

2020

Division 42
Psychologists in Independent Practice
American Psychological Association

POLICY AND PROCEDURES MANUAL

APPROVED BY DIVISION 42 BOARD OF DIRECTORS
NOVEMBER 2020

DIVISION 42 – APA RELATIONSHIP

- A. As a Division of APA, Division 42 is among one of 54 interest groups of APA (also referred to as “The Association”). Consequently, the Division must conform to APA rules governing Divisions. Use these links to access important information about APA’s relationship with Divisions.
- a. *Association Rules-100* <http://www.apa.org/about/governance/bylaws/rules-100.asp>
 - b. *APA Bylaws* pertaining to Divisions can be found at: (<http://www.apa.org/about/governance/bylaws/article-6.aspx>).
 - c. Resources for Division leaders may be found at: <https://www.apa.org/about/division/officers>
 - d. Limitations on the actions that staff and volunteers can take on behalf of the Association. These limitations are outlined in the Guidelines for APA Volunteers: ASME Guidelines, which may be found <http://www.apa.org/about/offices/ogc/asme.aspx>
- B. According to the *Bylaws of the American Psychological Association*, Article VI: Divisions: “A Division remains autonomous in all matters within its field that are not reserved to the Association and Council by these Bylaws or Association Rules. Divisions may not establish or enforce standards for ethics, accreditation, certification, or credentialing of specialty recognition. Divisions must comply with all APA Bylaws, Association Rules, and current policies.” Among other things, Article VI confers authority to Divisions for the following: maintenance of its own Bylaws, selection of officers, administering special funds, and operating its own journal. The relevant provisions are provided below. However, new and continuing Division leaders should review these provisions while performing their leadership responsibilities.
- a. **The Maintenance of Division Bylaws:**
“Each Division shall draw up and maintain its own bylaws and rules of procedure within the framework of these bylaws. Each Division may elect such officers, appoint such committees, develop such local chapters and/or sections, and adopt such rules of procedure for the conduct of its business as it may desire, except that its committee and governance structure is subject to review by the Board of Directors of the Association. Divisions shall oversee the activities of their sections and/or chapters and monitor for their compliance with the *APA Bylaws*, *Associations Rules*, and current policies. Each Division shall file with the Central Office a copy of its current bylaws; rules of procedure; committee and governance structure; and chapter and section information, including their bylaws and rules of procedure. Local chapters and sections of Divisions must comply with *APA Bylaws*, *Association Rules*, and current APA policy. Annually, each Division shall submit to the Board of Directors a report which covers the activities of the Division and its chapters and sections during the preceding year.”
 - b. **Selection of Officers:** “A Division shall have a President and a Secretary and such other officers as it may desire. The qualifications for its officers and the method of their election shall be determined by the Division. A Division may determine what persons among its membership shall have the right to vote in divisional matters.”

- c. **Administration of Special Funds**: “A Division may administer special funds allocated to its use, but may delegate such administrative functions to the Central Office.”
 - d. **Operating a Journal**: “A Division shall own or operate a journal only with the approval of Council. The managing and editing of such divisional journals shall be delegated, through the Publications and Communications Board, to the governance of that Division. The editor of each Division journal shall file a report with the Publications and Communications Board annually. The Publications and Communications Board shall advise the Divisions, Board of Directors, and Council of Representatives regarding Divisional journals. (See, specific Division policies regarding the operation of its journal *Practice Innovations*).
 - e. **Council of Representatives**: “Notwithstanding any other provision of these *Bylaws* or the *Association Rules* to the contrary, the Board of Directors may, at its discretion, recommend to Council, and Council may adopt, appropriate sanctions where divisions have failed to comply with *Bylaws*, *Association Rules*, or policies of the Association. Council may also dissolve a Division for good and sufficient reason by a two-thirds vote of those present at an Annual Meeting. Before the imposition of sanctions or dissolution of a division, the reasons for sanctions or dissolution shall be stated in writing to the membership of the Division and the Division membership, through their Executive Committee, shall be given a full opportunity to respond.” Use this link to access the *Council Policy Manual*: <https://www.apa.org/about/policy/>.
- C. APA also governs Divisions’ use of mailing lists containing membership information.¹ The full APA policy can be reviewed using the following link to the *APA Division Officers Handbook* (“*The Handbook*”), Chapter 9 <https://www.apa.org/about/division/officers/handbook/index>
- a. The *Handbook* indicates that APA will “furnish Divisions at no charge and upon written request, mailing labels of their Division's own members who belong to APA. All orders for labels for anyone other than a Division's own members will be charged at the rate of \$75 per thousand....” Division 42 membership lists obtained from APA also includes information for affiliate members and student members.
 - b. Additionally, the APA General Policy on Mailing Lists, which may be found at (<http://www.apa.org/ads/mailling-lists/index.aspx>), states the following:
 - i. APA accepts orders for mailing lists under certain conditions. The Association reserves the right to review all information to be mailed to its members or affiliates and to reject orders that do not meet the standards of the Association. Each order will be reviewed to determine if the materials to be mailed will in some way benefit the Association's members by advancing their knowledge, scientific or professional, in psychology or related disciplines.

¹ The APA manages and tracks the Division’s membership. It is best to contact Division 42’s Division Services representative for mailing lists and/or other data requests (e.g., labels or contact information for other Divisions). Division Services can also provide information about the governing policies regarding mailing lists and other data.

- ii. The Association sells the membership address lists in Excel or .csv format, not printed labels. Mailing lists are sold only in computer-printed mailing label format. Mailing lists are sold for one-time use only by the requestor. They are not to be reproduced in any form or resold to another user.
- iii. Divisions are restricted from publicizing their mailing labels.
- iv. “Divisions may not publicize the availability of APA divisional mailing labels nor rent such labels. Divisions may, however, make list rental publicly available as a subscriber list to a journal, provided that certain criteria are met: (1) APA and/or divisional member is not mentioned, (2) the list differs by at least 30 percent from the files maintained by APA, and (3) the list is separately maintained by the Division. Quality control procedures should be similar to APA standards. Labels ordered by the Divisions are to be used for Division-related activities only. Labels at the Division rates should be ordered by the Divisions, paid for by the Divisions, and used for Division business. The order must state the purpose of the mailing and must include a sample of what is to be mailed. Labels are provided for a one-time use only and are to be used exclusively for the purpose specified in their request.”
- v. Divisions are restricted from reproducing data from mailing labels, except that the Division’s Board of Directors has independent control over its list of division members who are not APA members.:
 1. “Data from the mailing labels is not to be reproduced in any form, nor are the labels or information to be given or resold to another user without written authorization by the APA chief executive officer or their designee.”
- vi. Divisions are restricted from making mailing lists available for Division campaign purposes:
 1. “APA will not provide mailing labels that will be used to solicit votes for individual members, coalitions, state associations, APA Divisions, or for president-elect nomination or election purposes. The use of APA mailing labels on behalf of candidates for office in APA, Divisions, or state/provincial/territorial associations is not approved. APA will not provide or sell mailing labels to be used (1) to support or oppose any candidate for local, state, or federal office, or (2) for any fundraising activities for any political party or candidate. Additionally, APA will not sell mailing labels for any campaign purposes. Requests for mailing labels to be used for questionnaires, surveys, or data gathering in any form, will not be considered. Any exception to the above policies must be approved by the APA chief executive officer or their designee.”

D. Conducting business by email (see, section on conducting business by email discussed in section). This manner of conducting business falls under the laws of the District of Columbia (DC).² For meetings conducted using this medium, the laws of DC supersede

² APA is organized under the laws of the District of Columbia and by law it and its divisions cannot make decisions in settings other than those in which all of the board members can hear one another speak on the topic to be decided. Therefore, divisions should consider carefully the importance and sensitivity of an issue

any inconsistent bylaws developed by the Division’s Board of Directors on the number of votes needed to approve a vote. Digital votes must be unanimous.

- E. **Membership Lists:** The Division is prohibited by APA from selling its membership list derived from APA. The Division’s Board of Directors has independent control over its list of division members who are not APA members. Committee chairs may request the membership email and/or snail mail for the conduct of Division business from the Division Administrator. Distribution of the mailing labels or lists must be approved by the Executive Committee. Full information about APA’s policies, including the European Union’s General Data Protection Regulation (GDPR), can be obtained using this link <https://www.apa.org/about/division/digest/share-members/emailing-members>

DIVISION GOVERNANCE: DIVERSITY

- A. **Inclusion Policy:** Division 42 is committed to a policy of inclusion and will strive to seek and identify members from diverse ethnic, cultural, sexual orientation, and personal backgrounds to serve on the Division’s task forces, committees, and other governance groups. It will also provide mentorship and support to persons from such groups to assist their movement into leadership positions.³
- B. **Diversity in Governance:** Article VII of the Division’s Bylaws (Other Governance Bodies of the Division, paragraph A) states, “In composing its governance bodies, the President-Elect and the Board of Directors shall actualize the Division’s commitment to honoring diversity and shall seek a proper balance between preserving the services of governance members with a distinguished history of effort for the Division and opening appointments to promising, newer Division members. A Board slate will be developed every three years consisting of persons from a diverse ethnic, cultural, racial, sexual orientation, or personal background or be physically challenged (i.e., the broadest definition of diversity)” (See also sections on the Council of Representatives and Members-at-Large).

DIVISION GOVERNANCE: BOARD OF DIRECTORS⁴

A. OFFICERS

being decided and use a face-to-face, telephone, or web-based meeting for all but the most routine matters. If a vote of the division’s executive committee/board of directors is done by email, everyone must vote and unanimous approval is required <https://www.apa.org/about/division/officers/handbook/index> - APA Division Handbook, Chapter 1: Divisions and the American Psychological Association

³ This policy was passed by the Board of Directors at its August 2001 Meeting.

⁴ Historical Note: The Board of Directors has, on multiple occasions, visited the issue of the Board size as it relates to operations cost and board efficiency. This issue was again raised at the 2016 Midwinter Board Meeting and in subsequent meetings, and though the Board declined to approve a motion to reduce the size of the Board by eliminating 2 member-at-large positions, the Board did agree in principle to develop and promote a culture that would lead to greater efficiency. Those discussions included, for example: ensuring that all members of the Board, including the representatives to the APA Council of Representatives and the undesignated Member-at-Large positions, were actively engaged in the overall operations of the organization by chairing committees. The need to implement and maintain the succession plan was articulated in the bylaws as they related to the governance and standing positions.

- a. **President:** The President shall be the Member or Fellow of the Division who has just completed the term of President-Elect.
- i. The President shall succeed to office by declaration at the close of the year after their election as President-Elect and shall serve for one (1) year.
 - ii. The President shall preside at all meetings of the Division, shall serve as Chairperson of the Executive Committee and of the Board of Directors, and shall perform all usual and customary duties of a presiding officer.
 - iii. Should vacancies occur in the governance structure of the Division, as set forth in Article VII, or should need arise to modify any of its elements during the year of the President's incumbency, the President shall fill these according to the same principles as were followed during their year as President-Elect and as specified in Article V, Paragraph C of the Division's Bylaws.
 - iv. The President shall cast a vote at meetings of the Board of Directors only when necessary to resolve a tie (see Article V, B Officers of the Bylaws).
 - v. The President has the responsibility to appoint Chairpersons of Standing Committees, Continuing Committees, and Task Forces, as well as all other necessary appointments (e.g., liaisons, special committee appointments). In order to facilitate effective committee function, these appointments are made during the President-Elect year, and with the advice and consent of the Board of Directors.⁵
 1. The incoming President-Elect agrees to choose their committee leaders (e.g., chair, chair-elect) from the "pool" of those elected applicants, with consideration for the individual's experience with the elected committee. However, the President-Elect may also appoint committee leaders that have the appropriate experience to fulfil charge of the committee.
 2. If appointed by the President-Elect as chair of a committee, that individual will serve the term associated with the position, as articulated in the bylaws, and will be notified of the start and end of their term. If there is no vacancy for chair of a particular committee, the incoming President can choose a chair-elect of the committee from the pool.
 3. After making appointments to the governance groups, the President has the responsibility for ensuring that current committee chairs have full contact information for the new appointee(s), charges for their committees, and a copy of the new Division Governance Structure. (See also Governance Sections A, B).
 - vi. The President serves as an ex-officio member of each Committee and Task Force.
 - vii. The President, with the advice and consent of the Board of Directors, may call special Board of Directors, and scientific, professional, and/or membership meetings of the Division.

⁵ In 2016, the Board of Directors approved a policy regarding the selection of committee chairs that would maintain a succession plan for standing committees.

- viii. The President or the President's designee represents the Division at any events at which representation of the Division is appropriate.
 - ix. The President prepares the Division's annual report to APA.
 - x. The President has the discretion to determine the process for selecting the Council of Representatives' (COR) Liaison to the Executive Committee. Note: In some years, the President has appointed one member of COR as the Liaison and in other years the President has asked the Division's representatives to choose the liaison to the EC.
- b. President-Elect:** The President-Elect is a Member or Fellow of the Division elected for a term of one (1) year. The President-Elect is a member of the Board of Directors with vote and performs the duties which are usual and customary for a Vice-President. In the event that the President fails to serve their term for any reason, the President-Elect shall succeed to the unexpired remainder of the term and continue to serve through their scheduled term. (See also Governance Section B)
- i. During the President-Elect year, the President-Elect develops the appropriate nominations for committee chairs and any other appointments they will make as President. It is important for the President-Elect and President to work closely to ensure good coordination and transition between appointments. (See also Governance Section B)
 - ii. The President-Elect and Secretary are charged with following through with action items listed for each meeting of the Board whether they occur digitally or in person.
 - iii. The President-Elect is responsible for attending meetings of importance to the Division, as a representative of the Division, at the request of the President.
 - iv. The Secretary and President-Elect are charged with making sure that all Board actions taken by email vote are ratified at the next live Board meeting. (See also Board of Directors Section A, Subsection d: Secretary).
 - v. The incoming President-Elect (i.e., President-Elect-Designate) upon their confirmation of election has immediate responsibility for selecting certain governance positions such as Fellows Chair and Program Chair, as the selection of these positions are governed by APA submission deadlines. The President-Elect-Designate must select a Fellows Chair by August 1 and the Program Chair by December 1 of the year they are elected.
 - 1. It is usual and customary, even recommended, that the President-Elect-Designate begin to select and/or plan for Presidential Initiatives in preparation for coordinating with the Treasurer to develop a budget for their Presidential Initiatives and overall Division budget during the President-Elect year.
 - vi. In the spring of the President-Elect year, the President-Elect works with the Division Administrator in selection of the location and time of the Midwinter Board meeting when the President-Elect will serve as President.
 - 1. Considering the Division's commitment to diversity issues, it is usual and customary that a President-Elect whose Midwinter Board

Meeting will occur in an odd-numbered year must determine in the preceding year whether they will hold their Midwinter Board Meeting on the date and at the same location as the National Multicultural Summit Conference.

- vii. Division Leadership Training - Each year the APA provides training for newly-elected division presidents. The President-Elect should consult with APA Division Services to determine the date and form of the meeting. The President-Elect may also check this link.
<https://www.apa.org/about/division/officers>
- c. **Past-President:** Article V, D (Officers) of the Division's Bylaws states the following: "The Past President of the Division shall be the most recently retired President of the Division and shall serve for one (1) year. The Past President shall serve as a member of the Executive Committee and of the Board of Directors with the right to vote; and shall serve as Chair of the Nominations and Elections Committee and Chair of the Awards Committee."
 - i. The sitting President may also seek the assistance of the Past-President on activities in support of the Division. (See also Governance, Section C subsections i and vi).
 - ii. The Past-President is responsible for attending meetings of importance to the Division, as a representative of the Division, at the request of the President.
 - iii. In the case of death, incapacity, or resignation of the Past-President, such vacancy shall remain through the balance of the year in which it occurs. The President, with the advice and consent of the Board of Directors, shall then appoint a Chair of the Nominations and Elections Committee and the Awards Committee (see Bylaws Article V, I)
- d. **Secretary:** Article V, E (Officers) of the Division's Bylaws states the following: "The Secretary shall be a Member or Fellow of the Division and shall be elected for a term of three (3) years. During the term of office, the Secretary shall be a member of the Executive Committee and of the Board of Directors with right to vote and shall be responsible for updating the Policies and Procedures Manual following each meeting of the Board of Directors and for all other usual and customary duties of a Secretary." The "usual and customary" duties of the Secretary shall be as follows:
 - i. The Secretary, with the assistance of the Division Administrator, records minutes of the full Board of Directors and Executive Committee meetings.
 - ii. A draft of the Board meeting minutes should be distributed to the Board within 30 days of the meeting and be accompanied by a "To-do" or "Action List." Any changes to the draft minutes should be forwarded to the Secretary, be incorporated, and a formal ratification vote held at the next Board meeting, whether held virtually or in-person.
 - iii. The Secretary oversees and collaborates with the Division Administrator regarding the following functions:
 - 1. Sending out meeting announcements to Board members in a timely fashion.
 - 2. Updating and distributing Division stationery.

3. Maintaining a file of Division activities, minutes of meetings, special reports, and important correspondence.
 4. Providing Division officers and Committee Chairs with copies of reports.
 5. Sending out correspondence as requested by the President.
 6. Keeping a file of ballots of nominations for three (3) years.
 7. Updating the name and address roster of the Board of Directors and Committee Chairs.
 8. Notifying the APA of the name, address, and phone number of the Fellows, Membership, and Program Chairs.
 9. Assisting the newly-elected Secretary with the requirements of the position.
 10. Ensure that those policies adopted by the Board during each year are transferred into the appropriate section of this Policy and Procedures Manual. The Policy and Procedures Manual is stored and accessible through the Division's website.
 11. Responding to calls from members or the public concerning Division activities and referring callers to other Officers or Chairs when appropriate. Matters of policy must be referred to the President.
- iv. The President-Elect and Secretary are charged with following through with the action items listed.
 - v. The Secretary may direct the Division Administrator to have the summary of the approved Board meeting minutes placed on the Division's website or the Secretary may send the minutes directly to the Website Editor (or in their absence, the Webmaster), who will post the information to the members-only section of the Division's website.
 - vi. The Secretary and President-Elect are charged with making sure that all Board actions taken by email vote are ratified at the next live Board meeting.
 - vii. The Secretary shall be responsible for communicating the actions of the Board of Directors to applicants for Fellow status in a timely fashion.
 - viii. The Board of Directors shall delegate to the Secretary the responsibility for certifying that the referendum petition is proper and that its signatures are valid (see Bylaws Article XII, B).
- e. **Treasurer:** Article V, F of the Division's Bylaws (Officers) states the following: "The Treasurer shall be a Member or Fellow of the Division and shall be elected for a term of three (3) years. During the term of office, the Treasurer shall be a member of the Executive Committee and of the Board of Directors with the right to vote and shall be responsible for all usual and customary duties of a treasurer."
- i. The Treasurer, with the assistance of the Division Administrator, shall:
 1. Maintain the checking account(s), pays all bills, deposits all income in a timely fashion, and carries out all other duties of this office.
 2. Close the financial records for the previous fiscal year, ending on December 31st.

3. Establish financial records for each fiscal year, beginning January 1st.
4. Present the financial summary of the previous fiscal year's activities and the final budget for the current fiscal year for approval by the Board of Directors, at the Midwinter meeting.
5. The Treasurer and the Finance Committee have responsibility for the development of budget recommendations for presentation to the Board of Directors. The budget period runs from January 1 to December 31 of each year. A preliminary budget will be presented to the Board of Directors for approval at the summer Board meeting. A proposed final budget will be presented to the Board for deliberation and approval at the Midwinter Board meeting. The Treasurer and Finance Committee develop the budget by reviewing and projecting income from dues, grants, investments, and revenue from products and services.
 - a. Following the approval of the preliminary budget by the Board of Directors, the Treasurer and the Finance Committee will prepare a brief summary of the budget to be published in the next edition of the *Independent Practitioner*, on the membership listserv, and in the members section of the Division's website.⁶ Any member may request a copy of the complete budget from the Division Administrator.
6. Send quarterly financial summaries to all Board members, including Committee Chairs.
7. Discuss any Division assessment increase with the Board of Directors for approval. Notify APA of any assessment changes.
8. In collaboration with the President, execute all contracts and financial documents other than checks that may be necessary for the implementation of programs approved by the Board of Directors.
9. In collaboration with the President, reallocate unexpended funds from one category of the approved budget to another, provided only that total approved expenses for the year are not exceeded.
10. The Treasurer is authorized to sign checks on behalf of the Division or to direct the disbursement of funds duly approved under the provision of Article XI, Section E of the Bylaws. The Bylaws also indicate that the Executive Committee may extend this check-signing authority to another Officer.

⁶ The Division's Bylaws require the Division to make budget information available to its members. The Division will report on the budget to the Division membership at the Annual Membership Meeting. The Board may opt to combine the Annual Membership Meeting with its Board Meeting. At this joint Annual Board and Membership Meeting, the Board will provide information about the budget to any interested parties who attend the meeting. Following the meeting, the Secretary shall prepare the budget for publication in the *Independent Practitioner* or another Division media outlet designated by the Board.

