or e-mail ballot of the entire Section membership. In such situations, a simple majority of those responding to the ballot will determine the course to be taken.

Article VI **Nominations and Election**

1. The Chair-Elect, the Treasurer, and the Communications Officer shall be elected by a majority mail ballot vote or majority email ballot vote by all Members and Affiliates in good standing that vote on the issue. Only Members and Affiliate members of the Section are eligible to elect Officers of the Section. Each eligible member of the Section shall have one vote per office.
2. It shall be the duty of the Executive Committee, under the direction of the Past Chair, to conduct and supervise the mail or email elections of the Section. The Past Chair will oversee the elections process.
3. The Executive Committee, under the Past Chair's direction, shall issue a call for nominations to Section membership via either a Section postal mailing or LISTSERV or the Division 17 newsletter.
4. The Executive Committee, under the Past Chair's direction, shall certify a list of names of persons who are nominated for each office, secure permission of the candidates to be placed on the ballot, and prepare a ballot to send to voting membership. All nominees must be Section Members. The top three nominations for each office shall stand for election.
5. The following schedules of terms of office shall govern the call for nominations and election:
 - a. Chair-Elect: to serve a term of two years, followed by a term of two years as Chair for the two immediately subsequent years, and finally a term of two years as Past Chair subsequent to the term as Chair;
 - b. Treasurer: to serve a term of two years; and
 - c. Communications Officer: to serve a term of two years.
6. Successful and unsuccessful candidates will be notified of the election results by the Past-Chair, a member of the Executive Committee, or a designated committee chair prior to their being reported to the Executive Board of Division 17 and the general membership of the Section.

7. It shall be the responsibility of the Past Chair to coordinate Section nominations and elections with those of the Division and APA. The election results shall be reported by the Section to the Division 17 Executive Board at least one month prior to the Division's annual business meeting held in conjunction with the annual APA convention.

Article VII **Finances**

In order to promote its goals and further its programs, the Section may charge dues to its membership.

1. Initial dues, if any, will be set by a majority vote of the Section membership at its first annual meeting. It is possible for dues to differ based upon membership category. It should be noted that Section dues may be no higher than 50% of Division 17 dues. If such dues are implemented, the Treasurer shall be responsible for the billing and collection of dues, which shall be payable by the end of the first quarter of the Section's current fiscal year (i.e., March 31).
2. Decisions pertaining to dues (e.g., to initiate, raise, suspend, or terminate dues) will be made by a majority vote of the Section membership at its annual meeting. Dues may be raised no more than once a year. A request to revise dues (initiate, increase, suspend, or terminate) must be placed on the agenda according to Article V of these Bylaws. Members and Affiliates will be notified in writing (e.g., email, LISTSERV) of any proposal to revise dues prior to any vote. Any proposal to revise dues will be accompanied by a brief statement from the Section Communication Officer as to the need for a dues revision (initiate, increase, suspend, or terminate) and will be circulated at the meeting.
3. If dues are implemented, dues notices will be sent to all Section members within 30 days following the annual meeting. Dues are payable on receipt and must be rendered by March 31 of the next fiscal year. If a Section member fails to pay dues by that date, he or she will be regarded as having resigned due to nonpayment.
4. If dues are implemented, dues will be collected by the Section Treasurer and maintained in a bank account with both the Section Treasurer and the Chair having signatory responsibility.
5. The Treasurer is authorized to disburse funds (including signing checks) that have been duly authorized in the approved budget. In the event of the inability of the Treasurer (due to unavailability or incapacity) to disburse funds, the Section Chair is authorized to disburse funds (including signing checks) on behalf of the Section under the same provisions. All other financial documents shall be signed by the Section Chair and the Treasurer.
6. The Section's fiscal year will be the same as the fiscal year of the Division, currently from January 1 to December 31.

7. At the annual meeting, the Section Treasurer will present an itemized financial statement, to include all income categories and disbursements. The statement must be accepted by the voting membership at the meeting. The statement, with any corrections, will be sent with the dues notice to all Section members (see #3 above).
8. If dues are implemented, a proposed budget, with anticipated income and expenditures, will be submitted for approval to the Executive Committee during its annual meeting at the APA annual convention. The Executive Committee must approve the budget by a majority vote.
9. The Section Treasurer will work with the Division Treasurer to establish and maintain appropriate financial procedures (e.g., tax information). Further, the Section Treasurer will submit semi-annual financial reports to the Division 17 Executive Board by July 15 and December 1 of each year. These reports will represent an annual report of income and expenditures and a proposed budget, respectively, and are to follow the line-item format used by APA to report both income and expenditures.
10. The Section exists to promote the educational, scientific, and professional aims of counseling psychology and training and supervision, and thus asserts itself as a non-profit organization. In the case that the Section dissolves itself or is dissolved by action of the Division 17 Executive Board, all financial resources remaining after obligations are met are to be forwarded to Division 17 Treasurer for use by the Division.

Article VIII **Amendments**

1. Amendments or changes in the Bylaws may be proposed by the Executive Committee or by members and affiliates of the Supervision and Training Section at the annual business meeting. Proposed amendments or changes to the Bylaws need to be received by the Chair at least 30 days before the publicized first day of the APA convention in order to be placed on the annual business meeting agenda.
2. A copy of the proposed amendments or changes to the Bylaws shall be submitted to the Division 17 Executive Board by the Section Officers for their review and approval prior to Section members voting on the changes.
3. Once approved by the Division Executive Board, a copy of the proposed amendments or changes and a ballot shall be mailed to all members of the Section by the Communications Officer or the proposed changes and ballot will be distributed in the Section Listserv, newsletter, or other email or mailing.
4. A two-thirds majority of those voting on the proposed changes shall be required for the adoption of amendments or changes.
5. Final approval and adoption of any change in the Section by-laws is contingent on the approval of the Executive Board of Division 17.

Date: 25 November 2003

Reviewed: 16 July 2004
Revised: 19 July 2004
| APA Counsel approval: 20 July 2004