- a. See policies and procedures later in this document, and Article XI, E of the Bylaws (revised 2015), regarding the Disbursement of Funds.
- B. **Executive Committee (EC)**: Article VI, H of the Bylaws empowers the Division to have an Executive committee. According to the Bylaws:
- a. There shall be an Executive Committee of the Board of Directors. The President-Elect-Designate, Secretary-Elect, and Treasurer-Elect shall be invited to attend any meetings of the Executive Committee held between their election and the close of the calendar year.
 - b. The Executive Committee shall be composed of the Officers of the Division (President, President-Elect, Past-President, Secretary, and Treasurer), as well as one member of the Division's delegation to the APA Council of Representatives.
 - c. The Executive Committee, exercising powers granted in the Bylaws, may declare an emergency and take action in the name of the Division. Within fifteen days of such an event, the Executive Committee shall convene a regular meeting, hold a conference call of the Board of Directors, or inform the Board in writing of its actions. Every effort shall be made to ensure that the entire Executive Committee be included in emergency decisions of the Division.
 - i. If the Executive Committee declares, by a majority vote of EC members present, an emergency requiring immediate action during the interval between meetings of the Board of Directors, the Executive Committee is empowered to take such action in the name of the Board of Directors and shall then inform the Board of Directors in an expeditious manner about such an event.
 - d. The Executive Committee shall meet on the call of the President or of any three other Officers and shall conduct such affairs of the Division between meetings of the Board of Directors as may be needed to implement decisions of the Board of Directors or to prepare issues to be presented to the Board of Directors for action.
 - e. The Executive Committee shall be responsible for serving as a resource to and for monitoring the work of the Division's governance structure between face-to-face meetings of the Board of Directors (See a complete list of EC functions in the Bylaw Article 6 BOD, Section H).
 - f. Upon call of the President, the Executive Committee meets approximately four times a year, or as needed. At the discretion of the President, Executive Committee meetings may be held by scheduled conference call.
 - g. The Council of Representatives' Liaison to the EC is a part of the Executive Committee listserv, serves as the main point of contact between Division 42 governance and the Council of Representatives, and reports on APA Council matters at Division Board meetings. The Council of Representatives (COR) Liaison is also asked to be the conduit between the membership and Division 42 governance. The COR Liaison reports on APA Council activities on the member listserv and responds to membership questions.
 - i. The President has the discretion to determine the process for selecting the Council of Representatives' (COR) Liaison to the Executive Committee.
Note: In some years the President has appointed one member of COR as the

Liaison and in other years the President has asked the Division's Council Representatives to choose the liaison to the EC.

- C. **Representatives to APA Council:** The APA describes the Council of Representatives as “the legislative body of APA and has full power and authority over the affairs and funds of the Association within the limitations set by the certificate of incorporation and the Bylaws, including the power to review, upon its own initiative, the actions of any board, committee, division or affiliated organization. APA Council is composed of representatives of divisions; representatives of state, provincial, and territorial psychological associations (SPTAs); and the members of the APA Board of Directors.” (See, APA Council of Representatives link at <https://www.apa.org/about/governance/council/index.aspx>)
- a. **Grant of Power:** The Division shall elect each year that number of Representatives to APA Council necessary to fill vacancies created by the ending of the terms of incumbent Council Representatives and/or vacancies created by changes brought about by the yearly APA Apportionment Ballot.
 - i. Rules governing Council representation, including allocation of Council seats and the ability to serve as a Council Representative, may be found in Section 2 of this link
<https://www.apa.org/about/division/officers/handbook/index.aspx>
 - b. **Council Eligibility and Term:** The Division wishes to assure that our Board of Directors and Representatives to Council reflect the range of career seniority comprising our organization. In order to assure career-span diversity, we seek to assure equal opportunity for early and mid-career colleagues to find their way into Board and Council leadership roles.
 - i. Any elected Council members may serve a second consecutive full term if re-elected.
 - ii. After completing two consecutive full terms as a Council Representative, such members may not seek election as a Council Representative from the Division until three years have elapsed.
 - iii. The Division will employ three rotating candidate groups. The first group, designated early career, will consist of members who have completed their doctoral degree less than ten years earlier. The second, designated mid-career, will consist of members who completed their doctoral degree at least ten years, but no more than twenty years earlier. The third group, designated senior, will include members who completed their doctoral degree more than twenty years earlier.
 - iv. These three groups will rotate through open slots in sequence.
 - v. As slots become available, the Nominations and Elections Committee will issue a call for nominations, specifying the relevant criteria. The Nominations and Elections Committee will validate all candidates as meeting the criteria.
 - vi. If no qualified candidates meeting the specified criteria in a specific year are nominated, then any candidate regardless of seniority may be nominated⁷.

⁷ Section 2(a)-2(f) was a policy developed and approved unanimously by the Board of Directors in April 2019.

- vii. Consistent with APA Bylaws, representatives to APA Council must be Members or Fellows of the Division and are ordinarily elected for a three (3) year term. The Representatives to APA Council shall be members of the Board of Directors, ex-officio, with vote. They shall be responsible for advising the Board of Directors about matters of business scheduled to come before APA Council and for seeking the views of the members of the Board of Directors about such pending matters. They shall also be responsible for informing the Board of Directors of significant actions taken by APA Council.
- c. **Duties:** The duties of Representatives to APA Council are as follows:
 - i. Council Representatives and Council Representative designees are expected to help plan the Division's response(s) to Council agenda items.
 - ii. Council Representatives shall be responsible to report actions of the APA Council to the Board of Directors as requested. The Representatives may designate which Division member of Council will provide the report, whether written or oral.
 - iii. Council Representative designees are encouraged to attend any meetings of APA Council which take place between the time of their election and the time at which APA seats them.
 - iv. Council Representatives are responsible for notifying the President, in the event that they are unable to attend either a part or the entire Council meeting, so that the President may appoint an alternate.
 - v. It is expected that Council Representatives, as members of the Board of Directors, are actively engaged in the overall operations of the Board and therefore will participate in chairing governance and standing committees for which they have expertise.
 - d. **Designated Diversity Council Seat:** As a demonstration of its longstanding commitment to diversity (see corresponding sections of this policy that describe the Division's commitment to diversity, as well as sections on other designated Board seats), the Division has established a designated diversity seat for the Council of Representatives (see companion sections on Designated Seats and Diversity). So long as it remains entitled to at least two seats on the APA Council of Representatives, at least one of the Division's seats will be filled by a person with diverse backgrounds.
- D. **Members-at-Large:** The Division's Bylaws direct that the Board of Directors consists of 6 Members-at-Large who will serve a renewable term of three (3) years. In 2006, the Division created an additional Member-At-Large (i.e., 7th Member-at-Large) seat for an early career psychologist to be elected for a term of three (3) years. The Members-at-Large assume office on January 1 of the year following their election or appointment and shall maintain their office until their successors are seated.
- a. **Duties:** The Member-at-Large shall represent the interests of the larger Division membership on the Board of Directors. They shall function in any capacity assigned by the President that does not conflict with their responsibility to the membership at large. The duties of this position will likely be initially designated by the President-Elect. The President and/or President-Elect may consider assigning the Member-at-Large to serve as Chair or Chair-elect of one of the Division's

- committees as a measure for increasing continuity (i.e., board succession plan), board efficiency, and streamlining board functions.
- b. **Selection of Members-at-Large:** Division 42 is committed to fostering the participation by persons of diverse cultural, ethnic, racial, and personal backgrounds and by persons with physical disabilities in both the governance and membership of the Division.
 - c. **Selection of the Diversity Member-at-Large:** In furtherance of its commitment to diversity, the Division has designated Member-at-Large seats for diversity candidates (See the nomination section of this manual for details for the process of selecting a Member-at-Large). The Division shall, at all times, allocate no less than one of the six Member-at-Large seats on its Board of Directors to a diversity candidate.
- E. **Early Career Psychologist Member:** In furtherance of its commitment to the advancement of early career psychologists, the Division shall, in addition to its six (6) Member-at-Large seats, designate a seat for ECPs to be elected for a term of three (3) years (See also IIA6. Nominations and Elections and IIIC. Student/Early Career Psychologists).
- F. **Student Affiliate Member:** Along with the additional seat for an ECP, the Division shall also elect a Student Affiliate member-at-large to the Board of Directors.
- a. Selection of the student affiliate member: A representative from the student affiliate category of membership, who shall be elected by their fellow student affiliates for a two (2) year term shall serve as the Student Affiliate Member-at-Large. The Student Affiliate, in coordination with the Division Administrator, oversees the election of their student affiliate successor to the Board.⁸
 - b. Student affiliates may remain in this category of membership for the duration of their enrollment in a doctoral program.
 - c. Candidate qualifications - The minimum qualifications and limits for application to this membership category shall be:
 - i. The candidate must be enrolled in a regionally or nationally accredited doctoral program in psychology at the time of their election.
 - ii. The candidate must have expressed interest in establishing a career in the practice of psychology.
- G. **Newly-Elected Officers:** Those newly elected to positions on the Board shall be promptly involved with the affairs of the Division. Following the announcement of election results:
- a. The Division Administrator will add newly elected officers to the appropriate listservs (i.e., Board of Directors, Executive Committee, and APA Council of Representatives listservs).
 - b. Newly-elected officers for Board positions shall be invited to attend the Board meeting at the APA convention, at their own expense. The President-Elect-Designate, Secretary-Elect, and Treasurer-Elect, shall be invited to attend any meetings of the Executive Committee held between the election and the close of the calendar year, and they will be reimbursed for doing so at the same rate as are the outgoing members of the Executive Committee.

⁸ Historical Note: The Student Affiliate Member historically co-chaired the Student/ECP Committee with the ECP Member. However, the Board voted, upon advice of the Student/ECP Board members, to sunset the S/ECP committee in 2019.

- c. The President-Elect-Designate should work with the current President and President-Elect to begin the process of selecting appointments for committee chairs and committee members who will begin their terms concurrent with the President-Elect's term of office. (See also Governance Groups Section B).
- d. Each officer-elect shall begin to assist the Secretary, Treasurer, or the Division Administrator in the discharge of appropriate responsibilities. They should also familiarize themselves with the contents of the Policy and Procedures Manual, the Division Bylaws, and the requirements of the positions they will be assuming.
- e. **Officers-Elect:** Persons elected as President-Elect, Secretary, or Treasurer of the Division shall be given the title of "President-Elect -Designate," "Secretary-Elect," or "Treasurer-Elect," respectively. (See also Board of Directors Section B: Executive Committee).

DIVISION GOVERNANCE: GOVERNANCE GROUPS

- A. The governance groups of the Division consist of **Governance** and **Standing Committees** (as designated in the Bylaws), **Continuing Committees** (as described in this Policy and Procedures Manual), **Task Forces**, **Interdivisional Work Groups**, **Interdivisional Task Forces**, and **Liaison Relations**. The President serves ex-officio on each Committee and Task Force. The composition of these committees is specified in the Bylaws; all members ordinarily serve staggered, three-year terms of office. (See subsections below).
 - a. **Governance and Standing Committees** are those Committees which are essential to the functioning of the Division and are created or sunset via bylaw amendments.
 - b. **Continuing Committees** are bodies that are a regular part of the Division's activities, have more than a 1-year duration, and usually in an open-ended fashion, but at some unspecified future date may be terminated by Board action. They are created and sunset by a 2/3 (two-thirds) vote of the Board.
 - c. **Task Forces** are created upon the recommendation of the President or of four Board members and established by a majority vote of the Board. They are sunset when the task is complete or at the end of the year in which they have been created, whichever is earlier. They may also be sunset at any time by a majority vote of the Board.
 - d. **Interdivisional Work Groups and Task Forces** are created and sunset by a 2/3 (two-thirds) vote of the Board.
 - e. **Liaison Relations** are designed to further the aims and purposes of the Division within the APA. The appointment of a Liaison from the Division to various APA governance bodies may be established upon the recommendation of the President or President-Elect, with the advice and consent of the Board of Directors. Such Division Liaisons shall be appointed for renewable, one (1) year terms, shall represent the perspectives of the Division before the governance bodies to which they are assigned, and shall keep the Board of Directors apprised of relevant developments evolving in those bodies.
- B. **Appointment of Committee Chairs/Members:** The President is responsible for appointing a Chair for each committee and task force, with the advice and consent of the

Board of Directors. The President-Elect recommends for approval by the Board those individuals to be appointed to serve as Chair during their year as President.

- a. Committee chairs, with the exception of the Fellows Chair, are appointed in January of each year and serve through December of that same year. Due to the timetable set up by APA for the nomination and announcement of Fellows, the Fellows Committee chair serves from August of one year through August of the following year. Committee members are also appointed in January of each year and serve, at a minimum, in staggered three-year terms, except as otherwise directed in this manual or the Bylaws.
 - b. **Committee Vacancies:** If the position of Committee Chair becomes vacant for any reason, the President, with the advice and consent of the Board, shall appoint a new chair. All other vacancies on a committee shall be recruited by the Chair of the Committee.
 - c. **Duties of the Chair:** Except as otherwise specified, the Chair of each committee selects members of the Committee consistent with these policies and procedures and the Division bylaws.
 - i. The Chair shall preside over Committee meetings.
 1. Committee meetings ordinarily are open to all members of the Division, except for any necessary executive sessions for the purposes of reviewing confidential personnel or legal matters.
 - ii. The Chair shall cast a vote only to resolve a tie. A majority of the voting members of a Committee shall constitute a quorum and, unless specified otherwise in this Policy and Procedures Manual, a simple majority vote of those members of a Committee present and voting at a Committee meeting shall be sufficient to adopt any resolution. All Committee Chairs are expected to submit a written report on any activities of the Committee since the most recent Board of Directors meeting. These reports are to be submitted in response to the Division Administrator's call for agenda items. Items requiring Board action should be highlighted and separated from information items.
 - iii. Within the constraints of the authorization specified in the annual budget, meetings of the Committees and Task Forces may be called by their Chairs at the Chair's discretion.
- C. Governance, Standing, and Continuing Committees:** The following are the standing and continuing committees as designated by the Bylaws and Division policy, respectively:
- a. **Standing Committees:**
 - i. **Awards Committee:** The Awards Committee is composed of the immediate Past-President (ex officio) as Chair and at least two (2) other members to be appointed by the Past-President; they all serve for a single year or until they complete the tasks of the Committee. The Awards Committee recommends awards of such a nature as to be consistent with the goals and purposes of the Division and to nominate appropriate awardees to the Board of Directors. The approval of awards should be done in executive session. Approval of awardees by the Board of

Directors requires an affirmative vote of two-thirds (2/3) of the Board members present and voting.

- ii. **Committee on Diversity⁹ Concerns:** The Committee has six (6) members. The charge of the Committee includes, but may not be limited to:
 1. To develop and enhance the awareness and understanding of the needs of diverse psychologists, diverse patients, and patient systems;
 2. To help all psychologists, especially members of the Division, respect, honor, and value the differences salient to one's culture, gender, race, ethnicity, sexual orientation, age, class, physical disability, gender identity, religion and spirituality, and size without diminishing the respect, honor, and value for the differences salient to another;
 3. To help all psychologists resolve conflicts between and about salient differences when and where they arise;
 4. To promote cultural competence among practicing psychologists;
 5. To identify and propose initiatives that enable practicing psychologists to meet the needs of diverse psychologists and patients; and
 6. To encourage diverse psychologists to become involved in the Division and its governance.¹⁰
- iii. **Fellows Committee:** The Fellows Committee serves from August through August and consists of three (3) members who must be Fellows of the Division: Chair, Past Chair, and Associate Chair. The charge to the Committee is to review nominations for Fellow status in the American Psychological Association through Division 42, and to make recommendations to the Board of Directors on each applicant, based on criteria developed by the Membership Committee of APA and the Division Fellows Committee. The Committee follows Division and APA procedures for both initial and current Fellows.
- iv. **Finance Committee:** The Finance Committee is composed of five (5) members and the Treasurer who shall serve ex officio and without vote. The Finance Committee Chair, who shall be appointed by the President-Elect upon advice and consent of the Board of Directors, serves a term of two (2) years. The charge of the Finance Committee is to:
 1. Oversee the fiscal practices and planning of the Division;
 2. Monitor the Division's financial records;
 3. Assist the Treasurer in the preparation of the preliminary and final annual budgets to be submitted to the Board of Directors;
 4. Advise the Board about the Division's financial affairs;
 5. Recommend the adoption of such fiscal policies to the Board of Directors as it deems proper;

⁹ The term diversity is used here to include, but not be limited to, gender, race, ethnicity, sexual orientation, age, class, physical disability, gender identity, religious and spirituality, and size.

¹⁰ The Board approved this policy in August 2005.

6. Recommend to the Board of Directors, as appropriate, fiscal procedures for all Division governance bodies and/or for individuals acting on behalf of the Division; and
 7. Oversee the Division's investment funds.¹¹ (See also IA5. Treasurer and IVB. Financial Policies)
- v. **Membership Committee:** The Membership Committee is composed of six (6) members. The President-Elect shall appoint the Membership Committee Chair, upon advice and consent of the Board of Directors. The charge to the Committee is: to design programs for new member recruitment and retention of current members on behalf of the Board of Directors.
 - vi. **Nominations & Elections Committee:** The Nominations and Elections Committee is composed of the Past-President, ex officio, as Chair, and at least two (2) other members of the Division, all serving for a single year or until the task of the Committee is completed, whichever is shorter. The Past-President nominates the additional two members of the Committee. The charge to the Committee is to be responsible for implementing the nominations and elections processes for members of the Board of Directors.
 - vii. **Program Chair:** The Chair shall be appointed by the President-Elect-Designate by November of the year preceding their President-Elect term. The selection of the Chair may be sought upon advice and consent of the Board and shall be presented to the Board at the Midwinter meeting during discussion of the President-Elect's initiatives. The charge to the Chair is to solicit, evaluate, and select professional, public interest, and scientific programs to be presented as part of the Division's annual meeting offerings at the American Psychological Association Convention.
 - viii. **Publications and Communications Committee:** This Committee shall be composed of six (6) members. The chair of the Publications and Communications (P&C) Committee shall serve a term of two years. The P&C Committee will be comprised of individuals who are already involved in the publication and communication initiatives of the Division, including Division 42 journal editor(s), *IP* editor(s), listserv moderator(s), social media chair(s), the marketing and public education chair(s), and individuals involved with the official Division 42 website. The Committee shall oversee the publications of the Division and all other media sponsored by and identified with the Division. It shall 1) recommend publication and other media policy to the Division Board of Directors, 2) serve in an advisory capacity to those vested with responsibility for the Division's print and other media undertakings, and 3) recommend to the Board of Directors such new media undertakings as in its best wisdom seem desirable.

b. **Continuing Committees**

¹¹ The Board approved this policy in January 2005.

- i. **Advocacy Committee¹²:** Advocacy on behalf of practicing psychologists is a key interest to the Division.¹³ Consequently, Division 42 will allocate some portion of the Division’s resources to advocacy activities as opportunities emerge.¹⁴ Mission Statement for the Advocacy Task Force that includes the following elements:
 1. It will seek ways of pursuing and supporting this advocacy agenda through all available means and utilizing all appropriate resources.
 2. It will seek active input from Division 42's members in developing this advocacy agenda.
 3. It will communicate actively with the members of Division 42.
 4. It will work closely and actively with other advocacy groups to ensure that they aggressively support and pursue our shared advocacy goal.
 5. There will be a review of the liaison position within the Advocacy Task Force.
- ii. **Forensic Committee:** The Forensic Committee was initially created in October 2010 to support the Division’s Forensic Conference, which began in May 2013. At its inception, the rationale for the Conference and the Committee was based on the Board’s desire to provide a “home” for forensic practitioners.
 1. **Membership:** The Forensic Committee is composed of a Chair and at least 2 other Division members. As is consistent with other Board Committees, the Chair of the Forensic Committee shall serve a term of three (3) years (Chair-Elect, Chair, and Past Chair) to preserve the succession of the Committee.
 2. **Duties:** The Committee is charged with providing practical content of interest to forensic psychology practitioners.
 - a. The Chair of the Committee shall hold regular Committee meetings, as needed to further the Committee’s charge.
 - b. The Chair shall submit quarterly reports to the Board of Directors to advise the Board of the Committee’s activities.

¹² Policy created in January 2007.

¹³ In February 2006, the Division 42 Board discussed the pros and cons of becoming a 501(c)(6) organization so that it could pursue advocacy activities prohibited by APA’s status as a 501(c)(3) organization. At that time, the Division’s Board of Directors decided that it would direct its efforts and resources to support advocacy activities consistent with its status rather than pursue a change in its tax status under the IRS code.

¹⁴ Historical Note: The Division also created an Advocacy Task Force to identify the advocacy activities and make recommendations to the Board about the allocation of resources to those selected activities. At the Division’s August 2006 meeting, the Board voted to include the following elements in the Committee’s mission: 1) The Division 42 Advocacy Task Force will develop an advocacy agenda for Division 42; 2) It will seek ways of pursuing and supporting this advocacy agenda through all available means and utilizing all appropriate resources; 3) It will seek active input from Division 42's members in developing this advocacy agenda; 4) It will communicate actively with the members of Division 42; and, 4) It will work closely and actively with other advocacy groups to ensure that they aggressively support and pursue our shared advocacy goal. There will be a review of the liaison position within the Advocacy Task Force.

- c. The Chair may, at the discretion and invitation of the President, attend the face-to-face Midwinter Board meeting.
 - d. Unless the person serving as Chair of the Committee is also serving as an elected member of the Board of Directors (e.g., Member-at-Large), the Chair is a non-voting member of the Board.
 - e. Neither the Chair nor its members shall take action on behalf of the Committee that has a legal, pecuniary, or political impact on the Division without advice and consent of the Board of Directors.
- iii. **Marketing and Public Education Committee:** In 2004, the Board of Directors created and voted to make the Public Relations and Public Education Committee a Continuing Committee. In 2005, along with a name change, the Board charged the committee to develop projects and/or products that more directly enable Division members to improve their practices.¹⁵
1. Membership: The Marketing and Public Education Committee is composed of a Chair and 6 other division members. As is consistent with other Board Committees, the Chair of the Marketing and Public Education Committee shall serve a term of three (3) years (Chair-elect, Chair, and Past Chair) to preserve the succession of the Committee. In consideration of the Board's effort to streamline its functioning and optimizing the talents of its elected Board members, the President-Elect may choose to assign as Chair a Board member who was elected in the position of Member-at-Large and who has the requisite expertise.
 2. Duties:
 - a. The Committee is not expected to generate revenue for its budget.
 - b. The Chair of the Committee shall hold regular Committee meetings, as needed to further the Committee's charge.
 - c. The Chair shall submit quarterly reports to the Board of Directors to advise the Board of the Committee's activities.
 - d. The Chair may, at the discretion and invitation of the President, attend the face-to-face Midwinter Board meeting.
 - e. The Committee will make efforts to integrate public education in its project/products.
 - f. The Committee will liaise with staff within APA Practice.

¹⁵ Historical note: Among the projects considered by this Committee to be used as a member benefit, was a distance-learning course on *Marketing your Practice for the Future*. Planned topics included: Finding the Right Niche for Your Practice, What Successful Marketers Can Teach You About Your Customers, Harnessing the Power of the Internet to Enhance your Practice, or How to Develop an Insurance-Free Practice.

- d. **Appointments:** In addition to Committees and Task Forces, the Division has several appointed positions.
- i. Federal Advocacy Coordinator (FAC)
 1. Purpose/Duties:
 - a. Monitor developments in legal, legislative, and regulatory concerns at the federal and state levels as they relate to the practice of psychology.
 - b. Inform the President and the Board of such developments in a timely manner.
 - c. Recommend to the Board such projects and collaborative efforts as appropriate in collaboration with the Advocacy Committee.
 - d. Submit updates to the *Independent Practitioner* or Division 42 publications for the purpose of keeping Division members informed.
 - ii. Liaisons: The President of the Division has the discretion to appoint liaisons to APA Boards and Committees as appropriate. These liaisons will serve on the identified Board or Committee for one year. Duly-appointed liaisons shall be reimbursed by the Division for expenses incurred carrying out their official duties as liaisons.
 - iii. Parliamentarian: The President has the discretion to appoint a Parliamentarian with the advice and consent of the Board.
 - iv. Website Chair (formerly known as Internet Editor and Associate Editor);
 - v. IP Editor and Associate Editor;
 - vi. Continuing Education Chair;
 - vii. Listserv Moderation Team Chair;
 - viii. Policy and Procedures Task Force;
 - ix. CRSSPP Petition Appointee: When the President is notified by APA staff that a Commission for the Recognition of Specialties and Subs specialties in Professional Psychology (CRSSPP) petition for initial or renewed recognition of a proficiency or specialty has been received, the President shall:
 1. Appoint two (2) members to review such a petition;
 2. Request from APA staff that copies of the petition be sent to the designated members so appointed by the President;
 3. Provide a time certain to the readers by which their analysis and report shall be formulated and provided to the full Board. The analysis and report shall contain a proposed recommendation or recommendations generated in response to the petition on behalf of the Division.
 4. The members of the Division's Board of Directors shall then review the readers' analysis and vote whether to ratify the readers' recommendations. Following an affirmative ratification, the report and recommendation of the readers shall be transmitted to CRSSPP as the formal comment of Division 42 regarding the submitted petition.

GOVERNANCE POLICIES

A. Membership Category and Criteria

- a. **Fellow:** Election to Fellowship status in the Division of Psychologists in Independent Practice constitutes a recognition of Division members known to their professional colleagues as persons who have made significant and lasting contributions to the practice of psychology. Fellows are selected by peers on the basis of evidence of sustained, significant contributions which are recognizable at a national (rather than local or regional) level.
 - i. **Fellowship Criteria:** There are two pathways to become a fellow of the Division. One may apply for and become approved as a fellow of a division by virtue of their status as an existing fellow (“old fellow”) of another division in APA. One may also submit an application as an initial fellow of the division (i.e., not a fellow of APA or other Division).
 - ii. **Initial and Current Fellows:** The information for becoming either an initial or current fellow is on the Division’s website: <https://division42.org/call-for-fellow-status-nominations>.
 - iii. **Current Fellows:** In addition to the general requirements established by APA (see <https://www.apa.org/members/your-membership/fellows/index>), the Board of Directors' criteria for the election of fellows are:
 1. A minimum of five years in independent practice.
 2. Licensure or certification in the state(s) in which the nominee practices.
 - iv. **APA Application Requirements** (See <https://www.apa.org/members/your-membership/fellows/apply>)
 1. **Current Fellows** (nominees who are applying for fellowship status within Division 42, but who have already obtained APA fellow status through another Division).
 - a. Each nominee who is not already a fellow in another APA division should follow the procedures specified in the APA online portal (<https://www.apa.org/members/your-membership/fellows/apply>). Candidates already holding fellow status with APA may apply directly to the division Fellows Committee by submitting a cover letter and curriculum vitae. Upon review of the Fellows Committee, the names are forwarded to the Division’s Board of Directors for approval. Current fellows need not be sent to the APA Membership Committee, but the Division 42 Fellows Committee must notify the APA Membership Committee of the status change from member to fellow.
 - b. A favorable recommendation requires a two thirds (2/3) vote of the Fellowship Committee.
 - c. **Initial Fellows:** Initial Fellows are applying for the first time and have chosen Division 42 as the vehicle to obtain fellow status. The initial fellow application must be submitted through the APA fellows portal cited above.

- d. The Division 42 Fellows Committee reviews the applications to assure that all the necessary documents are uploaded.
- e. The Division 42 Fellows Committee reviews the applications, meets via conference call, and, by a majority vote, determines which candidates are forwarded to the Division 42 Board of Directors for approval. If applicable, applications that are rejected by the Division 42 Fellows Committee are also forwarded to the Division 42 Board of Directors for final review.
- f. The Division 42 Board of Directors votes in executive session on the candidates submitted. Those that are approved are forwarded to APA, through the Fellows portal, for submission to the APA Membership/Fellows Committee for review.
- g. Those approved by the APA Membership/Fellows Committee are forwarded for processing by the APA Board of Directors and APA Council.
- h. Once notification is received from APA that Division 42 candidates have been confirmed by APA Council, the candidates are notified by the Division 42 Fellows Committee Chair and invited to the Division 42 social hour held at the APA convention. Both initial fellows and current fellows are given a certificate from the Division.
 - i. If the APA Membership Committee rejects a Division 42 nominee, the Division 42 Fellows Chair may exercise the right to appeal in person to the APA Membership Committee for re-consideration.
- v. Division 42 Fellowship Criteria: <https://www.apa.org/members/your-membership/fellows/division-42.pdf>
 1. *Distinguished Service*: Evidence of distinguished, sustained service in the practice of psychology is required. A practitioner is a person who is licensed, and who has devoted a significant portion of time to the delivery of service over a sustained interval. While no specific length of service is required, five years is the minimum, and the norm should be more than ten years.
 2. *Achievement of Excellence*: Evidence of recognition by other professional/scientific groups not routinely accorded to all members. Some examples are recognition by an appropriate specialty; holding a membership classification in a recognized, national professional association which is based upon peer review and which recognizes contributions beyond those ordinarily expected of members; service as editor of a scholarly journal which has a national or international circulation; the achievement of a senior academic rank (for those holding an academic appointment).

3. *Extraordinary Recognition*: Evidence of having received national or international recognition from one's colleagues for contributions to psychological services. Some examples include, but are not limited to, selection as the president of a national professional/scientific organization, or other similar office in terms of responsibility and recognition; recipient of an honorary degree in recognition of contributions to the practice of psychology by a recognized academic institution.
 4. *Significant Contributions*: The publication of articles, books, monographs, and other practice and/or scientific writings which have made a demonstrable impact on the practice and thinking of colleagues on more than a local basis, in their field of endeavor. Educational innovations (including workshops at national meetings), legislative initiatives, or policy developments at the state or federal level which have enhanced the nature of psychological services, increased public access to services, and/or positively altered the form of services. Applicants must show how their contributions affected public policy, practice, or theory.
 5. *Personal Goals*: Evidence of ability and interest in supporting the goals of the Division. Participation and leadership in associations/organizations relevant to psychological practice. Outstanding service on APA Boards and Committees that relate to practice.
 6. *Recommendations*: Three letters of endorsement from current APA fellows are required. Of the three endorsers, two must be fellows of Division 42 and the third may be a fellow from any division.
- b. Members, Affiliate Members, and Student Affiliate Members (See section on Membership Management):
- i. The minimum qualifications for application to the category of member and affiliate member shall be:
 - ii. Doctoral-level psychologist.
 - iii. Demonstrated interest in either: (1) the independent practice of psychology or (b) current engagement in processes preparatory to the independent practice of psychology, including attainment of the applicable state, provincial, or territorial certification or licensure.
 - iv. New members and affiliate members will pay the assessment fee of \$65.00 upon joining and yearly thereafter.¹⁸
 1. Affiliate Members shall be limited to attending and participating in the meetings of the Division, to receiving its publications and participating on its e-lists and other electronic forums, and being appointed to and serving on committees and other work groups of the Division as established and specified in Article VII of the Division Bylaws.

¹⁸ Assessment History: \$65 (2016), \$50 (2004), \$42 (1997), \$25 (at least since 1989)

2. Affiliate Members of the Division may not vote in Division elections, nor hold an elected position in the Division.
- v. Student Affiliate Members: Student affiliates may remain in this category of membership for the duration of their enrollment in a doctoral program. The minimum qualifications and limits for application to this membership category shall be:
 1. Current enrollment in a regionally or nationally accredited doctoral program that qualifies its graduates to be eligible for psychology licensure.
 2. Expressed interest in establishing a career in the independent practice of psychology.
 3. New Student Affiliates will pay the assessment of \$25.00 upon joining and yearly thereafter.

B. Membership Management: The Division has contracted with APA's Member Services to manage the Division's membership database, including affiliate and student affiliate databases. This contract between the Division and APA is renewed annually; therefore, the services provided may change from time to time if agreed upon by both parties. APA determines its fees for services based on the size of the Division's membership. APA sends the contract renewal annually and the Division's treasurer and president review and sign the contract. APA also sends invoices annually. Under the agreement, APA provides the Division with the following services:

- a. APA manages all new members, regardless of category for Division. There is a link on the Division 42 website <https://division42.org/membership/> for new members to use to join the Division.
 - b. APA processes all membership dues payments and applications. Each applicant receives a receipt with contact information that takes them directly to the Division 42 website, where the applicant will have access to a welcome letter with instructions on how to join the listserv, website, and about benefits the Division offers.
 - c. APA sends monthly membership reports to the Division from the Accounting, Division Services, and Membership departments.
 - d. APA sends the Division monthly direct deposit reimbursements with a listing of the new members by category and fees paid.
- C. Vendor Contracts:** The Division shall review the Division Administrator's contract and/or other contracts of other contractors or vendors for the Division on an annual basis.
- a. Each year, in June, before the creation of the draft budget for the following year, the Board of Directors will conduct a review of the Division Administrator's contract. This review will occur annually, even if the Board of Directors has opted to grant the Division Administrator a multi-year contract. The Board of Directors may, at its discretion, empower the Executive Committee to review the Administrator's contract annually and make recommendations to the Board of Directors. The contract will be reviewed in executive session at the annual meeting of the Board of Directors and, if approved, signed by the President and Treasurer at that time. The Board of Directors may, at its discretion, request a multi-year contract with the Administrator.

- b. Other vendor contracts shall be reviewed annually, either before the creation of the draft budget or by the Division's August Convention meeting when the draft budget for the following year is approved. This review will occur annually, even if the Board of Directors has opted to grant the vendor(s) a multi-year contract. The Board of Directors may, at its discretion, empower the Executive Committee to review the vendor(s) contract. The contract will be reviewed in executive session at the annual meeting of the Board of Directors and, if approved, signed by the President and Treasurer at that time. The Executive Committee may, at its discretion, offer a multi-year contract to one or more vendors.

D. Legal Policies

- a. APA/ASME Guidelines: The APA/ASME Guidelines (The following material is adapted for Division use from the APA Handbook for Division Officers).
 - i. Standards, Guidelines, and Credentials. In order to comply with applicable legal precedents, extreme care is necessary in the development of standards, guidelines, or credentials that affect economic interests or competition. When Division actions might have effects upon scope of practice or modes of practice, compensation or reimbursement, professional engagements or positions, assignment of tasks or titles, or other economic or competitive factors in psychology, antitrust laws and court rulings are implicated.
 - ii. Standards, guidelines, or credentials must be reasonable. Reasonableness can be enhanced by circulating the proposed standards, guidelines, or credentials for comment by those who will be affected. The final versions should reflect, to the extent practicable, the consensus of opinion of those affected by the standards, guidelines or credentials, after review and consideration of all comments received.
 - iii. Standards, guidelines, and credentials must state who is authorized to interpret them, such as the Council of Representatives, the Board of Directors, other Boards, Committees, Divisions, or their authorized representatives. Interpretations must be issued in writing. Extreme care must be used in formulating any statements regarding standards, guidelines, or credentials which are expected to be relied upon by APA members or by others, whether or not there are specific enforcement mechanisms related to the standards, guidelines, or credentials.
 - iv. Correspondence and Statements. Official correspondence and statements, whether issued explicitly or implicitly by or on behalf of APA, or a body integral to APA, must be approved in advance.
 - v. Approval can be either by the entire body responsible for the correspondence or statements, e.g., an APA Board or Committee has voted on a resolution to issue correspondence or statements, or by the highest level of volunteer leadership or staff leadership involved, such as the Chair of a Board or Committee or the chief staff official responsible for the Board or Committee, if the body has delegated authority to those individuals. The correspondence or statements must then be limited to

- what has been authorized and must be within the scope of duties of the volunteer or staff leadership.
- vi. Other correspondence or statements must not be on APA letterhead and, if they could possibly be interpreted as issued by or on behalf of the Association or a body integral to the Association, must include a disclaimer indicating that they are not made by or on behalf of APA.
 - vii. Meeting and Conflicts. All meetings of APA or bodies integral to APA must be scheduled in advance if practicable, have agendas circulated to attendees in advance, be open if practicable, and have written minutes prepared and circulated to attendees.
 - viii. Conflicts of interest are subject to separate APA guidelines on that subject. These guidelines were approved in June 1992, by the Board of Directors of the American Psychological Association. The original version of the "ASME Guidelines" was approved by the APA Board of Directors and published in 1985. Any questions about the "ASME Guidelines" should be addressed to the APA Executive Office.
- b. Legal Contracts: Legal contracts of the Division are maintained by the Central Office. No officer, Board member, or member of the Division is authorized to enter into any verbal or written agreement committing the financial resources of the Division without prior authorization from the Board of Directors.
 - c. Liability: The Division officers are covered under APA's Director's and Officer's Liability Insurance and will cover any deductible in the event a suit is brought against any of the Division's officers or Board of Directors members, while such persons are engaged in the conduct of Division business. The Officers of the Division include the President, President-Elect, Past President, Secretary, and Treasurer.
 - d. Indemnification Policy: In the event of a legal action or claim against Division 42, the American Psychological Association ("APA") and/or certain named individuals (Division 42 elected and appointed individuals) resulting from the conduct of the business of the Division, including its publication and internet activities, the Division's Board of Directors shall conduct itself as follows:
 1. To the extent that the action or claim against one or more of the certain named individuals is covered by insurance obtained by APA, it shall be the policy of the Division to reimburse such named individuals who are covered by such insurance, for any self-insured retention amount (sometimes referred to as the "deductible amount") for which said individual may be liable, so long as the alleged misconduct was not knowingly or intentionally wrong, wanton, willful or reckless, or grossly negligent.
 2. The Board's decision to reimburse its individual agents beyond funds available to them through insurance shall in each case be based upon the Board's considered evaluation of any such instance, but in the absence of a finding by the Board that there has been unauthorized wrongdoing, negligence or wanton, willful or reckless conduct on the part of its agent, or that such a payment would contravene the restrictions under which APA operates as a non-profit organization, such reimbursement shall not

capriciously be withheld. In no event, however, shall any assets of the Division itself, and the expenditure of Division funds for reimbursement of named individuals for any particular occurrence or legal action exceed \$100,000. The policy of Division 42 to reimburse is solely the policy of the Division. It is not a policy or undertaking of APA, and payment pursuant to this policy will be made only from Division 42 current assets and not from any other source.”

E. Financial Policies and Procedures

- a. Fiscal Operating Policies of the Division: Division 42 shall maintain two reserve funds; The Operating Reserve and the Strategic Projects Reserve¹⁹.
 - i. The ***Operating Reserve fund*** will function as a reserve fund of approximately one year's operating budget. The operating reserve fund should equal the average of the last five years' actual operating budgets plus an additional 20% of that average. This account was previously termed the long-term reserve account.
 - ii. The ***Strategic Projects Reserve fund*** will include funds in excess of the operating reserve that will be set aside to support strategic initiatives requiring funds that fall outside of the operating budget.
 1. Strategic projects are described as those deemed unique in nature and holding high value for the Division's membership. No more than 20% of the strategic reserve balance should be expended in any given budget year. Use of these funds requires a two-thirds (2/3) vote of the Board of Directors as prerequisite to expenditure.
 - iii. No officer or Board member is authorized to enter into any verbal or written agreement committing the financial resources of the Division without prior authorization from the Board of Directors.
 - iv. Joint ventures with other APA Divisions or organizations that have fiscal implications are to be reviewed by the Treasurer prior to presentation to the Board of Directors for action.
 - v. If an event is sponsored jointly with another Division, only those expenses that have been budgeted and previously authorized by the Board will be reimbursed. There must not be any double billing of expenses.
- b. Fiscal Policy for Operating Expenses and Investments
 - i. The Division Administrator has access to information about all fiscal matters of the Division including investment accounts, operating accounts,

¹⁹ Historical Note: The Division's original fiscal operating policy required ten percent of the Division's income be set-aside in a reserve fund. This reserve fund accumulated until it equaled at least one year's operating expenses and it was maintained at that level. In 2009, the Board voted to have the Reserve Fund notated on the financial statements as two levels of funds: Operating Reserve Fund and Strategic Projects Reserve Fund. The money is all in one investment account to obtain a higher yield of return. The allocation of the funds was specified by policy (2009). Disbursement from the reserve funds (both Strategic and Operating) requires a two-thirds (2/3) affirmative vote from the Board of Directors. Only low-risk investments shall be used for Division 42 funds.

and any other financial information relevant to the Division. The Division Administrator receives and archives investment statements. The Division values financial transparency and expects the Treasurer to make regular detailed reports of all division funds to the Board.

- ii. The Division Administrator maintains the Division's checkbook and is authorized to write and sign checks. In order to manage expenditures efficiently and keep track of expenditures effectively, only one person handles the checkbook and signs checks.
 1. If the Division Administrator becomes incapacitated for a period of time, the Treasurer or the Board officer appointed by the Board as the signatory on the Division's accounts will also sign checks for those expenses previously budgeted. Steps must be taken with the financial institution to add this newly assigned signatory as a signer on the account.
- iii. The Division Administrator may not deposit, move, or withdraw money that is in the Division's investment portfolio without authorization of the Treasurer or other Board-appointed designee. It is at the Board's discretion to provide greater or more limited authority to manage Division funds without prior authorization of the Board.
- iv. Upon the election of a new officer to the Division, the Division Administrator and/or Treasurer will circulate the required financial documents to obtain the signatures of Division officers (i.e., President, Treasurer, and Secretary) authorized to manage the investment account on behalf of the Division in the coming fiscal year beginning on January 1.²⁰ Once signed, the documents will be returned to the Division Administrator who will compile all the forms and forward them to the financial institution.
- v. The Treasurer oversees the operating accounts and investments and receives copies of statements of all financial activities of the Division.
- vi. The Treasurer may sign checks to cover previously budgeted operating expenses if the Administrator is incapacitated and only when so authorized by the Board of Directors or a Board-approved designate.
- vii. The Treasurer works with the Finance Committee to make recommendations to the Board regarding maintaining, depositing, moving, and withdrawing money from the investment accounts.
 1. A two-thirds (2/3) vote of the Board is required to withdraw money from the strategic projects reserve fund.
 2. Majority approval of the Board is required to move money into investment accounts.
- viii. The Treasurer and the Division Administrator deposit, withdraw, transfer, and ensure that all Division accounts are adequately secured. Withdrawals or transfers in excess of \$30,000 require approval by the Administrator and an Officer or 2 Officers in the absence of the Administrator.

²⁰ Financial institutions require a current "Corporate Resolution," which specifies the organization's officers authorized to move funds within the account. Since the Division has, at least, one new officer each year and may also have a new Finance Committee Chair, this form should be updated annually.

- ix. Two authorized signatures are required to withdraw money from investment accounts. However, the Executive Committee may, at its discretion, authorize the Division Administrator to transfer monies to the cash account to manage the ordinary business of the Division.
 - 1. Authorized signers are the Treasurer and the Secretary of the Division. In the case of incapacity of one of these signatories, the President may be one of the signers.
 - x. The Finance Committee works with the Division Administrator and Treasurer to develop the annual budget for the Division.
 - xi. The Treasurer has online access to the Division's account and regularly reviews investment information.
 - xii. The Finance Committee oversees investments and works with the Treasurer to make recommendations to the Executive Committee and the Board.
 - xiii. The Finance Committee, working with the Treasurer, makes recommendations about specific investment instruments for approval by the Board.
- c. Fiscal Planning Procedures: The Treasurer and the Finance Committee have responsibility for the development of budget recommendations for presentation to the Board of Directors. The budget period runs from January 1 to December 31 of each calendar year.
- i. The Division Administrator, upon the advice of the president of the Division, creates a draft budget in the spring, which may include allocations for the president-elect's initiatives. The Division Administrator then presents this draft budget for review.
 - ii. The Treasurer shall convene a meeting of the Finance Committee and the Division Administrator by June before the annual Board meeting. The Treasurer and Finance Committee shall review the existing fiscal year budget and expenses and discuss any needed revisions to the budget based on the financial position, needs of the Division, and/or special projects (e.g., donation to support the biennial Multicultural Summit; presidential initiatives, and/or interdivisional projects).
 - iii. The Treasurer and Finance Committee develop the budget by reviewing and projecting income from dues, grants, investments, journal income, and revenue from products and services.
 - iv. The Treasurer shall report on the current status of the assets, budget, and investments at every Board meeting.
 - v. Expenses are determined by fixed operational costs and requests for funds from committees and task forces.
 - vi. The projection of dues income for the budget is based on the amount collected by the Division for the most recent past fiscal year and any relevant patterns in membership within the Division and the APA.
 - vii. At the completion of the Finance Committee meeting, the assembled members shall approve a draft/preliminary budget to be presented to the Board at the annual Board meeting, which typically takes place in August.

- viii. A preliminary budget will be included in the Board's annual meeting agenda book.
- ix. The Treasurer shall present the draft/preliminary budget to the Board of Directors for approval at the annual board meeting. The Board may amend the budget by majority vote to tap Operating Reserve Funds. The Treasurer may reallocate budgeted funds within any year as needed to sustain operations.
- x. Unbudgeted emergency allocations²¹ may be made at a Board meeting for a proposal that has not gone through the above budget review process. However, the Board must pass the motion by a two-thirds (2/3) vote that the situation leading to the request is an emergency before the request is considered at the Board meeting.
- xi. The Treasurer shall submit a proposed final annual budget to the Board for deliberation and approval at the Midwinter Board meeting.
- xii. The Division shall make the approved budget available to its members.
 - 1. In accordance with the Division's bylaws, the approved budget is presented at the annual meeting and shall be available to those members who attend. It shall also be published through the Division's communication media (e.g., the membership side of the Division's website and/or the IP). The summary includes a statement; however, any member may request a copy of the complete budget from the central office. A link to the website may also be published on the membership listserv.
- d. Reimbursement Policies: In general, the Division reimburses elected voting board members, in accordance with these enumerated reimbursement policies, who attend the Winter Board Meeting. The Division president may elect to invite other committee members, non-voting board members, or other guests integral to the president's initiative and/or the Division's projects, to the Winter Board Meeting. Individuals whom the president invites to the Winter Board meeting will be reimbursed in accordance with these enumerated reimbursement policies. Limited reimbursement is provided for the Division president, the program chair, and student and early career psychologist representatives who attend the annual board meeting, which pursuant to the Bylaw, occurs at the APA Annual Convention.
- e. General Reimbursement Policies
 - i. Reimbursement for newly-elected Board member designees who attend required meetings, including meetings required by APA, shall correspond to the reimbursement given to those currently holding the corresponding office, in accordance with these enumerated reimbursement policies.

²¹ Historical note: In 2001, by vote of the Board, the Division maintained a contingency fund that was distributed by majority vote of the Board. Contingency funds were available for the following purposes: new projects that arise in the middle of the budget year, expanding the work of currently funded projects, and unanticipated expenses and emergent issues. Whenever the Board approved a new project for a subsequent year, funding was provided from the contingency fund until the project could be funded in the next budget. The board has since developed two reserve accounts that may be used to address any additional funding needed for existing projects.

- ii. Reimbursement of expenses not already contained in the budget will require a two-thirds (2/3) affirmative vote from the Board of Directors.
- iii. Requests for reimbursement must be made no later than 90 days after the expense is incurred.
- iv. Receipts are required for reimbursement of \$25.00 or more. Reimbursement for expenses incurred in excess of \$25.00 where no receipt is submitted will be paid only if approved by the Finance Committee. IRS rulings require us to request original receipts as documentation for reimbursement. Original receipts may be mailed, faxed, or sent by electronic mail to the central office. In some circumstances, a form Federal Tax Form #1099 may be issued in accordance with IRS rulings.
- v. In the event that a Board member or Committee Chair who is invited to attend a Board meeting arrives at the meeting too late to attend the Board meeting because of unavoidable transportation delays, the member will be reimbursed for the cost of transportation if appropriate receipts are provided in a timely fashion as enumerated in these reimbursement policies.
- vi. Specific Policies²²
 - 1. Annual meeting of the Board at APA Convention: Although the annual summer Board meeting may be held in conjunction with convention, Division 42 does not pay expenses for attendance at the Annual Convention *except*:
 - a. When an Executive Committee meeting is held before the Convention officially opens, extra hotel and per diem expenses will be reimbursed.
 - 2. The President shall be entitled to reimbursement for a one-bedroom suite and per diem for the duration of the convention, including days for any Board meetings and days of the regularly scheduled program.
 - 3. Division 42 will reimburse the Student and ECP Board Representatives for travel, hotel, and per diem for the number of days required to attend the Board meeting, when it is held in conjunction with the APA convention.
 - 4. The Program Chair will be reimbursed for hotel and per diem for the duration of the convention.
 - 5. Annual Midwinter Board Meeting: Board members, members included at the President's request, and other guests invited by the President to attend the Annual Meeting shall be eligible to receive reimbursement.²³

²² Historical Note: In 2012, at its Midwinter Meeting, the Board voted to approve a motion that the Division will not provide free alcoholic beverages at Division-sponsored events.

²³ Historical Note: The minutes from the Board meeting in 2012 indicate that the Board decided to give the president discretion to invite the IP editor, Internet Editor (now known as the Website Editor and Webmaster), and their associate editors in the same category as committee chairs and make reimbursement contingent on need as evaluated by the President in the context of the agenda.

- i. Travel shall be reimbursed for the least expensive airfare and ground transportation to and from airports or for the use of a personal car at the IRS mileage rate and for parking costs.
 - ii. Hotel and per diem expenses will be reimbursed for the number of days required for meeting attendance, generally up to a maximum of two days.
 - iii. Per diem rate may be proposed by the Treasurer and approved by the Board annually. The President, in consultation with the Treasurer, determines the reimbursement policy for Committee and Task Force Chairs.
 - iv. Reimbursements are made at the single room rate (plus tax). Those bringing their spouses or families must pay any additional amount charged.
 - v. The President may be reimbursed for the cost of a room up to and including a one-bedroom suite plus per diem for the duration of the Midwinter and summer board meetings.²⁴
 - b. Receipts are required for all reimbursements. When Board members also are reimbursed by another Division, reimbursement shall be shared; there must not be any double billing for reimbursement. Cost of the lowest airfare shall be shared by the Divisions involved. Hotel charges and per diem are paid by the Division(s) requiring the member to arrive early or late.
2. Executive Committee Meetings: The President, President-Elect, President-Elect-Designate, Past President, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, collectively referred to as the Executive Committee, may elect to have a meeting in advance of any face-to-face meeting. If such a meeting is approved by the Board and held face-to-face (i.e., non-virtual meeting), then the approved attendees will be eligible to receive reimbursement for their expenses in connection with attendance at meetings of the Executive Committee.
 - a. There will be a maximum per diem of \$100.00 (see policy under food) for meals.
3. APA Council of Representatives Meetings: The Division reimburses its Council Representatives and Council Representative designates, who have not previously served on the Council, for per diem and hotel expenses incurred representing the Division at the winter meeting of Council, if APA does not cover them.
 - a. Travel is paid by APA and should be billed to APA, except that Division 42 shall reimburse any APA Council. Representatives-

²⁴ Historical Note: The minutes from the Board meeting in 2012 indicate that the Board, in an effort to streamline costs for the Annual and Midwinter Board meetings, gives the Division president the discretion to reserve a room up to and including a one-bedroom suite, which will be eligible for reimbursement under this section of the policy.

- designate for the transportation costs that APA pays for seated members of Council.
- b. The Division reimburses the Council Representative who serves as a liaison between the Council of Representatives and the Executive Committee for any extra expenses that may be incurred in order to attend any face-to face (i.e., non-virtual) Executive Committee meeting in accordance with the reimbursement schedule of the members of the Executive Committee.
 - c. The Division pays for the dues for one caucus for each Council Representative. The Council Representatives will pay any additional caucus dues.
4. Committee Meetings: To the extent that a chair of a continuing committee has submitted a budget to the Board for the review and the budget has been approved by the vote of the Board, the cost of necessary meals at working Committee meetings will be charged to the Committee budget, and each Committee shall be required to stay within its budget.
 - a. Ordinarily the Division will not provide financial support for face-to-face meetings if any other less expensive method of communication may be used to accomplish the Board-approved work of the committee. If a meeting and the budget request to support it are approved by the Board, the Division will reimburse Committee Chairs, Committee members, and any invited guests, for attendance at approved meetings only within the limits of that Committee's budget.
 5. Division Administrator: Travel by the Division Administrator for the Division is reimbursed as follows: airfare, ground transportation, hotel, and per diem are covered at the same rate as EC travel. When the Division Administrator travels for the Division, the Division Administrator will be reimbursed for reasonable daily business expenses required to accomplish the Division's business.
 6. Invited Speakers: When the Division invites speakers, it is strongly encouraged that individuals are sought from the local area or will be at the site independent of the Division 42 event in order to minimize the cost to the Division for travel. In the event that the speaker needs to travel, the reimbursement for airfare, hotel, and per diem will follow the guidelines outlined in this manual. Speakers are reimbursed only for the number of days that is necessary to make their presentation.
 7. Liaisons: The Division reimburses liaisons to other organizations and groups approved by the Board for appropriate expenses incurred during the discharge of their required duties.
 8. Members-at-Large: The Division reimburses Members-at-Large for reasonable travel, lodging, meals, and/or other appropriate expenses incurred during the discharge of their required duties. Members-at-large designees are welcome to attend Board meetings at their own expense unless specifically invited by the president.

9. Funding for Groups Outside the Division: The Board may, at its discretion, vote to participate in an affiliation and/or joint project with other Divisions, groups, and organizations when such collaboration forwards the priorities of Psychologists in Independent Practice. When such an affiliation or joint venture is approved by the Board, the Board or initiator of the proposal may provide the Board with a detailed budget to support the proposed initiative.²⁵ For example, the Board has a history of supporting the Multicultural Summit and has, on a biannual basis, included a budget line item to provide a financial contribution for the summit.
- ii. Reimbursement Categories
 1. Transportation
 - a. Air Travel: Airfare is reimbursed at the least expensive cost. Those traveling for the Division are expected to book airfare sufficiently in advance to secure any available discounted fares. It is understood that fares may vary by season and location. Nevertheless, it is requested that prior to booking a fare over \$600.00 USD, the Treasurer be apprised, as part of the Treasurer's fiscal responsibility to the membership, with documentation that this is the lowest fare available.
 - b. Car: When a personal car is used for transportation instead of airfare, the reimbursement rate shall be consistent with the IRS allowable, plus tolls where receipts are provided. Car rental will be reimbursed only if renting a car proves to be cheaper than other forms of transportation.
 - c. Local Transportation: Local transportation and parking related to Division 42 business will be reimbursed.
 2. Lodging: Hotel bills for nights of required stay at the specified billed rate for single lodgings or the proportional amount of shared lodgings will be reimbursed. There will be no reimbursement for incidentals charged to hotel rooms, unless those incidentals are for Division 42 business. In practice, the Division has paid for lodging directly instead of Board members paying for lodging and then being reimbursed.
 3. Food: The per diem is \$100.00 per day to include all food and transportation to restaurants. Board members should consider the following spending guidelines as stewards of the Division's finances. Maximum reimbursement for dinner is \$60.00. If the Division provides breakfast, the maximum reimbursement for that day would be adjusted to \$75.00 for that day. If the Division provides lunch, the maximum reimbursement for that day would be adjusted to \$75.00. If the Division provides breakfast and lunch, the maximum reimbursement for that day would be adjusted to \$60.00. If the Division provides dinner, the maximum reimbursement for that day would be adjusted to \$50.00.

²⁵ Historical Note: In January 2005, the Board voted to approve a motion that allocations be made for only one budget cycle and do not carry any expectations for future funding.

4. Other Reimbursable Items: Reimbursement for secretarial help, copying, stamps, and phone calls is made only when authorized by the President of Treasurer and only when conducting official business for the Division. Such expenses are reimbursed only to the maximum amount budgeted and must be supported by receipts.
- f. Gift Giving Policy: The following guidelines should be used when the Division wishes to give a gift.
 - i. Executive Committee Authority: The Executive Committee shall have the authority to determine whether to send a gift to the member from the entire Division, the appropriate gift to send (e.g., flowers, a contribution to APF or some other appropriate charity, gift baskets, cards etc.), and the appropriate amount to be spent on the gift. The funds for these gifts shall come from the *Gifts and Contributions* line item.
- g. Gift Giving Guidelines: A gift and card shall be given on behalf of the Division to any Board member who has suffered a serious illness, has a death in the immediate family, experiences the birth of a child or adopts a child, or enters a formalized committed relationship.
 - i. It shall be at the discretion of the Executive Committee to give gifts according to these guidelines to anyone else who has contributed greatly to the Division.²⁶
- h. Guidelines for Division Board Meetings: The Board of Directors will hold at least two meetings per year, as specified in the Division Bylaws. If the meeting is held in conjunction with the annual convention of the American Psychological Association, it shall be scheduled (a) prior to the Division's membership meeting/awards social and after the Council of Representatives Meeting²⁷.
 - i. Meetings of the Board will be open to all members except such times as a majority of the Board of Directors declares an executive session for the purpose of reviewing confidential matters of personnel or of receiving or discussing legal counsel.
 - ii. A majority of the voting members of the Board of Directors shall constitute a quorum. Each elected member of the Board of Directors present at a meeting shall have one (1) vote, except for the President who votes only to break a tie, and no member may vote by proxy.
 - iii. Ordinarily, the Board will conduct business at regularly scheduled face-to-face meetings or by conference call or via virtual platform (e.g., Zoom).
 - iv. The president has the discretion of submitting for vote by email, any business items the president deems important to the goals and functioning of the Division or when time is of the essence²⁸. However, if any three

²⁶ Historical Note: The Board voted at its February 2010 to give the Executive Committee the authority to apply these guidelines to individuals who are not specifically listed in these policies.

²⁷ Note at the time of this policy and procedures amendment, the APA Council of Representative Meetings at APA Convention occurred Wednesday through Friday of Convention. Additionally, Division Board Meetings are typically held on Saturday of Convention week.

²⁸ APA is organized under the laws of the District of Columbia and by law it and its divisions cannot make decisions in a setting other than those in which all of the board members can hear one another speak on the topic to be decided. Therefore, divisions should consider carefully the importance and sensitivity of an issue being decided

members of the Board respond to such a request for a vote with a request that the matter requires and should be held over for Board discussion, voting shall be suspended until either a conference call of the Board can be scheduled or until the next face-to-face meeting of the Board.

- v. As noted, the Board of Directors may conduct meetings and transact certain kinds of business via conference calls or email, and may cast ballots by facsimile, electronic mail, or other media. Those matters that require Executive Session should not be conducted by email for reasons of confidentiality. Further, it is recommended that all Board members have email capabilities to conduct Board business. Policy regarding use of evolving forms of media requires two-thirds (2/3) vote by the Board. Any decisions made by the Board in a format other than a face-to-face meeting shall be subject to subsequent ratification during a face-to-face meeting.
- i. Policy on the Format and Structure of Board Meetings
 - i. The President, in collaboration with the Division Administrator, will initiate a call for agenda items for the Board meetings to all members of the Board of Directors and to all Committee Chairs 3-4 weeks in advance of any Board meeting to allow development of the agenda and necessary supporting documents and delivery of agenda books to participants at least 1 week prior to the forthcoming meeting.
 - ii. The agenda shall be divided as follows: 1) action items containing resolutions to be debated and voted upon by the Board and 2) information items.
 - iii. At the opening of each meeting of the Board, the President shall set the order of the agenda and shall propose a consent agenda.
 - iv. Any Board member may request that any agenda item be moved to the action agenda, from either the consent or information agenda.
 - v. Ordinarily, Committee reports will not be discussed by the Board, except those portions that may contain rationales for action items proposed by a given Committee.
 - vi. The President shall review Committee reports, their salience to the Board's activities, and any proposed action items in arriving at a decision about which Committee Chairs shall be invited to attend the first Board meeting of the year. The reimbursement guidelines regarding reimbursement for invited guests should be reviewed. However, the President, in consultation with the Treasurer, may, at their discretion, determine the reimbursement policy for Committee and Task Force Chairs for the first Board meeting of the year, in keeping with good financial stewardship of the Division.
 - vii. In preparation of minutes for any meeting, the moving parties may be asked to prepare draft minutes for their motions.
 - viii. The minutes of meetings of the Board of Directors should be inclusive and checked for accuracy by the members of the Board of Directors,

and use a face-to-face, telephone, or web-based meeting for all but the most routine matters. If a vote of the division's executive committee/board of directors is done by email, everyone must vote, and unanimous approval is required. <https://www.apa.org/about/division/officers/handbook/index> - APA Division Handbook, Chapter 1: Divisions and the American Psychological Association.

respectively, through votes for ratification of the minutes of the most recent meeting at the beginning of the subsequent meeting of the Board. If the Executive Committee holds meetings throughout the year, minutes of those meetings shall be included in the Board's agenda.

- ix. Personnel and legal matters shall be discussed in Executive Session. Any actions which result from Executive Session shall be made part of the written record of the meeting; however, the contents of the Executive Session discussion shall be held confidential by all parties.
 - x. Should the Division engage in an action which it subsequently believes to have been inappropriate, it shall immediately write a retraction and notify all affected parties.
 - xi. Any member of Division governance with a possible conflict of interest on an issue should not participate in the discussion or in the action on that issue.
 - j. Guidelines for the Conduct of Members of the Division 42 Board of Directors and Other Members of Its Governance Structure
 - k. With the exception of the adoption of dues and assessments, if the Board of Directors adopts a policy or takes some action that may affect the economic interests of the Division's membership and the decision is disputed by a member, the decision shall be reviewed by APA's Committee on Legal Issues (COLI), APA Legal Counsel and, when necessary and by vote of the Board, the use of outside counsel.
- F. **Public Statements:** Public statements include, but are not limited to, statements made on listservs and during Division/APA sponsored presentations.
- a. Only authorized Division representatives, as described in the next section, may respond to public inquiries or to inquiries from other organizations about the Division's actions or policies.
 - b. The Division President, upon consultation with the Board of Directors and the Executive Committee, may authorize representatives to speak on behalf of the Division or may authorize a certain statement or policy to be issued on behalf of the Division. However, policies developed by the Division must be vetted by the APA Office of General Counsel and must have language to indicate that the policy is not APA policy.
 - c. Members of the Division's governance structure should be particularly careful in making public statements about issues or about the policies and actions of the Division. Unless authorized to make such a statement, they must note in their communications that statements made, and positions taken are those of the individual and do not necessarily correspond to those of the Division.
 - i. For example, each year the Division allows APA presidential candidates to seek its endorsement (see APA presidential endorsement policy). While the Division Board may vote to provide a particular candidate with its endorsement, some officers and/or members of the Board may be in favor of a non-Division endorsed presidential candidate. In this case, governance members who may support and/or be involved in the campaign for another candidate may wish to clarify that they are speaking

only on their own behalf when making statements of support in a public forum.

- ii. Communication to a person outside of Division governance and/or interpretation of the policies or actions of the Division may only be issued by authorized representatives, as directed by the Division President.
- iii. Stationery and/or the official logo of the Division will be issued only to those individuals who acknowledge that they have read the Division guidelines regarding antitrust and who agree to abide by them. Furthermore, members of the Division Governance Structure should not use Division stationery and/or official division logo for any matter for which they have not been authorized. They further agree not to permit the use of Division stationery and/or logo by anyone else other than themselves.

G. Social Issues Policy²⁹:

- a. The purpose of this policy is to provide a procedure for the Board of Directors of Division 42 for determining when to recommend that Division 42 take a public position on a social or public policy issue.
- b. Goal: To promote public policy that protects and advances the profession of psychology, our members, consumers, and addresses compelling public policy issues that may have an impact on psychology and the business of practice.
- c. Objectives: 1) To determine if a position should be taken on issues in the public discourse or as requested by Division 42 members; 2) To formulate positions on significant social and cultural issues; and 3) To educate and inform Division members on issues that impact psychology and the business of practice.
- d. It is important for Division 42 to consider requests for taking public positions on a case-by-case basis, recognizing that the Division may have valuable input to further the public discourse. Such public positions should be informed by careful analysis of our ethics, research, and the general domain of psychological knowledge. The criteria that Division 42 leadership (Division Presidential Trio and a member of the Diversity Committee) will recommend to the Division 42 Board of Directors whether the division should take a position on a social or public policy issue include, but are not limited to, the following:
 - i. Does the need for a public position address definitional issues of established ethics or professional standards or guidelines? If so, the question is most appropriately addressed by APA.
 - ii. Does the public position conflict with the positions of APA or our code of ethics?
 - iii. Does our psychological knowledge base support a clear and/or meaningful contribution to the discourse?
 - iv. Does the public position promote the profession of psychology balanced with benefit to members?
 - v. Does formulating a public position require a disproportionate use of our resources?

²⁹ Historical Note: The board unanimously approved this policy at the August 2019 Board Meeting.

- vi. Could providing psychological knowledge inform the discourse without Division 42 taking a particular position on the issue (i.e. serve an educational function rather than an authoritative attempt to resolve the issue)?
- vii. Does taking a public position have a detrimental effect on our advocacy efforts?
- viii. Does taking a public position in this matter have a detrimental effect on our members or a particular subset of our membership?
- ix. Does taking the position in question demonstrably support the science and practice of psychology and/or those served by the profession?
- x. Does taking the position in question primarily support a political agenda that is unrelated or tangential to the profession of psychology and the people served by psychologists in practice?
- xi. Is the position antithetical to an official position APA has taken?
- e. Process:
 - i. The group will notify the group or individual requesting a public statement the process and timeline that Division 42 will be used to evaluate whether to make a public statement.
 - ii. The group will review the above questions and literature to determine whether to make a recommendation to the Division 42 Board of Directors to publish a public statement.
 - iii. The group will make a recommendation to the Board of Directors.
 - iv. The group will respond to the group or person requesting the statement on the Board of Directors' decision.

H. Policy Regarding Endorsement of Candidates for APA President-Elect³⁰

- a. It shall be the policy of the Division of Independent Practice to consider endorsing one or more candidates for APA president-elect in response to the request(s) of the candidate(s). There is no requirement that the Division endorse candidates for each election. The decision to endorse one or more candidates will be made by a majority vote of the Board of Directors.
- b. As soon as the nominees are known, all candidates for APA president-elect will receive notification from Division 42 of the opportunity for endorsement. Attached to the notification will be a list of questions that each candidate who requests endorsement must complete. The answers to each question should not be longer than 150 words. Requests for endorsement and the accompanying responses to all of the questions must be returned to the Division 42 Administrator no later than June 15 of the year of the election.
- c. Candidates who do not submit a written request or responses by June 15 will not be considered for endorsement.
- d. The current Division 42 Past President will chair a work group, along with two other voting Board members, to review the submitted material thoroughly. Prior to the endorsement process by the Board, the work group will publish to the Division 42 website candidates' responses to questions as related to our endorsement procedures. Candidates who decline to have their information

³⁰ Historical Note: The Board of Directors has voted to revise this policy in 05/2012, 05/2015, and 02/2017.

published or who do not submit information will not be considered for endorsement by the Board. The work group will make recommendations to the Division 42 Board in July either via conference call or board listserv with reasons for their decisions, including why they are not recommending endorsement of any candidates.

- e. All responses will be provided to the Division 42 Board for discussion at the August (APA convention) board meeting.
- f. The Board may endorse candidates on the basis of their responses and their demonstrated investment and contributions to the advancement of independent practice. If the Board decides to endorse more than one candidate, the candidate(s) may be endorsed equally (co-endorsed) or ranked in endorsement by a majority vote of the Board.
- g. A rationale for each endorsement, written by the past president and endorsed by the Board, will be placed in the IP, the Division 42 website, and the Division listservs as quickly as possible after the Board's decision. The ranked candidates' photos will also appear prominently in the IP with a statement of the Division's endorsement. Endorsed candidates' responses to the questions will be published by the Division in the *Independent Practitioner* (IP) and on the Division website after the Board's endorsement process has been completed. In addition, all candidates endorsed by the Division will be invited to submit an article to the IP about practice-related issues. This will be accompanied by a headshot and brief author biography with an indication that the author is running for APA president-elect.
- h. The Division will not provide financial support to any candidate.

I. Nominations and Elections

- a. Division nominations and elections shall conform to the requirements of the Bylaws and policies of the Division, and the provisions of the Bylaws of the American Psychological Association and shall be completed by the dates specified by APA. Members of the Committee on Nominations and Elections shall not themselves be candidates for office in the year they serve as Committee members.
- b. Call for Nominations³¹: The Call for Nominations will include a statement letting prospective nominees know that, if elected, they may be asked to serve in one of the following areas: Program, Membership, P&C, Advocacy, or other governance positions that the Board deems appropriate. The number of individuals entered into the "pool" will be dependent on the number of Board vacancies in a particular year.
 - i. The announcement, which will be posted on the website, with a link posted on the listserv, will include a description for the position of chairs of the aforementioned areas.
 - ii. Those individuals who agree to accept the nomination will sign a statement indicating that they have read the descriptions and, if elected, agree to serve in one of those areas, based upon the discretion of the President-Elect.

³¹ Historical Note: This policy was approved by the Board in 2017

- iii. The incoming President-Elect agrees to choose his or her committee leaders (e.g., chair, chair-elect) from the “pool” of those elected applicants, with consideration for the individual’s experience with the elected committee.
 - iv. If appointed by the President-Elect as chair of a committee, that individual will serve the term associated with the position, as articulated in the bylaws, and will be notified of the start and end of their term. If there is no vacancy for chair of a particular committee, the incoming President can choose a chair-elect of the committee from the pool.
 - v. Note these changes will apply to all but the designated Member-at-Large (MAL) positions, which serve as a model for continuity and sustainability. For example, the Diversity MAL and the Diversity Council Member serve as co-chairs for their named standing committee.
- c. Election of Board of Directors Members: In order to provide for an orderly rotation of office among the Division Representatives to APA Council, in any year in which there are more than two vacancies to be filled for Council seats, the Nominations and Elections Committee, with the advice and consent of the Board of Directors, shall have the authority to structure that year's election in such a fashion as to declare that one or more of the vacant seats shall carry only a one or a two-year term of office. Such shorter terms shall be designed by the Nominations and Elections committee as needed to ensure that roughly one-third of the Division Representatives to APA Council shall continue to retire each year. In years in which the election shall be designed to fill both full and shorter terms, the candidates(s) receiving the highest number of ballots shall be awarded the full term or terms, and the lesser term or terms shall be awarded to candidates receiving a lesser number of votes in descending order of their vote totals until all seats shall be filled.
- i. Division 42 is committed to fostering the participation by persons of diverse cultural, ethnic, racial, and personal backgrounds and by persons with various disabilities in both the governance and membership of the Division. To foster attainment of this value, the Division shall at all times allocate no less than one of the six Member-at-Large seats on its Board of Directors and, so long as it remains entitled to at least two seats on the APA’s Council of Representatives, at least one of its seats on the Council to persons of such diverse backgrounds.
 - ii. Each year the Committee on Nominations and Elections shall review the terms of the members of the Board who previously have been elected as diversity incumbents or as new to governance to ascertain whether an election needs to be held in that particular year to elect a diversity candidate to be Member At Large and/or to hold an APA Council seat. In the case that such a vacancy will occur, the nomination ballots will be prepared and distributed in such a way that it will inform the membership and will solicit appropriate nominations for the forthcoming designated vacancies. (See also ID. Designated Seats)

- d. Division 42 Council Representative Nominations³²: The Division wishes to assure that our Board of Directors and Representatives to Council reflect the range of career seniority comprising our organization. In order to assure career-span diversity, we seek to assure equal opportunity for early and mid-career colleagues to find their way into Board and Council leadership roles. In that spirit, the following policy was proposed and approved.
- i. Any elected Council members may serve a second consecutive full term if re-elected.
 - ii. After completing two consecutive full terms as a Council Representative, such members may not seek election as a Council Representative from the Division until three years have elapsed.
 - iii. The Division will employ three rotating candidate groups. The first group, designated early career, will consist of members who have completed their doctoral degree less than ten years earlier. The second, designated mid-career, will consist of members who completed their doctoral degree at least ten years, but no more than twenty years earlier. The third group, designated senior, will include members who completed their doctoral degree more than twenty years earlier.
 - iv. These three groups will rotate through open slots in sequence.
 - v. As slots become available, the nominating committee will issue a call for nominations, specifying the relevant criteria. The nominating committee will validate all candidates as meeting the criteria.
 - vi. If no qualified candidates meeting the specified criteria in a specific year are nominated, then any candidates regardless of seniority may be nominated.
- e. Guidelines for the Nominations Process: Potential candidates should be made aware that in accepting the nomination for an office in Division 42 (i.e., agreeing to have one's name placed on the nomination form), it should be understood that elected officers and Board members are committed to be present for the entire period of all Division 42 Board meetings and such other meetings that their elected office requires.
- f. Nomination of Candidates: The nomination form shall be prepared by the Nominations and Elections Committee, and shall provide spaces for writing in the names of three (3) possible nominees for the office of President-Elect and at least two (2) possible nominees for any other vacancies to be filled on the Board of Directors.
- i. The nomination form shall contain the appropriate wording for the number of APA Representatives to Council to be elected and the length of the terms as dictated by Article VI, Section C, paragraph 1 of the Bylaws.
 - ii. Nominations are collected electronically via the Division 42 website. A call for nominations announcement is sent to members via the listserv and through Constant Contact. The call will contain a link to the Division website, where members can complete and submit a nomination form electronically. Nominations are confidential, and each nomination form

³² Historical Note: This policy was approved by the Board in April 2019

shall be signed by the member to be valid. The link to the form will remain open for 3-4 weeks. When the nomination period ends, the Division's Central Office/Division Administrator will prepare a report for the chair of the Nominations Committee on the number of candidates nominated in each category. The Division's Central Office/Division Administrator will forward the report on the nominated candidates to the Chair (i.e., the immediate past president of the Division) of the Nomination and Elections Committee, who, with the Committee, will draft the nomination slate for the following year. In preparing the slate, the Nominations Committee will contact individuals who have been nominated to confirm their willingness to serve.

- iii. Preparing the Nomination Slate: The name of any Member or Fellow of the Division who is willing to stand for election and who meets the eligibility requirements stipulated in this Policy and Procedures Manual and the Bylaws shall be placed on the nomination slate, if nominated by at least one half of one percent (0.5%) of the membership of the Division, until at least the required number of candidates is listed for the ballot.
 - iv. If additional nominations are needed, the Committee shall assign places on the nomination slate in descending order, from among those eligible who have received less than one half of one percent (0.5%) but more than fifteen (15) nominations, and who are willing to stand for election.
 - v. In the event there are an insufficient number of nominees who meet the above criteria, the Committee shall be empowered to add such additional individuals as are needed to fill the requisite two (2) or more slots for any vacancy to be filled in any given year.
 - vi. In selecting candidates from the non-mandated pool to stand for office, the Committee shall give preference to those candidates who have a history of having rendered service to the Division.
 - vii. No member may be on the ballot for two offices in any given election, nor hold two elected offices on the Board of Directors at any one time.
 - viii. No individual standing for President-Elect of another Division of APA shall be eligible for President-Elect of Division 42.
 - ix. After a proposed final nomination slate has been composed by the Nominations and Elections Committee, the Committee Chair shall submit a report on the Committee's actions to the Board of Directors.
- g. Candidate Selection Process: In January of each calendar year, the Committee shall prepare a series of questions relevant to issues confronting Division 42 to be proposed to the candidates for Division office. The questions shall be presented to the Board of Directors for review of their appropriateness (see Appendix for a sample of questions prepared in previous years.)
- i. The candidates who appear on the final nomination slate shall be provided copies of the questions by the Committee on Nominations and Elections and asked to provide answers not to exceed 250 words in length for publication in the IP.
 - ii. Election results shall be reported at the annual membership meeting of the Division, and in the IP.

- h. Elections: Elections are held by the American Psychological Association. It is the duty of the Chair of the Nominations and Elections Committee to submit to APA a copy of the list of nominees developed for the Division.
- i. According to the Division's Bylaws, if a member or multiple members lodge a protest with the Board of Directors about the conduct or outcomes of an election, the Board of Directors, at its discretion, may direct the Nominations and Elections Committee to act as a hearing body. If the election in question is for an APA Council of Representatives seat, the APA Elections Office shall also be consulted.
1. At the completion of the hearing, the Nominations and Elections Committee may make a recommendation to the Board of Directors about a response the Board might make to the member(s) raising the protest.
 2. Such recommendation of the Committee on Nominations and Elections shall be limited to a recommendation to confirm the protested election or a recommendation that the Board direct a new election to be held.
 3. In the making of its recommendation, the Committee shall provide the Board of Directors with its rationale. In formulating a final disposition of the protested election, a vote by the Board of Directors on the Committee's recommendation shall be conclusive.
 4. Should the protest lodged contain allegations of irregularities in the conduct of the election brought about by the actions of the Committee on Nominations and Elections itself, then the President, with the advice and consent of the Board of Directors, shall appoint a special ad hoc Committee on the disputed election to discharge the functions of the Committee on Nominations and Elections noted above.
 5. If a special election needs³³ to be held for Officers, Council Representatives, or Members-at-Large of the Division, they shall be elected by a preferential vote of the Fellows and Members of the Division on a mail ballot. The Secretary, with the assistance of the Central Office, shall be responsible for the following: overseeing the mailing of ballots, which shall be carried out in conformity with the policies of the American Psychological Association governing such matters; the count of the votes; and the notification to the members whose names appeared on the ballot.
- ii. Special elections required to fill any vacancies on the Board as specified in the Bylaws in Article V, Section H; Article VI, Section A-3; and Article VI, Section C-3, which are brought about by death, incapacity, or resignation of a member of the Board of Directors, and not filled by the

³³ These are typically held due to a vacancy outside of the normal election cycle (Jan 1st – May 31st); i.e. death, resignation, newly created position, etc. Other divisions have conducted special elections for the reasons provided above and others, so it is not uncommon. More information about the election cycle can be found on the APA website: <https://www.apa.org/about/division/officers/balloting>.

succession of the next most popular defeated candidate in the last election, shall be conducted by the Committee on Nominations and Elections and in consonance with Article IX, Sections A through D of the Bylaws, and the policies stipulated in this Policy and Procedures Manual.

- iii. In the case of a protest lodged by a member or members concerning possible irregularities in the conduct of an election held under the auspices of the Committee on Nominations and Elections, the Division President, with the advice and consent of the Board of Directors, shall appoint a special Task Force to discharge the functions of the Committee on Nominations and Elections noted in Article VIII, Section C, of the Bylaws.
- i. Election of the Student Member of the Board
 - i. The student members elect their own representative to the Board through the procedures specified below.
 - ii. The Division Nominations and Elections Committee is responsible for soliciting nominations for the student Board of Directors position through a nomination ballot sent to the student members of the Division. In addition, the Committee is responsible for oversight of the development of the slate of qualified nominees and for the election.
 - iii. The steps for conducting the election are as follows:
 1. There will be one person elected every other fall from and by the student members of Division 42 to serve for the following two calendar years as representative to the Division 42 Board of Directors.
 2. Nomination ballots will be sent by the Central Office to all student members of the Division.
 3. The Nominations and Elections Committee will consult with the current student member of the Board to ensure development of an appropriate slate. It may be helpful to include a student member on the Nominations and Elections Committee.
 4. The student nominees will be given the same opportunity to write candidate statements as nominees for other Board positions.
 5. Voting ballots will be sent from the Central Office to the paid student members of the Division. Ballots are returned to the Central Office, tallied, and the results reported to the Nominations and Elections Chair. The election should be held at least six months prior to the year the new Board member will take office.
- j. Temporary Incapacity of a Member of the Board of Directors: Any member of the Board of Directors who feels unable to discharge their duties of office due to a temporary incapacity shall notify the President. If the President finds that the conduct of the business of the Division requires the appointment of an interim member of the Board, the President may, with the concurrence of a majority of the members of the Board, appoint such a Board member pro tempore who shall serve until the incapacitated member of the Board is able to resume their duties. During such temporary service, the Board member pro tempore shall have all rights, prerogatives, and responsibilities of the member they are replacing.

- i. In the case where the President believes that a member of the Board is incapacitated but is not requesting to be relieved, the President may properly place the matter before the Board of Directors who shall review the matter, providing the parties an opportunity to be heard. In such a case, the Board, by a two-thirds (2/3) vote, may appoint a Board member pro tempore even if the member to be replaced has not so requested.
 - ii. If it is the President, themselves, who is temporarily incapacitated, their requests for the appointment of a President pro tempore shall be carried out in the same manner as is specified in the paragraph above. If the President is temporarily incapacitated and is unable or unwilling to request to be relieved, then the Past President may proceed in the fashion specified above.
- k. Awards and Other Recognition
- i. Division Awards³⁴
 1. Rosalee G. Weiss Award (Division 29 and 42) - The Rosalee G. Weiss Award is a joint award with the Society for the Advancement of Psychotherapy (Division 29). The award is made possible by an endowment given to the American Psychological Foundation by Raymond A. Weiss. It was established in 1994 by Raymond A. Weiss, PhD, in honor of his wife Rosalee. The lecturer receives an \$800 honorarium. Representatives of Division 42 and Division 29 recommend the award candidates to the Board of the American Psychological Foundation in alternate years, and the Foundation administers the lecture series.
 - a. Selection Criteria: The candidate is chosen in alternate years by Division 42 and Division 29. The Awards Committees of both Divisions shall employ the following:
 - i. Outstanding leader in arts or science whose contributions have significance for psychology, but whose careers are not directly in the spheres encompassed by psychology;
 - ii. Outstanding leaders in any of the special areas within the spheres of psychology.
 - b. Rosalee G. Weiss Award Recipients
(<https://division42.org/about/division-awards/rosalee-g-weiss-award/>).
 2. Distinguished Professional Contribution to the Practice of Psychology
 - a. Objective: To recognize the distinguished contributions of a psychologist who practices in one or more professional settings or roles.
 - b. Criteria to be considered:

³⁴ Historical Note. In 2019, the Division reviewed the Division Awards. In 2020, the Board voted unanimously to sunset the Distinguished Public Service Award, the Best of 42 Online Award, the Publications Award, and the Best of the Independent Practitioner Award.

- The candidate has practiced psychology for at least five years and has made distinguished contributions to the practice of psychology through service at the national level, including contributions through service to Division 42.
 - The candidate's career includes a sustained effort devoted to the delivery of psychological services.
 - The candidate demonstrates their commitment to diversity in the practice of psychology.
 - The candidate's career includes evidence of local, state, or national peer recognition and/or relevant professional association honors demonstrating excellence in the practice of psychology.
 - The candidate has advanced the practice of psychology through service on at least one local, SPTA/APA board, committee, commission, or a Division.
 - One or more of the following:
 - The candidate demonstrates contributions to the profession through publication of theoretical, scientific, and/or research articles, books, monographs, and/or assessment devices which have made a demonstrable impact on the practice of psychology.
 - The candidate demonstrates contributions to the profession through significant contribution in the areas of training and/or teaching colleagues at the undergraduate level, internship site(s), doctoral education program(s), post-doctoral site(s), or post-licensure education or training programs.
 - The candidate demonstrates contributions to the profession through distinguished work (e.g. advocacy efforts that result in legislation at the state or national level, and/or contributions to local government public health policy).
3. Mentoring Award³⁵ Nominations may be made by one person and letters of support from others will be considered in selecting the awardee
- a. Objective: To reinforce the meaning and value of mentoring to 42 members, mentors, and mentees.
 - b. Criteria to be considered:

³⁵ Historical Note: In 2020, the Board voted to institute new criteria for this Award.

- The candidate has made a significant contribution to Division 42's mentoring program(s) as demonstrated by documented mentorship of multiple 42 members over at least three years.
 - The candidate contributed to the structure and administration of the Mentoring program(s) The candidate demonstrates commitment to diversity in the practice of psychology.
 - The candidate worked to improve or facilitate the capacity of Division 42 mentors to provide meaningful and effective mentoring.
 - The candidate has advanced mentees in achieving Division 42's mission for the practice of psychology.
- c. Mentoring Award Recipients
(<https://division42.org/about/division-awards/mentoring-award/>).
4. Entrepreneurial Innovation Award
- a. Objective: To highlight creative and enterprising applications of psychological principles and/or practices through innovations in the practice of psychology.
 - b. Monetary Award (Optional) Procedures: The awardee may be offered a \$5,000 seed grant to create a product that could benefit Division 42 members (e.g., a compendium of office forms, a guide to creating an effective website). If the Committee elects to solicit nominations for a Seed Grant award, it will present a proposal to the Finance Committee to determine if sufficient funds are available by January 31. If the Finance Committee approves the funding of the proposal, the Committee will make a proposal to the Board with a specific concept to support with the award by February 28. If the Committee recommends to the Board that Division 42 awards a seed grant, the Board will approve or reject the proposal in its next meeting. In years when the Board approves the concept and awarding funds, the Committee will seek nominations, solicit proposals from potential awardees, select a proposed awardee, and submit the project proposal to the Board. The Board will review the proposal in its August meeting to make the award or decline to make the award. If awarded, the funds will be distributed by October 1. The awardee will present

- a maximum 5-minute address on the project at the Division 42 awards ceremony the immediately following year.
- c. Criteria to be considered:
- The candidate demonstrates a creative, ethically responsible approach to expanding the practice of psychology beyond the traditional independent practice model.
 - The candidate demonstrates a measurable, positive impact on those served by the practice of psychology.
 - The candidate has contributed to or developed business models that generalize to varied practice settings (e.g., adapting co-location practice in a medical setting to a non-medical setting, such as schools or corporations).
 - The candidate demonstrates resiliency and problem solving through adaptation to business challenges by applying successful innovations.
 - The candidate expands upon a published idea and attempts to implement it.
5. Nominations for APA Presidential Citations and APA Distinguished Professional Contributions: Practice Awards
- a. APA Presidents have a long-standing tradition of recognizing the outstanding contribution of psychologists. For example, in 2018, APA President Dr. Jessica Henderson Daniel, introduced the concept of the “Citizen Psychologist,” program to recognize psychologists who, “Serve as leaders in their various communities,” and who, “Through prolonged engagement in significant activities... contribute to improving the lives of all, ”via“ public service, volunteerism, board membership and other strategic roles often not directly associated with the day-to-day work of psychologists,” and, who, “Bring psychological science and expertise to bear on existing challenges to improve community well-being locally, nationally or globally.”
- b. In addition, APA solicits Distinguished Professional Contributions awards, including an award for contributions from an independent practitioner. Division 42 will identify nominees for the independent practitioner award and

consider nominating psychologists for other practice awards.

- c. Objective: To highlight the outstanding work of practicing psychologists by soliciting Division 42 members recommendations for APA Presidential Citations and for Distinguished Professional Contributions: Practice Awards.
- d. Criteria for receiving an APA Presidential Citation are broad and have led to a diverse group of recipients. The following are not criteria per se, but exemplify the types of work recognized in the past. A more complete list can be accessed using the following link: <https://www.apa.org/about/governance/president/citation/index?tab=2> . An example of those recommended to the Committee is Division 42 Past President, Dr. Steven Walfish, who received a posthumous Presidential Citation.
 - Contributions to Applied Research:
<http://www.apa.org/about/awards/applied-research.aspx>
 - Contributions to Independent Practice:
<http://www.apa.org/about/awards/private-sector.aspx>
 - Contributions to Institutional Practice:
<http://www.apa.org/about/awards/institutional-practice.aspx>
 - APA/APAGS Award for Distinguished Graduate Student In Professional Psychology:
<https://www.apa.org/about/awards/grad-profpsyc>
 - Gold Medal Award for Life Achievement in the Practice of Psychology:
<https://www.apa.org/apf/funding/gold-medal>
- e. Examples of Presidential Citation Contributions:
 - Mentorship, leadership, scholarship and service.
 - Promotion of greater awareness of the costs of racism.
 - Commitment to advancing psychology's values of diversity and social justice through research, teaching, and professional service.
 - Exceptional leadership as a researcher, clinician, mentor, and servant to professional associations.
 - Research, clinical work, community service, and mentorship to psychologists and other professionals.
 - Sustained commitment to leading international service and educational programs at the global level through volunteerism and civic engagement for professionals and students.

- Transformative work that increases awareness, prevention and treatment of child sexual abuse in traditionally cloistered communities, resulting in victims obtaining the help and support to escape their victimization and intervene or prevent the victimization of others.
- f. Nominating Procedures
- Nominations for Presidential Citations are accepted by the Committee throughout the year.
 - Nominations for practice awards should be identified by March 31.
 - The Committee calls for nominations on an on-going basis through a variety of means, including the Divisions' media outlets, publications, the Division 42 listserv and the Division 42 Websites.
 - Nominations must include:
 - the full name and contact information of the nominee
 - The nominee's CV
 - A 500-word rationale for the nominee to receive an APA Presidential Citation
 - Documentation of the nominee's work
 - The Contributions to Practice Awards vary in length regarding their documentation requirements
 - For practice awards, a bibliography should be obtained.
 - Self-nominations will be accepted
 - Nominations will be reviewed by the Committee, and those determined to have merit will be forwarded to the Division 42 Board for approval.
 - Nominations approved by the Board will be forwarded by the Division 42 President to APA for consideration of a Presidential Citation.
6. Diversity Award
- a. Objective: To recognize a Division 42 member who has made significant contributions in promoting the practice of psychology with a focus on diversity that includes: a commitment and prioritization of the advancement of diversity, inclusion, and equity throughout their work. The nominee should demonstrate leadership in the advancement of diversity, inclusion and equity through outstanding leadership, applied or basic research, education, training, professional practice, psychological consultation,

organizational service, or advocacy at the state, national or international level.

b. Criteria to be considered:

- The candidate has developed and implemented culturally competent models of psychological practice focused on minority, marginalized, or underserved populations.
- The candidate demonstrates exemplary leadership and service in advocating for organizational policies and activities which promote inclusion, recruitment and retention of individuals from minority, marginalized, or underserved groups in state and national governance.
- The candidate promotes applied or basic research and expansion of knowledge in the practice of psychology focused on the disparity of health services among minority, marginalized, or underrepresented groups.

7. Fellows: Newly elected Fellows of the Division shall be recognized at the annual membership meeting with a certificate for their outstanding achievement.

8. Recognition: Board Officers will receive appropriate plaques.

J. Continuing Education

- a. CE Coordinator: As required by APA, the CE Coordinator shall be a licensed, doctoral-level psychologist, who will work directly with the Division Administrator. The CE Coordinator may elect to create an ad hoc committee of full members of the Division to support a Division-sponsored CE program.
- b. Goal: To coordinate and establish programs that can aid in the professional development of Division 42 members.
- c. Duties: The Continuing Education Coordinator (CEC) will oversee the Division's CE programs.
 - i. The CEC shall undertake a needs assessment of the membership at appropriate intervals.
 - ii. The CEC shall conduct a first-level review of grievances and make an effort to resolve disputes or complaints by the CE participant.
- d. Grievances: The CEC shall resolve any disputes or dissatisfaction which might be generated by CE participants.
 - i. The dispute resolution mechanism is as follows:
 1. The aggrieved party will be offered the opportunity to present a written statement of the nature of the grievance and the desired outcome (e.g., refund of fees, awarding of withheld credits, etc.).
 2. The CE provider will be permitted an opportunity to comment in writing on the petition. The aggrieved party will be provided a copy of the response and be permitted a final set of written comments on the response.

3. All three documents will be reviewed by the CE Committee, which shall then render a finding and take appropriate action.
- e. Appeals: The CEC's actions shall only be subject to an appeal to the Division 42 Board of Directors upon an allegation that these procedures were not followed, or if the aggrieved party's complaints are not against the CE provider, but against the CEC. In the latter case, the Division 42 Board of Directors will serve as the hearing body.
 - f. Refunds and Cancellations
 - i. Live workshops and webinars: Registration fees will be refunded, minus a \$10.00 administrative fee, if notice is received in writing 14 days before the continuing education offering.
 - ii. Home-study and recorded material: No refunds will be offered once home-study materials have been received. No refunds will be offered after the information has been accessed online.
 - g. APA Sponsorship Approval: In consultation with the Division Administrator, it shall be the responsibility of the CEC to generate and file an annual report of its activities with the APA Continuing Education office. In addition, the CEC shall be responsible for generating and filing the renewal of approval within the APA designated time-frame.
 - h. Joint Ventures and Co-sponsorship: It shall be the charge of the CEC to enter into contract negotiations with proposed joint venture partners and to recommend to the Board of Directors the approval of any such contracts. The following items should be considered when reviewing joint ventures or co-sponsorship agreements.
 - i. The vendor agrees to hold the Division harmless from any possible legal action.
 - ii. Financial arrangements in the contract will be specified.
 - iii. The CEC will assure that the appropriate sponsorship/co-sponsorship language appears on all promotional materials.
 - iv. The CEC will assure that the contract outlines who will be issuing the certificate of attendance. The contract should also outline who is handling the specific duties inherent to the offering.
 - v. The CEC will monitor any contractual relationship to assure that each party is adhering to the contract. In the event the CEC determines there is a problem or possible breach of the contract, it will make recommendations to the Board of Directors on changes that are necessary.
 - vi. The CEC will assure that all items necessary to meet the criteria required for Division 42 APA CE Sponsorship be met.
 - i. Ethical Considerations: Division 42 adheres to APA's Ethical Principles of Psychologists in guarding against discrimination in selecting faculty or participants for continuing education activities, and makes every effort to maintain awareness of individual differences among persons, such as gender, ethnic and religious background, etc. Faculty are hired for their expertise to meet specific needs of trainees and their availability. Participants are not asked to identify any sensitive information and no selection is made on the basis of gender, race, or other individual differences.

- j. ADA Compliance: All potential Division 42 CE offering sites shall comply with the suggested access requirements as set forth by the APA CE Sponsorship office. This checklist is available from the Central Office.

Division 42 Publications and Communications

I. Publications and Communications Defined

Division 42 publications and communications include (but are not limited to): journal, newsletter, website, listservs, webinars, recordings, social media accounts, and on-line forums; as well as any other materials authored on behalf of, sponsored by, or identified with the Division, whether in print or other media undertakings, unless there is a specific agreement between the author and Division to the contrary.

II. Publications and Communications Committee

In accordance with the Division Bylaws, the Division shall maintain a Publications and Communications Committee (“P&C Committee”) to oversee all Division publications and communications, as defined below.

A. P&C Committee Composition

The P&C Committee shall be composed of six (6) members. The chair of the P&C Committee shall serve a term of two years. Additional non-voting *ex-officio* appointments of members representing the Division’s media efforts (*e.g.*, marketing and public education) may be made by the president-elect, with the advice and consent of the Board of Directors.

B. Scope of Responsibility of P&C Committee

The P&C Committee shall oversee all Division-sponsored publications.

The P&C Committee’s specific responsibilities include:

1. Reviewing credentials and making recommendations for publication leadership roles;
2. Recommending publication and other media policy to the Division Board of Directors;
3. Serving in an advisory capacity to the chairs and Editors of all Division publications, and any others responsible for Division print and other media undertakings;
4. Recommending new media undertakings to the Board of Directors; and,
5. Recommending expenditures related to publication costs and fees, honoraria and stipends.

C. Duties and Responsibilities of P&C Committee Chair

1. The P&C Committee chair is responsible for formulating a vision and ways to improve the publications of the Division and all other media sponsored by and identified with the Division. These media currently include the listserv, website, Twitter account, Facebook account, LinkedIn account, blogs, newsletter (*Independent Practitioner*), and *Practice Innovations* journal.

2. The P&C Committee chair shall:
 - a. Oversee the publications of the Division and all other media sponsored by and identified with the Division.
 - b. Oversee the selection of the Editors of the *Independent Practitioner* newsletter and *Practice Innovations* journal.
 - c. Facilitate communication between media chairs through regularly scheduled conference calls.
 - d. Oversee and work in collaboration with chairs of the Division's other media resources (e.g., Marketing and Public Education) and serve as a liaison, when needed, to other Board standing committees.

D. Authority of P&C Committee

In the event of a conflict, the Board of Directors shall ultimately determine the appropriate resolution.

III. Publication Approval

All Division publications shall be submitted to the P&C Committee for approval. The P&C Committee will then submit to the Board of Directors for final approval, except as otherwise agreed to by the Board of Directors. This does not include materials used solely for internal communications among members of the Board.

IV. Division Endorsement of Publications

All requests for Division 42 publication endorsement shall be submitted to the P&C Committee for review, which review includes evaluation of the professional credentials of the author(s).

The P&C Committee will make a recommendation to the Executive Committee of the Division 42 Board of Directors, for further review and submission of its own recommendation to the full Board of Directors for final review and approval.

V. Publication Costs and Fees

Mailing or distribution of endorsed publications, including associated costs, shall be the responsibility of the endorsed publication and its sponsoring organization. The P&C Committee may submit, to the Division Board of Directors, recommendations for exceptions to this policy.

The P&C Committee shall also, together with the Editor, determine the need to revise fees for reprints and/or granting copyright permissions.

VI. Practice Guideline Recommendations Must Comply with APA Policy

Any publication that may reasonably be considered as constituting a professional practice

guideline recommendation must conform with APA policy.

VII. Appointment of Editors, Moderators, and Sub-Committee Chairs

A. Eligibility. Candidates for Editor, Associate Editor, and Contributing Editor shall be members of the Division and of the APA unless otherwise determined by the Board of Directors.

B. Appointment of Editors and Associate Editors

The Division currently maintains two quarterly publications, the journal *Practice Innovations* and the newsletter, *The Independent Practitioner*.

***Practice Innovations*:** Serves practitioners by publishing clinical, practical, and research articles on current and evolving standards, practices, and methods in professional mental health practice. Designed as a cross-disciplinary publication with a multi-theoretical scope, the journal supports innovation and the highest standards of care in mental health practice. Anticipated coverage areas include population-based practice issues, procedure or technique-based practice issues, diagnosis-based practice issues, and service delivery models.

***The Independent Practitioner (IP)*:** a) dissemination of Division news and information relevant to the Division; and b) provision of a Division vehicle for expression of membership views and concerns.

- 1. Solicitation of Nominees for Editor.** Nominations for Editor of the *IP* and Editor of *Practice Innovations* will be solicited broadly, by a search committee that is appointed by the chair of the P&C Committee. The incumbent Associate Editor of the *IP* and incumbent Editor of *Practice Innovations* will serve on their respective search committee if they are not applying for an additional term in this role, along with additional members appointed by the chair of the P&C Committee. The search committee will ensure eligibility and review each candidate's proposed Editorial statement.
 - a. Proposed Editorial Statement.** All interested candidates for Editorship will submit a proposed Editorial statement that describes a) a vision and plans for Editorship and how these align with the mission of the Division; b) relevant experience that serves as qualification for the position, including Editorial skills and past writing/editing experience; c) conceptualization of the role and how it interfaces with Division governance; and d) reasons for serving.
- 2. Review of Nominations.** The P&C Committee will recommend individuals to the Division's Board of Directors for appointment to the positions of Editor and Associate Editor for the *Independent Practitioner (IP)*, and Editor for *Practice Innovations*, as well as any other print media developed by the Division.

- a. In selecting finalists, the P&C will consider the recommendations of the search committee. The Editorial statement of nominee finalists will be forwarded to the Division 42 Board of Directors in support of the nomination(s).
 - b. The Division Board of Directors may empower its Executive Committee to conduct an initial review of the search committee's recommendation and provide comment to the Board of Directors, along with the candidate application information. As these appointments are considered matters of personnel, the Board of Directors votes shall occur in executive session.
3. **Length of Appointment Term.** The Editor of the *IP* shall serve a term of three (3) consecutive years. There are no specified term limits for the Editor of *Practice Innovations*. Both editorial positions are subject to performance review by the Board of Directors.
4. **Membership on Board of Directors, *Ex-Officio*.** The Editor of the *IP* and *Practice Innovations* shall serve on the Board of Directors *ex-officio*, without vote, and on the P&C Committee. It is expected that the Editor will participate by attending meetings and participating in conference calls.
5. **Appointment of Associate Editors.** As appropriate, the Board of Directors will select a candidate for the *IP* and *Practice Innovations* who will serve as Associate Editor. The current Associate Editor will work in collaboration with the Editor and the Editorial staff and undertake such duties that the Editor will assign. Although the Associate Editor serves in effect as an apprentice for the role of Editor, this does not place an obligation on the Board of Directors to appoint the Associate Editor as Editor once the position of Editor becomes vacant.
6. **Appointment of Acting Editors.** If the current Editor of the *IP* or *Practice Innovations* terminates their position prematurely or is removed for cause, the P&C Committee may, in collaboration with the president of the Division, and subject to final approval of the Board of Directors or its designee, recommend candidates to the Board of Directors to serve as Acting Editor. The Acting Editor shall complete the term of the replaced Editor; however, the term may be extended or abbreviated at the discretion of Board of Directors or its designee.

C. Honoraria and/or Stipends

1. The Editor of the Division's journal, *Practice Innovations*, will receive an honorarium as determined by the Board of Directors. The Board shall enter into a contract with the Editor of *Practice Innovations* for a term to be decided by the Board of Directors.
2. The Editor of the Division's newsletter, *The Independent Practitioner*, shall

receive a stipend, which will be determined by the Board of Directors. The IP's Associate Editor does not receive compensation.

3. All other Editors (e.g., co-Editors, Associate Editors, contributing Editors, moderators, chairs, or similarly titled individuals) who are appointed to lead division publications will be unpaid volunteers unless the Board of Directors approves compensation.
4. The P&C Committee shall have responsibility for reviewing requests for proposed stipends, honoraria, or other budget line items associated with the functioning of the Division's publications. The P&C Committee shall then forward any such requests to the Board of Directors for approval.

D. Appointment of Listserv Moderators

1. The appointment of the listserv moderators and social media and website chairs will be made by the incoming president-elect of the Division, who may fill the positions from newly-elected members to the Board of Directors (see "Policies on Board Nominations").
 - a. Listserv moderators and committee chairs (e.g., social media, website, marketing chairs) may, at the discretion of the president and president-elect, serve a three-year elected term (e.g., elect, chair, past). These committees shall consist of at least two members of the Board of Directors (e.g., chair & chair-elect) if possible, and as many members, selected by the leaders of those committees, as needed for the effective operation of the committee.

VIII. Duties and Responsibilities of Editors, Moderators, and Committee Chairs

A. Duties and Responsibilities of Editors

1. Editors shall coordinate their publications, including selection and termination of contributing Editors.
2. The Editor of *Practice Innovations* and Editor of the *IP* shall coordinate the publication in accordance with both Division 42 and APA policies.
3. Editors shall send a report of their activities to the Board of Directors on a bi-annual basis, coinciding with the Board's midwinter and annual meetings.
4. Editors shall participate in marketing of the publication for which they serve as Editor. This may include communication with members of the Division regarding desired content to be included in the publication.
5. The Editors, in consultation with the P&C Committee, shall recommend to the Board of Directors, or its designee, publication policies for their respective publications.
6. In the event that an Editor becomes aware of a conflict between the Division's policies and those of APA, the Editor shall notify the Division P&C Committee chair and Division Board of Directors of the conflict as soon as possible after it is identified, and recommend appropriate changes to bring the policies into

compliance.

7. The Editors of the *IP* shall, in consultation with the P&C Committee, establish fees for reprint and copyright permissions that are consistent with existing Division and APA publication policies.

B. Duties and Responsibilities of Associate Editors

1. The Associate Editor shall assist the Editor in carrying out the Editor's charge.
2. The Associate Editor shall, upon approval of the Division's Board of Directors, assume the Editor's functions in the absence of the Editor.
3. Editors shall have and exercise control of the Editorial content of the publication; however, the Division's Board of Directors reserves the right to provide general supervision of the Editor and their publications *via* its governance or assigned publication committee.
4. The Editor shall be responsible for ensuring that his/her Editorial practices are compatible with the general principles established by the Division and APA including, when applicable, the facilitation of a rigorous peer review process.

C. Duties and Responsibility of Contributing Editor

1. Contributing Editors shall be those individuals designated by the Editor who have a specific area of responsibility and/or specialty important to the publication.

D. Duties and Responsibilities of Listserv Moderator and Moderation Team

1. The Division's e-mail list/listserv is administered under the direction of the Division 42 Listserv Moderator and a team of volunteers referred to as the Listserv Moderation Team.
2. The Listserv Moderator and/or the moderation team shall:
 - a. Report to the P&C Committee, which in turn reports to the Board of Directors. The listserv moderators shall select, supervise, and provide oversight of the listserv moderation team.
 - b. Formulate a vision and ways to improve the listserv as a membership benefit (*e.g.*, making suggestions about membership engagement and ways to improve collegiality on the list).
 - c. Oversee the Division administrator and/or designated volunteer who operates the day-to-day technical activities related to maintenance of the list such as adding, unsubscribing, or altering subscriptions at members' requests.
 - d. Send a monthly reminder to all members that include guidance on maintaining client/patient confidentiality.
 - e. Provide reminders to the listserv members when email exchanges become unprofessional.
 - f. Update the welcome message annually. The welcome message is sent to members who join the listserv.

E. Duties and Responsibilities of Social Media Chair

1. The social media chair is responsible for:
 - a. Formulating a vision and ways to improve the Division's approved social media platforms (*e.g.*, Facebook, Twitter, and LinkedIn) as membership

of the chair.

- c. In consultation with the P&C Committee, shall recommend to the Board of Directors publication policies for the website and the Division's listservs.
- d. Serve ex-officio, without vote, on the Board of Directors and the P&C Committee, attending meetings and participate in conference calls.
- e. Consult with and coordinate with APA regularly for website development issues and legal counsel, including ASME guidelines.

G. Marketing and Public Education Committee

The Division will maintain a Marketing and Public Education Committee charged with developing projects and/or products that more directly enable Division members to improve their practices. The committee shall have a Chair and six (6) members.

Examples of projects are: Mastermind Groups, Mentorshoppe, and Virtual Happy Hours.

H. Duties and Responsibilities of Division Administrator

1. The Division administrator shall collaborate with the P&C Committee Chair and the chairs of subcommittees of the P&C Committee. The Division administrator may be invited to attend meetings held by the P&C Committee or subcommittees of the P&C Committee to provide administrative support.
2. The Division administrator shall coordinate with the Editor and desktop publisher in the production of each issue of the *IP* by:
 - a. Providing an updated masthead each January reflecting the current board of directors and committee chairs.
 - b. Assisting the P&C Committee chair with Editor and Associate Editor searches.
 - c. Providing administrative support as needed.
 - d. Distributing the Editor stipend check each January.
3. The Division administrator shall coordinate with the Editor of *Practice Innovations* and APA as needed for production and administrative support by:
 - a. Assisting the Division leadership with contract negotiations for Editors.
 - b. Distributing the Editor stipend twice per year, in January and July.
4. The Division administrator shall manage the day-to-day duties of the Division's listservs by:
 - a. Removing and adding members.
 - b. Coordinating with APA and the listserv moderation team if problems arise.
 - c. Notifying unpaid members of the Division of removal from the listserv.
 - d. Removing unpaid members annually (April).
5. The Division administrator shall coordinate and assist the social media chairs with the Division's social media platforms as the need arises.
6. The Division administrator shall assist the marketing and publication chair with administrative duties needed for the conduct of the committee's projects.
7. The Division administrator shall assist and coordinate with the website chair and the webmaster in the maintenance of the Division's official website and conference registration website by:
 - a. Providing content of the various governance issues handled on the website as directed by the president or the Board of Directors (e.g., call for nominations,

call for awards, bylaw votes, conference registration information, committee projects, etc.).

- b. Coordinating with the conference committee to develop a conference registration website containing information relevant to the conference such as registration, CE, location, etc.
- c. Building and maintaining the Division's conference registration website in coordination with the website chair and webmaster.

IX. Death, Incapacity, Resignation or Termination of Editors, Moderators, Committee Chairs

A. Death, Incapacity, Resignation or Termination of Editors, Associate Editors or Contributing Editors

1. In case of death, incapacity, or resignation of the Editor of one of the Division's publications, the Board of Directors shall appoint an Acting Editor until such time that a permanent editor can be identified. It is at the discretion of the Board of Directors to engage the P&C Committee chair to convene an ad hoc search committee to identify a permanent Editor.
2. An Editor may be removed from his or her position upon an affirmative vote of two-thirds of the voting members of the Board of Directors. Such removal may be effected by one of the following grounds:
 - a. A finding of unethical conduct by the ethics committee of the American Psychological Association and the exhausting of any appeals there from.
 - b. Conviction of a felony and the exhausting of any appeals there from.
 - c. Dereliction in the performance of the duties.
 - d. Conflict of interest when a dual relationship may adversely affect objectivity while serving as Editor.
 - e. Irreconcilable differences about whether the Editor is operating the publication in a way that is consistent with the aims of the Division, APA, and the interests of the specialty area.

B. Death, Incapacity, Resignation or Termination of Listserv Moderator and Social Media and Website Chairs

1. The Board of Directors, upon consultation with the P&C Committee, may remove any member of the Internet operations by a two-thirds vote of voting members of the Board of Directors.

X. Immunity/Liability of the Editor, Moderators, and Committee Chairs

In the case that the Division faces legal action as a result of an individual's actions or omissions, there may be personal liability attached.

- A. In case of a suit against the Editor, contributing Editors, volunteers, and/or other staff of the Division's publications, it shall be the policy of the Division to hold individuals serving in those positions harmless for any deductible portion due under terms of the Editors' and publishers' liability insurance provided by APA so long as those individuals

have operated the publications and performed their duties in a manner that is consistent with Division and APA policies.

XI. Publication Schedule and Content Guidelines for Division Publications

B. Publication Schedule. *Practice Innovations* and the *IP* are published on a quarterly basis.

C. CE Credits. The *IP* may provide opportunities for members to receive continuing education credit by publishing articles (e.g., on a quarterly basis) on a topic relevant to its members. Members may receive continuing education credit so long as the Division maintains its status as a provider of CE credits under APA's home study guidelines and/or contracts with an APA-approved vendor who provides such credits. The Division is under no obligation to maintain its status as an APA-approved CE provider for home study CE and/or provide members with an opportunity to earn CE credits.

D. Guidelines Regarding Publication Content, Submission, Reprints and Copyright:

1. **Copyright.** All of the Division's publications (e.g., *Practice Innovations*, *IP*, website, and/or social media vehicles) shall be subject to the Division's copyright and reprint policies.
2. Article submissions to *Practice Innovations* will also be subject to both Division and the publisher's policies. It is the responsibility of prospective authors to comply with *Practice Innovation's* submission policies, which may currently be found at <http://www.apa.org/pubs/journals/pri/?tab=1>
3. **Manuscript and Article Novelty**
 - a. Persons submitting articles to the *IP* or *Practice Innovations* must notify the Editors if the submission has been previously published, in part or in its entirety, or has been submitted for publication elsewhere.
 - b. For publication in the *IP* or on the Division 42 website, priority shall be given to original articles over those that have previously been published. Similarly, for publication in *Practice Innovations*, priority shall be given to novel manuscripts over those that have been published previously.
4. **Grievances.** The Editors of *Practice Innovations* and the *IP* have sole discretion over the content included in each publication. If a party has a grievance about published or reproduced content, the aggrieved party should make every effort to resolve those grievances with the Editor of the publication.
 - a. Grievances regarding *IP* content that are not resolved with the Editor shall be directed to the P&C Committee for investigation and, as needed, referred to the Board of Directors of the Division for action.
 - b. Grievances regarding *Practice Innovations* content that are not resolved with the Editor should be resolved according to APA policies. APA offers support for any peer-resolved conflicts that arise for journals published by APA. APA has an

established escalation process for handling conflicts that may flow from the Editor's decision to "reject" a submission. This procedure may be found at <http://www.apa.org/pubs/journals/resources/peer-review.aspx>

Email List (Division 42 Listserv)

1. **Policy statement:** APA Division 42 provides an online discussion forum (email list or listserv) as a service and benefit to Division members. The Division offers the list to facilitate communication among Division members on topics pertaining to independent practice, to provide information from Divisional governance, and to promote the general aims of the Division. The resources (e.g., hardware, software, and technical assistance) for this resource are provided without charge by the American Psychological Association as a public service.
2. The list is offered to all Division members as a benefit of membership, provided members adhere to Division-adopted general and specific rules for participation as described below (see, also FAQs). The Division seeks to foster a supportive, collegial list environment. Consistent with APA ethical principles, list members are aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and consider these factors when communicating with other list members and when communicating about others on the list.
3. **General rules of use.** Because the American Psychological Association provides the facilities for the list, the list adheres to specific APA requirements and limitations of communication that may or may not occur via the list. Use this link to access full details. <http://listserv.apa.org/infopages/APARules.html>
4. **Joining/leaving the list.** New Division members will be advised about the availability of the list when they join the Division, and from time to time in Division print and electronic communications. Any Division 42 member may initiate a request at any time to join the list by submitting a request to the central office, or via email or subscription links available through the Division website. Members requesting to be added to or removed from the list will be responded to by the list administrator(s) or designated volunteer in a timely manner.
5. All new Board of Directors members will be expected to join the Division 42 listserv if they are not already on the list.
6. **List content.** Typically, members use the forum to exchange ideas and information related to the independent practice of psychology. The Division recognizes that the forum may also serve a social function for independent psychologists who may be in small or solo practices across the country, or in other countries. Consequently, the Division also welcomes collegial and unlimited exchange of information, ideas, and opinions not directly related to the independent practice of psychology.
7. **Identification of content.** To facilitate list members' abilities to receive, view, filter, and delete content at their discretion, the list will adopt the following convention(s):
 - a. Listserv moderators will encourage members to add 'subjects' as part of the title of their messages to identify the general nature of the content.

- b. Listserv moderators will request that any member sending posts to the list include one of these 'subjects'/'topic headers' (See, [Listserv FAQ's](#) for a list of subject/topic headings) as the first word in the subject line, in capital letters.
- c. Members may select from a variety of topics using corresponding headers (See, [Listserv FAQs](#)).

Website/Social Media

1. Policy statement: The Division's website serves as a forum for members of Psychologists in Independent Practice of the American Psychological Association (Division 42) and as a center to convey information to the public via the Internet. Its purposes are to facilitate communications among Division members on topics pertaining to independent practice, to provide information from Divisional governance, and to promote the purposes of the Division.
2. Access to the membership area(s): access shall be provided to Division members as a membership benefit.
3. General rules of use: The Division 42 website, www.division42.org shall be maintained by the webmaster, who contracts with the Division and provides specific technical services for the website, the website committee chair, and the website committee chair-elect. The Division website is published on a continual basis, with some areas open to public access and other areas restricted (e.g., by password) to the membership of the Division. The Division will publish content on continuing education, as such material is available.
 - a. Maintenance and Updates. The Division's website and other social media platforms (e.g., Facebook, Twitter, LinkedIn) shall be maintained and updated as needed to provide followers (both members and non-members) with timely news and information about the Division, its members and leaders, as well as issues relevant to psychologists in independent practice.
 - b. Complaints and Grievances. Any controversies or grievances concerning advertisement, articles, or conduct of Editors shall be directed to the P&C Committee for investigation and referred to the Executive Committee for action.
 - c. Website Disclaimer. The official Division 42 website shall display the following: *Disclaimer -The information presented at this site is selective, rather than exhaustive. Additionally, medical and psychological information is constantly changing. While every effort is made to keep this site broadly informative and up-to-date, we cannot guarantee that our information fully represents current research on any particular subject. Keep in mind that, due to readers' ability to select various portions of compiled information for review, they may access only a small portion of the relevant information about a particular topic. Thus, readers should exercise particular care in forming conclusions based on what they read here. The Division 42 website contains links to Internet sites not maintained by APA or the Division. Neither APA nor the Division is responsible for the content of those sites and shall not be liable for any damages or injury arising from that content. Links to other sites are*

provided as a convenience to the users of this web site and do not imply APA's or the Division's endorsement of the linked site nor does the omission of particular links indicate disapproval by APA or the Division.

XII. Copyright Policies

- A.** Reprints and reproduction of materials in the Division's publications **except** *Practice Innovations*.
- 1. Permission.** Copyright-protected material appearing in any of the Division's publications, except *Practice Innovations*, can be reprinted only with the written permission of the Editor, acting on behalf of the Division.
 - a.** The following statement is included: "Reproduced by permission of the Division of Psychologists in Independent Practice of the American Psychological Association."
 - b.** The APA has been designated as the administrator of copyright use of material published in *Practice Innovations*. APA will represent the Division in negotiating reprint rights.
 - 2. Acceptable Use.**
 - a.** Reprint by Author. Ordinarily, permission occurs without fee to any authors wishing to reproduce their own work *if the Division's publication is cited as the original publication source.*
 - a.** Educational Use. Permission for reproduction will also be granted, without fee, to non-authors, with written permission of the Editor, if the reproduction is intended for instructional purposes for students or if the reproduction is sponsored by an organization affiliated with the American Psychological Association (including other Divisions of APA or state, provincial, or territorial psychological associations) or other non-profit organizations. However, the requesting organization must bear costs of reproduction and mailing.
 - b.** Atypical Requests. Any questions or unusual requests for the use of such copyright protected material shall be referred for resolution to the P&C Committee and then to the Executive Committee of the Division Board of Directors.
 - 3. Fees.** Any fees for the use of material copyrighted by the Division shall be established by the Editor in consultation with the P&C Committee.
 - a.** Commercial Use. If reproduction of a copyrighted article in any of the Division's publications is sought by a commercial organization or for commercial use, by an individual other than the author, the Division may charge a copyright fee to the individual requestor, or to a publisher. In the case of the journal *Practice Innovations*, APA will represent the Division in negotiating reprint rights.

3. Articles published in any Division 42 publication may be reprinted elsewhere only by the author, copyright holder, or other party authorized by the copyright holder, and in accordance with the Division copyright policy.
 - a. For content originally published in one of the Division's publications, the author(s) shall provide a statement as follows on any other reproduction of the content: "The material herein was originally published on the Division 42 website or newsletter of the Division of Psychologists in Independent Practice of the American Psychological Association."
 - b. Persons submitting articles to the Division's publications must notify the Editors if an article has been previously published elsewhere or has been submitted for publication elsewhere. It shall be the obligation of the author of any content published in a Division 42 publication to make any necessary arrangements for permissions to reproduce content. (See also full description of submission requirements for the *IP* and *Practice Innovations* elsewhere in this document).
 - c. Persons submitting articles that have been excerpted from other sources must properly reference their sources and must obtain prior written permission from the copyright holder and provide such to the chairs to reproduce said material in a Division 42 publication.
 - d. Content from the *IP* reproduced on Division 42's website shall be subject to the same general copyright provisions and policies governing the Division's publications discussed in this section.

4. Copyright material contained in this website is owned by the Division of Psychologists in Independent Practice, American Psychological Association [Division 42]. Copyrighted individual articles, features, columns, and similar items are owned by the author(s) or, in the case of works originally appearing in the *Independent Practitioner*, by the Division, except as otherwise noted. You may review the material on the Division website for informational purposes and may download and print one copy of the material for your own personal use. No other permission is granted to you to print, copy, reproduce, or distribute these materials. Copyrighted material appearing on the Division 42 website may be downloaded, reproduced, or reprinted only with the written permission of the respective author or, for material from the *Independent Practitioner*, the Editor of that publication. Permission to reproduce content from Division 42 website and/or the *Independent Practitioner* is contingent upon publication of an acknowledgment of the original publication on the Division 42 website and/or the *Independent Practitioner*, as appropriate, in the following form:
 - i. ©[insert year]Division of Psychologists in Independent Practice, American Psychological Association. All Rights Reserved.
 - ii. An alternative, compliant format is as follows: Copyright [insert year] Division of Psychologists in Independent Practice, American Psychological Association. All Rights Reserved.
 - iii. The Division 42 website is the trademark and service mark of the Division of Psychologists in Independent Practice, American Psychological Association.

- iv. At a minimum, it is advised that the home page for the Division and/or Division 42 website contain the above copyright notice on the bottom of the initial screen.
- v. Any questions concerning copyright shall be referred for resolution to the Editor who shall refer any unresolved matters to the P&C Committee, and then to the Executive Committee and/or Board of Directors of the Division.

XIII. Governance Use of Non-Division 42 Website and/or Social Media Vehicles

- A. Any Division 42 committee or task force that wants an online presence should ordinarily be part of the Division 42 website. However, any committee or task force wishing to develop and maintain a separate website must first present a rationale to the P&C Committee and Board of Directors for prior approval. If approval is obtained, the committee or task force must:
 1. Carry a disclaimer, as approved by the P&C Committee and Board of Directors.
 2. Obtain funding and liability coverage; such may be available through the Division and/or APA.
 3. Be reviewed and approved on a periodic basis by the P&C Committee and Board of Directors.
 4. Link to the Division 42 website and provide other technical information by the Division's webmaster.
- B. Any website sponsored by a Division 42 committee or task force cannot use the Division 42 name without prior approval of the P&C Committee and Board of Directors. The following disclaimer will be placed on the Division 42 Website: "The information contained on the website represents the work product of a Division 42 committee or task force, but has not been adopted as official Division 42 policy."

XIV. Advertising Policies and Procedures

Division 42 allots space on its website and in the *IP* for advertising to promote the independent practice of psychology. Division members and other advertisers may advertise useful resources, as well as professional development and continuing education opportunities. The determination of acceptable advertising takes into account legal, social, professional, and ethical considerations which reflect the values of the Division and of the APA.

A. General Policies:

1. Division 42 reserves the right to unilaterally accept, reject, remove, and/or cancel advertising inconsistent with the Division's values and mission.
2. Division 42 reserves the right to accept, reject, remove, and/or cancel advertising for non-payment.
3. The Division's policy regarding advertising on the Division website shall be consistent with APA advertising guidelines as published at <http://www.apa.org/ads/policy/publications.aspx>. Questions about whether the requirements have been met should be directed to advertising@division42.org. If

there are concerns about the acceptability of an ad, the ad will be reviewed by the Division 42 P&C Committee and Executive Committee and/or Board of Directors (see section on submission review below).

4. Advertisements shall include a disclaimer provided by the Division (see submission section below for details).
5. Division 42 members receive a 10% discount on advertising rates.
6. Student/early career psychologist members receive a 20% discount on rates.
7. Advertisers will receive a 10% discount on the price of their online ad if they simultaneously advertise in the *Independent Practitioner*.
8. The Division offers an opportunity for sponsorships, which are detailed below. If you are interested in participating as a sponsor, please contact us at advertising@division42.org or at webmaster@division42.org. Please note that sponsorships rates will differ from our general advertising rates.
9. Classified advertisements on the Division's website will be placed online at http://www.division42.org/MembersArea/classifieds/class_home.html from the first of the month for thirty days.
 - a. Ads may include images and text, and can include links to another site or email (see additional details below).
 - b. Ads may be renewed by email request at a 10% discount from the initial rate if there are no editing changes to be made. Other discounts are available (see below).
10. Candidates for any political office within APA may not have paid ads in the *IP*.

A. Advertising Rates/Payments:

1. Rates for advertisements in the *IP* are as follows:
 - a. Back cover (7.5" x 5") \$750.00
 - b. Inside back cover (7.5"x10) \$750.00
 - c. Full page (7.5" x 10") \$500.00
 - d. One-half page (7.5" x 5") \$300.00
 - e. One-quarter page (3.5" x 5") \$200.00
 - f. 10% frequency discount
 - g. Subscription rates for non-members \$42.00 annually
 - h. Subscription rates for students \$10.00 annually
2. Rates for other advertisements (*e.g.*, classified, web-based ads)
 - a. Text only: \$1.50/word/30 days, minimum \$45 charge
 - b. Image: \$20/image/30 days
 - c. Hypertext link to website off www.division42.org; hypertext email address link: \$10/each/30 days
 - d. Required editing in excess of 0.1 hours: \$120/hour billed in 0.1-hour increments (Every six minutes). Should editing work in excess of 0.1 hour be required in the judgment of the Editors, persons submitting the ads will be provided an estimate of the time required and the charges.
 - e. Classified Advertising: \$5 per line, \$25.00 minimum
 - i. Advertisement will be classified into the following categories:
 - (a) *Professional opportunities*
 - (b) *Positions available*

- (c) *Positions sought*
- (d) *Practice opportunities*
- (e) *Continuing education*
- (f) *Conferences and workshops*
- (g) *Online/distance education/other media*
- (h) *Supervision and consultation*
- (i) *Peer groups*
- (j) *Sale or lease*
- (k) *Equipment*
- (l) *Books, tests, and media*
- (m) *Office space*

3. [Sponsorships](#) - The Division offers various sponsorship levels.
4. Advertising rates are charged on a monthly basis.
5. Payment: Due in full by the 15th of month preceding publication date, except for additional billing that may be required for more extensive editing. The Division will not run the ad or begin any editing until full payment has been received. Make checks payable to: APA Division 42 [919 W Marshall Ave., Phoenix, AZ 85013].
 - a. No editing work in excess of 0.1 hours is begun before payment in full is received.

B. Submissions/Deadlines:

1. To submit an ad, send your text in the body of an email or as an attachment. Text must be provided in Word® or in .rtf format, and may include variation in font size, color, or emphasis (bold, italic). However, actual font selection will be based on the fonts used by the website or publication of the *IP*. We cannot guarantee that fonts and colors can be reproduced exactly. Images must not exceed 60 X 120 pixels in size.
2. Flash-based ads are not accepted. Any animation must be created in a format that can be saved as a .gif or .svg file.
3. Exact reproduction of formatting cannot be guaranteed. Images must be provided in .gif, .jpg, .png, or .svg. Submissions are accepted only by email, within the body of or as an attachment to the email.
4. Submissions may be made to advertising@division42.org or to webmaster@division42.org.
5. Size of ads depends on the location you are requesting.
6. Your ad will be classified by the Editors into one of the following categories:
 - a. Professional opportunities: Positions available, Positions sought, Practice opportunities.
 - b. Continuing education: Conferences and workshops, Online/distance education/other media, Supervision and consultation, Peer groups.
 - c. Sale or lease: Practice for sale; equipment, Books, tests and media; Office space.
 - d. Please let us know if the classifications assigned do not suit the purpose of your ad and suggest an alternative.
7. Advertisers must attest that text and images submitted are not copyrighted or

provide proof of permission to reproduce the information. At the time you submit your ad you must include the following statement in your email: "I attest that the text and images submitted are not copyrighted." Or, if copyrighted, you must include the following proof of permission to reproduce the information.

8. Advertisements shall display the following disclaimer: "Acceptance and publication of a paid advertisement on these pages does not imply endorsement by APA's Division 42, the American Psychological Association, or any of the entities of the organizations, institutions, employment positions, products, or services advertised."
9. Please provide your ad within two weeks of the month you are requesting that your ad be posted. We encourage you to submit earlier in case additional editing or correspondence is needed. Send your email to advertising@division42.org
10. All ads run beginning the 1st of the month for 30 days.

C. Review of Submission:

1. A member of the Editorial team of the publication in which the advertisement will be placed will review the submission for appropriateness. As mentioned in the previous section, fees for editing may apply.
 - a. If the Editor has questions about the appropriateness of the submission:
 - i. The Editor will notify the advertiser and request that changes be made.
 - ii. If the advertiser does not agree with the finding, the Editor shall submit the proposed advertisement for review by the P&C Committee chair for review.
 - iii. Unless otherwise specified, the P&C Committee chair will render one of 4 recommendations (e.g., acceptance, rejection, acceptance pending modification, or refer to APA Legal for further review) within 14 days.
 - (a) *If the P&C Committee Chair decides that the matter should be referred to APA Legal for further review, the P&C Committee chair will notify the Board of Directors of the referral. The P&C Committee Chair will also notify the Board of Directors of any recommendations offered by APA Legal.*
 - (b) *Based on the recommendations of APA Legal and at the approval of the Board of Directors, the P&C Committee chair will issue a decision in writing to the advertiser.*
2. Notification: Persons submitting advertisements will be informed via email:
 - a. When the Editor has received their submission;
 - b. If their submission has been forwarded to the P&C Committee for further review and anticipated time required for decision;
 - c. When their advertisement has been reviewed and is accepted for publication and the date to be published; and
 - d. If their submission has been rejected based on review of the P&C Committee or other reviewers. Advertisers will be informed via email by

the Division central office when required payment has been received.

**APPENDIX
JOB DESCRIPTION**

Position: Editor, *Practice Innovations*

Term: Designated by Contract

Duties and Responsibilities:

Manuscript recruitment and review

- Manuscript recruitment
- Assign manuscript to Handling Editor (either Associate Editor or Editor)
- Handling Editor selects reviewers and confirms their acceptance of assignment
- Editor and Handling Editor manage review process, such as setting due dates and making sure reviewers provide timely input
- Handling Editor reads manuscript and comments as needed
- Handling Editor reviews the comments of each reviewer and edits if pejorative
- Handling Editor and Editor make initial decision (e.g., reject, revise, accept) and communicate with Author, setting due dates for revisions
- Handling Editor reads revised manuscript and author's comments and decides to accept or send out for a second review
- Handling Editor oversees the incorporation of additional changes and/or revisions before acceptance
- Handling Editor and Editor make final decision and communicate with Author
- Once manuscript is accepted, APA production office provides basic copyediting, checking of references, etc., has author sign necessary forms, and puts manuscript into production and then online before issue is printed

Inventory management

- On a regular basis, Editor reviews the status of all submitted manuscripts to make sure deadlines are being met (e.g., reviewers have accepted assignment, reviews are returned or follow up is made, and authors have agreed to revise and have returned revisions, etc.) or adjusted if needed.
- Editor monitors timing and flow of all steps of process to meet production deadline for each issue
- Editor estimates print page length of each accepted manuscript
- Editor decides which accepted manuscripts will be published in the upcoming issue

Production of issue

- Editor produces Table of Contents
- Editor reviews and approves final Table of Contents from production team

Position: Editor, *Independent Practitioner*

Term: Three years (Renewable)

Duties and Responsibilities:

APPENDIX JOB DESCRIPTION

- The Editor is responsible for and has sole discretion for guiding the overall direction of the IP, so long as it is consistent with the values and principles of the Division and APA.
- The Editor collaborates with the Associate Editor, Contributing Editors, and [Layout Editor](#) to publish quarterly editions of the newsletter.
- The Editor reviews articles sent to them directly or articles previously reviewed and solicited by the Contributing Editors.
- The Editor may submit their own original articles for review and inclusion in the IP.
- The Editor will manage deadlines for receiving articles for publications; this includes articles solicited by the Editor, Associate Editor, and Contributing Editors.
- The Editor will send reminders to Contributing Editors regarding article submissions.
- The Editor will follow guidelines for [soliciting manuscripts](#).
- The Editor, in collaboration with the Associate Editor, reviews submitted articles and determines the appropriateness of the article for submission.
- The Editor, in collaboration with the Associate Editor, Contributing Editor, and Layout Director, determines a featured cover item for each issue of the IP.
- The Editor will host meetings, as necessary, with production staff and editors.
- The Editor will post to the listserv and other areas as appropriate to seek submissions to the IP.
- The Editor will, in collaboration with the Division Administrator, publish Division news (e.g., Board happenings, budgetary issues, etc.).
- The Editor will communicate regularly with layout editorial staff. Note: With the latest revision of Division 42's policy and procedures manual, the webmaster is also serving as the layout editor for the IP.
- The Editor, in collaboration with the Associate and Contributing Editors, will promote the newly published newsletter.
- The Editor attends Publication and Communication (P&C) Committee meetings and Division 42 Board of Directors meetings; the latter, per invitation by the Division 42 Board of Directors.

Position: Associate Editor, *Independent Practitioner*
Term: Three-years (Renewable)
Duties and Responsibilities:

**APPENDIX
JOB DESCRIPTION**

- The Associate Editor shall work closely with the Editor to publish quarterly editions of the newsletter.
- The Associate Editor shall, at the discretion of the Editor, perform such duties that are a necessary part of timely publication of the quarterly newsletter that is consistent with the values of Division 42.

Position: Contributing Editor, *Independent Practitioner*

Term: Editor discretion

Duties and Responsibilities:

**APPENDIX
JOB DESCRIPTION**

- Solicit high-quality article submissions.
- Write at least one (1) publication per publication year.
- Manage assigned submissions.
- Use the track changes function in Microsoft Word to thoroughly edit contributor submissions, including tracking progress of submissions prior to submission to editors for final review.
- Send the final, approved version of edited documents to the IP editor and Associate Editor for review, and final decision on manuscript.
- Meet editor publication deadlines. Final materials are due to the IP editor and associate editor on the following dates:
 - February 10th
 - May 10th
 - July 20th
 - November 15th
- At the discretion of the IP editor, provide input to the IP editor on the overall direction of IP.

**APPENDIX
JOB DESCRIPTION**

Position: Layout Editor, *Independent Practitioner*

Term: Editor discretion

Duties and Responsibilities:

- Receives images and article text from the editors 2 weeks prior to the first proof/draft of the issue.
 - Microsoft Word files are preferred and/or documents that convert easily to Microsoft Word files.
 - Images are requested to be .jpg or .png files that are in a higher resolution or larger size than will be used in the document (so that cropping and/or resizing can be done without loss of image quality). Small, web-based images are usually not sufficient.
- Uses the newest version of Adobe InDesign (or comparable program) to create the publication.
- Manages advertisements sent for that issue of the IP.
- Selects a cover photo for the issue based on the season associated with the publication issue or the specific theme of the publication.
 - The Layout Editor is responsible for selecting a high-quality photo received from public stock that does not have any copyright restrictions.
- Collaborates with the editorial staff to create a layout of the issue, identify any gaps in the issue, and determine what material will be used to fill any existing gaps in the layout.
- Once the Layout Editor has all the material for the layout, the Layout Editor sends a first draft to the editors with a request for any missing images and/or other material to fill gaps.
 - Once the requested material has been received and/or edits made, the Layout Editor will create a second draft.
- Upon completion of edits to the draft, the Layout Editor creates a book with a hyperlinked Table of Contents. This book is then sent to editors for a final review.
- Once approved, the Layout Editor creates several final versions of the book:
 - The first is a downloadable PDF that is uploaded to the Division 42 website and linked to the IP page for downloading.
 - The second is a high-quality, interactive PDF that is placed in the Adobe Cloud as a free offering from Adobe. This is the highest quality version of the book.
 - The third is a PDF converted into a flipbook for online reading. This is what the member can read on the Division website.
- The Layout Editor works to promote the new issue on the homepage of the Division website.

APPENDIX

GUIDELINES FOR SOLICITING MANUSCRIPTS FOR THE IP

- Members and non-members are welcomed to submit articles for publication in the IP.
- Highlight Division 42 members when possible.
- The Editor, Associate Editor, and Contributing Editors may solicit submissions from psychologists or graduate students in the psychological community.
- The Editor, Associate Editor, and Contributing Editor may consider the following methods of soliciting articles for publication
 - Personal Invitations – Be mindful that personal invitations do not guarantee publication and may need additional follow-up.
 - Solicit articles from individuals who regularly contribute to the Division’s listserv.
 - Contact individuals from graduate school, postdoctoral residents/fellows, former professors, and other colleagues in the field.
 - Place a “call” for article submission on the Division 42 member listserv.
 - Place a “call” on other division listservs.
 - Editors may write their own articles.
- The Editor soliciting the article is responsible for providing the author with a deadline, which affords the Editor enough time to review the submission and request edits before final submission to the IP Editor or Associate Editor.
- When soliciting articles, each Editor is responsible for:
 - Keeping a record of contacts made and any important details about the contact (e.g., an excel spreadsheet of who was contacted, what article they planned to submit, and date the article was received).
 - Making the author aware of the IP publication deadline, when the article has been accepted, and in what edition of the IP the article will appear.
 - Making the author aware of the following submission requirements:
 - Date due
 - Page length (Six (6) double-spaced pages with references included). It is within the editorial staff’s discretion to accept articles with a higher number of pages depending on specificity of the article and or interest to the readership.
 - Manuscripts to be submitted in Microsoft Word format
 - A biography of 2-3 sentences in length, including the author’s contact information
 - Picture of the author(s)

Required reading for Division 42 email list members:**APPENDIX
WELCOME MESSAGE**

Dear List Member,

We realize that this "Welcome Message" is lengthy, but it is critically important for the functioning of this email list to provide you with all of the information below. (Version 5.1 most recent update: August 31, 2018)

Dear Colleague,

Congratulations and welcome to the Division 42 email list forum! If you are receiving this message, you have successfully subscribed to this electronic mailing list.

Although some of this may not seem relevant to you now, you may find that you have a need for this information at a later time. The text of this welcome message combines verbatim wording and information required by APA, as well as additions tailored for Division 42 purposes.

In addition to rules and standards described in this welcome message, the Division adopted an Email List Policy and Procedures in February 2006. That policy includes standards of mutual respect, a convention for labeling posts with a "Topic label," handling of copyrighted material and research requests on list, and a process for warning and removing any list member who engages in personal attacks against other list members. For more information about the policy, please contact Division 42 Central Office at div42apa@gmail.com

This is a "closed" participatory electronic mailing list for the exclusive use by Division 42 members. One intent of communications on this list is to foster as much privacy as is practical among Division 42 members. However, given the nature of Internet communications and the many parties involved with an email list, it is not possible to guarantee privacy or confidentiality through this means of communication. This means that you should exercise judgment and care with respect to messages you may post. As a practical matter, you should not express views that would be problematic for you or Division 42 if forwarded to other lists, which might show up in an internet search engine search, or which might otherwise be made public. As a part of becoming a list member and as a courtesy to your colleagues, you and all list members agree not to forward, copy, or otherwise transmit messages from the list to non-list members or locations without the prior expressed permission of the original message sender. Automatic reciprocal "cross postings" from other lists is also discouraged due to the non-moderated nature of the Division 42 list and the burden such would place on the editorial staff to monitor cross postings.

This list functions as a forum for members of the Division of Independent Practice of APA (Division 42). List membership is reserved for members of Division 42. Additionally, the Division 42 Central Office, Division webmaster, Division 42, APA legal counsel, and APA's list master have access to all messages posted to this list for administrative and legal functions. No others are authorized by Division 42 to participate as list members. The list's purposes are to facilitate communications among Division members on topics pertaining to independent practice, to provide information from Divisional governance, and to promote the general aims of the Division. The resources (hardware, software, and technical assistance) for this effort are

provided without charge by the American Psychological Association as a public service.

Division 42 has opted for a single, closed membership list as the primary forum, which is the list to which you are now subscribed. A number of additional topic-specific lists sponsored by the Division are available through <http://listserv.apa.org/>, where you may email those list managers to subscribe. There are advantages and disadvantages to having single versus multiple lists. The Division believes that, on balance, it is better and more practical to have one main forum in which a variety of ongoing messages and discussions may occur. The closed nature of the list is meant to promote dialogue among the membership without concern that postings to the list will be easily viewable by parties who are not list members or that outside parties can readily post unsolicited advertisements, however well-intentioned.

There are very few rules for members of this list. Fewer restrictions, we believe, result in the greatest number of innovative contributions. However, several rules (discussed below) are critically important. If you subscribed to this forum and especially if you send messages to the forum, you are agreeing to those rules. These rules, by the way, apply to members of many non-profit Internet news or interest groups.

In the interests of promoting adherence to legal considerations necessary to assure appropriate list communications and trying to provide the maximum protection to all list members, the Division 42 Publication and Communications Committee (P&C Committee), which has operational oversight of the Division's lists, has designated a listserv moderation team to review postings to the list for adherence to the rules and standards described herein. If the moderator has a concern about a particular message or messages, they shall forward such material to the P&C Committee Chair and Division Board of Directors, and/or to APA legal counsel for review and possible disposition. In addition, the Division reserves the right for other appointees associated with Internet communications to perform a similar function if need be.

The rules are:

Rule 1: Do not use the forum for illegal purposes, including, but not limited to: defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws, or violation of criminal laws.

By way of general guidance, defamation is the publication of false facts or false implied facts damaging to an individual's, entity's, or product's reputation. Typically, defamation may be committed even by someone who believes that they are communicating the truth. The defamed individual may sue anyone who publishes, prints, or repeats the defamation and may recover damages to compensate for the harm to their reputation and to "punish" the speaker. In some circumstances, "privileges" apply, which may alter the legal liability. Intellectual property laws will be violated by misuse of copyrighted or otherwise protected material without permission of the author(s). The antitrust laws are a complex body of statutes that prohibit, among other things, agreements that operate to restrain trade. Agreements among competitors such as psychologists in the same geographic market to accept only fees at or above a certain level or to boycott a supplier, purchaser of services, or a competitor are per se unreasonable and therefore per se illegal. The list environment should not be used to promote or even suggest joint anti-

competitive activity. Division 42 and APA have developed Antitrust Guidelines for Online Discussions Among Psychologists about Managed Care Issues, which are included below.

Rule 2: Do not intentionally interfere with or disrupt other forum members, network services, or network equipment. This includes distribution of unsolicited advertisement or chain letters, any commercial use, propagation of computer worms or viruses, or use of the network to make unauthorized entry to any other machine accessible via the Forum.

Rule 3: Do not use the Forum for commercial purposes. "Commercial" as used for purposes of evaluating list messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of list members to purchase products or services. Members are encouraged to consider purchasing classified advertising through the Division's website. Examples of messages that may be of financial benefit to list members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the list member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to list members but may also have some incidental commercial benefit to the sender (e.g., an author who is a list member merely advising the list members of publication of a professional book) typically would not be "commercial" for purposes of this restriction.

Rule 4: Do not use this forum for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state, or local public office. The Federal law providing for the American Psychological Association's tax-exempt status absolutely forbids the use of APA resources or facilities, including this forum, in any way that would even appear to support or oppose such a political candidate.

If you break these rules, Division 42 will respond depending on the nature of the communication with a warning, or where appropriate, by unsubscribing you from the list. These steps are necessary to enforce the rules which govern the very heart of our arrangements with our service provider or any other service provider for the Internet.

In addition to these rules, various standards have emerged within the culture of forums as community practices. These standards do not mean requirements, however. By following these standards and rules, you will contribute to a climate of trust and camaraderie that encourages a friendly, informed and yet spontaneous discourse.

Standard 1: Please send a message to all of us and introduce yourself. To send a message to all members of the list, simply send an email to this address: DIV42@LISTS.APA.ORG
For your introduction, you might simply note your name, professional affiliation, where you live, why you joined the list, and any request or question you might have. Don't be shy; we want to meet you!

**APPENDIX
WELCOME MESSAGE**

Standard 2: Please sign each message with your name and be sure to include your email address. This enables members to know where you are writing from and to readily communicate directly with you.

Standard 3: Please keep your messages constructive, courteous, and brief. Lengthy messages tend to create list grumbling!

Standard 4: If your email software program includes and you utilize an option that repeats the message to which you are responding, please edit your reply message and try not repeat any part of the message that is not essential. This will save considerable space for everyone who receives your message.

Standard 5: Please be supportive of fellow forum members and show mutual respect.

Standard 6: As a courtesy to others and to help foster a list climate of security, please do not forward messages displayed on the Division 42 list elsewhere unless you first obtain permission from the originating message sender.

Sending Messages:

To send general postings to the list, do so in the form of an email message to:
DIV42@LISTS.APA.ORG

This is known as sending mail to the list. The format is case insensitive, but your messages shouldn't contain a lot of CAPS since in an email list environment **THAT IS THE EQUIVALENT OF SHOUTING!** Realize that when you send an email to the list, your email is sent to (currently) more than 600 list members!

To help list members sort through incoming list-related mail, please use one of the agreed-on "topics." A list of topics may be obtained from div42apa@cox.net. You may also include a brief message heading for your message so that your email may be viewed or filtered more readily, based on user interest.

Here are other potentially helpful list-related commands. Understand that when you want to use one of these commands, you will send this as an email to the APA computer which hosts the email list program. You will be instructing that computer to perform an activity. This is different than sending an email message to other list members. These commands should be sent as an email to listserv@LISTS.APA.ORG

To retrieve a standard help file: help

To turn off your mail temporarily while remaining subscribed to the list: set div42 nomail

To turn your mail back on: set div42 mail

The above commands should go in the body of your message. No other text, including auto-signatures, should be in the body of the message. List commands are not case sensitive.

As a new subscriber, in a separate email from APA's computer system, you will also receive a detailed description of commands that you can use to tailor

**APPENDIX
WELCOME MESSAGE**

subscription preferences to your liking.

Should you wish to request to leave the list, send an email to the Division's Central Office at div42apa@cox.net and ask that you be unsubscribed from this list.

Other Considerations: If you are not yet familiar with the style and etiquette of list discourse, you may wish to observe the flow of messages for a while until you discern the ways and means of list communication. When you respond to the list's address (Div42@lists.apa.org), your message will go to the entire list's subscriber pool. For instance, when you receive email from the list and you use the "Reply to Sender" function of your email software, your message goes first to the list server computer (at APA), and from there, it is re-broadcasted to all subscribers. Everyone on the list will see your message. If, alternately, you wish to send an email response to an individual and not the entire list, you will need to use the specific email address for that person.

This means that you will have to insert or type in that person's email address in the "To" dialogue box of your email software. In such instances, you would not want to simply use "Reply to Sender" if the message came from the list server because your response would go to the list (which, in a sense, was the "sender"). Also, please refrain from sending out trial messages that are akin to "testing 1, 2, 3," as this only generates a lot of extra email. If you want to see if your message(s) are getting through to the list, you need only check your own email a brief while after you have sent a message. Unless you have changed this setting, your subscription is automatically set to receive a copy of your own messages, as would all the other subscribers. In general, it is a good idea not to respond to test messages unless they are arriving in your email directly from an individual (as opposed to being sent from the list server). Responses to "testing" messages result in a flood of email that can be especially confusing to newcomers.

Remember, too, that a basic tenet of the list is to foster group-based communication. Therefore, please refrain from posting particularly personal messages to the list that are intended for only one person. Also, posting messages that have arguably nothing to do with the purpose of the list can result in email clutter that is annoying to a substantial percentage of list members.

Archival list information: The archives for this list are located on the computer server at APA in Washington, DC. As a list member, you may look at these archives on the web at <http://listserve.apa.org/archives/div42.html>. The oldest archive dates back to October 1997. Access to the archives is restricted to members of this specific list, the list owner(s) of the list, the list master, and the technical services group at APA (for the purposes of maintenance, backups, and hardware). Only members of the list and the list owner(s) are authorized to view the contents of the archives, except in special circumstances or with the authorization of a list owner. "Special circumstances" is a general term used mostly for unforeseen situations that might arise. Some of the possible situations include: (1) If the designated list owner(s) is no longer available or willing to maintain the list (abandonment); (2) If some legal situation concerning the content of the list messages occurs; (3) If a technical problem occurs that may be due to a message or messages, such as the corruption of a message, or the viral infection of an attachment to a message; or (4) Unforeseen situations which may occur, due to the nature of change in the electronic services industry, which cannot be predicted.

**APPENDIX
WELCOME MESSAGE****DISCLAIMER:**

The information presented and viewed on this list may be selective, rather than exhaustive, for some subscribers (depending which messages are actually viewed). Additionally, medical and psychological information is constantly changing. List member's views regarding appropriate or proposed care or treatment are not those of APA or Division 42. Division 42 cannot guarantee the accuracy of information posted to this list or that it is the last word on any particular subject. You also should keep in mind that, due to your ability to select various messages for review, you may be accessing only a small portion of the relevant information about a particular topic. Thus, you should exercise particular care in forming conclusions based on what you read here.

For all these reasons, NEITHER DIVISION 42 NOR APA MAKES ANY REPRESENTATION OR WARRANTY ABOUT THE COMPLETENESS, RELIABILITY, OR ACCURACY OF INFORMATION THAT YOU OBTAIN FROM THIS LISTSERV. THE DIVISION AND APA ALSO WILL NOT ASSUME RESPONSIBILITY OR LIABILITY ARISING FROM ANY ERROR OR OMISSION OR FROM THE USE OF ANY INFORMATION OBTAINED FROM THIS LISTSERV. ALL CONTENT ON THIS LISTSERV IS PROVIDED "AS IS" WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES.

Because of potential liability risk issues for the various parties involved, caution should be exercised when posting, responding to, or otherwise making use of list messages pertaining to diagnosing, recommending treatment, or providing referrals.

For those making use of the list for campaigning or endorsing candidates for positions in the Division's governance, please include the term "CAMPAIGN MESSAGE" in the message's subject line. This will make life easier for all concerned.

Messages on this list may contain links to Internet sites, which are not maintained by APA or the Division. Neither APA nor the Division is responsible for the content of those sites and shall not be liable for any damages or injury arising from that content. Any links to other sites are intended as a convenience to the users of this list and do not imply APA's or the Division's endorsement of the linked site nor does the omission of particular links indicate disapproval by APA or the Division.

Here's hoping you find this list community to be the collegial, valuable resource so many have. Please remember to save and/or print this message for future reference, particularly if you are new to email lists. Again, welcome to the Division 42 email list. We look forward to your introduction. Let us know if you have any questions, comments, or suggestions.

Co-Chair, Listserv Moderation Team
Shannon Nicoloff, PsyD
shannonpsyd@hotmail.com

Co-Chair, Listserv Moderation Team
Blaine Lesnik, PsyD

dr.b.lesnik@gmail.com

List Administrator

Jeannie Beeaff

div42apa@cox.net

Division 42 Central Office

Antitrust Guidelines for Online Discussions Among Psychologists of Managed Care Issues

For the protection of list members and administrators, the following provides guidance regarding areas of concern under the antitrust laws that psychologists, like competitors in any other profession or industry, need to understand in order to protect themselves and avoid unnecessary legal exposure. The very legitimate concerns psychologists have over actions by managed care reducing fees and otherwise adversely affecting services rendered to insureds are important topics to discuss, but the antitrust laws can pose danger for the unwary. We worked hard to avoid overly broad prohibitions, but the grave risk to independent practitioners of discussions of boycotts of managed care plans or unacceptable fees paid by specific managed care plans mandates a conservative approach.

By way of background, the federal antitrust agencies have actively challenged collective refusals to deal with purchasers of professional services and fee agreements among health care professionals as per se illegal conduct. The Department of Justice ("DOJ"), for example, filed criminal charges against a local society of Texas optometrists who had allegedly met and agreed upon the fees that they would charge insurers for eye examinations. Recently, DOJ sued a group of physicians in New Jersey who sought to characterize their association as a union, which would have protected collective bargaining. The physicians' collective efforts to raise rates are currently under governmental attack as price-fixing. The Federal Trade Commission ("FTC") similarly filed a civil action against a group of trial lawyers who had agreed not to take further cases from the District of Columbia court system until they received an increase in the fees paid in court-appointed cases. The Supreme Court held that this was a group boycott that was per se illegal under Section 1 of the Sherman Act.

Thus, these guidelines are intended to protect list participants from entanglement in defending the validity of decisions regarding managed care. The list environment is particularly tricky because there is a record of comments about what may very well be independent decisions by psychologists, some of whom compete with each other, and a record of all psychologists who read those comments. Agreements to take action may be inferred from evidence of communication among members of a group, such as e-mails. In particular, use of high-risk concepts like "boycott" by one or two list participants can taint otherwise innocent independent decisions by other list participants. Thus, the list may link all list participants who take the same action independently in what could be viewed as a per se illegal agreement.

The list should serve as an open forum for issues affecting its participants excluding discussion of fees paid by a specific managed care company or decisions about whether to participate with a given managed care organization ("MCO"). Excluding those per se areas, there is much that can be discussed and developing a list of all legitimate topics seems unnecessary, if not impossible.

Within the areas that may be scrutinized under the antitrust laws but are not per se illegal, the following may be useful as guidelines:

- * Participants can discuss problems they are experiencing in performing services in a managed care environment and seek peer advice regarding how to handle their problems individually. (e.g., informed consent, patient care issues, abandonment, other ethical dilemmas)
- * Participants can discuss strategies for educating purchasers of mental health plans (employers, labor unions, etc.), consumers, government policy-makers, and others about the importance and cost-effectiveness of mental health benefits.
- * Participants can discuss strategies for advocating basic rights that should be guaranteed to every person in need of mental health treatment.
- * Participants can discuss patient care concerns posed by managed care terms and conditions.
- * Participants can engage in discussion of legislative proposals.
- * A participant can discuss his or her individual decision not to participate in managed care and the reasons for the decision, after the decision is made. Where the managed care plan is identified or identifiable, the participant should not in any way invite others to make the same decision.

Participants should not discuss:

- * The desirability of a boycott (i.e., a group of psychologists taking a stand by refusing to participate with a given plan).
- * An impending decision about whether to remain with a managed care plan that could be construed as inviting others to take the same action.
- * The unacceptable fees paid by a specific managed care company.

APA does not monitor this list. These guidelines are furnished for the use of the list administrators in carrying out their duties to assure that participants follow the conditions under which the list operates.

**APPENDIX
DIVISION 42 LISTSERV FAQ**

Welcome to the Division 42 listserv, **the community for Psychologists in Independent Practice!** We hope you will find the listserv to be an essential resource and a fascinating source of collegial interaction with one of the largest and most active divisions of APA. Please take some time to familiarize yourself with the listserv policies and procedures. Feel free to jump in conversations and start some of your own and peruse the website (www.division42.org) for additional information.

OVERVIEW AND BRIEF INTRODUCTION TO LISTSERV ETIQUETTE:
(Please see detailed information under separate headings in this FAQ)

Thank you for taking a moment to familiarize yourself with listserv rules and procedures. We are a big and active listserv community that is a fantastic resource! These policies are set in place to follow APA guidelines and to facilitate Division 42 members' enjoyment and navigation of our listserv.

- Use topic* headings.
- Be collegial; unprofessional postings are not tolerated.
- Don't advertise.
- Filter out subjects that disinterest you.
- Contact the listserv moderation team with questions anytime.
- Familiarize yourself with Division 42 and APA listserv guidelines.
- Use the listserv as a resource.
- Remember that the Division 42 listserv is "reply-all" by default.
- Keep in mind antitrust regulations when posting.

*Topics are listed below; please see the FAQ below for full descriptions of each topic:

**INTRODUCTION, CLINICAL, BUSINESS, NEWS, CHAT, POLITICAL,
CAMPAIGN MESSAGE, ETHICS, FORENSIC, TECH, RAMBLING,
RESEARCH, R&P, STUDENT POST, ECP POST, LIST/HOUSEKEEPING,
RETIREMENT, HUMOR, MODSQUAD, OTHER**

**APPENDIX
DIVISION 42 LISTSERV FAQ****1. Where can I learn more about the Listserv?**

General listserv policies can be found as follows: <https://division42.org/community/division-42-listserv/>

2. How can I get the digest form of the Listserv?

Division 42 has over 600 list members, each with various hardware and software configurations. This contributes to many variations of how things look in digest form when the email arrives to your inbox. One setting will not work for everyone, so please remember to try other digest formats if you do not like the choice you initially selected. ***Change your listserv settings to digest form by following the steps below:***

- Go to: <http://lists.apa.org/cgi-bin/wa.exe?A0=DIV42>
- Select 'Subscriber's Corner'
- Select 'My Settings' tab
- Select [Settings] next to Div 42
- Under the 'Subscription Type' category select the 'radio button' for the type of digest you want to receive
- At the bottom of the page select the 'Update Options' button
- If you are still having trouble, please contact Ms. Jeannie Beeaff, Listserv Administrator directly at **div42apa@cox.net**.

3. Who is on the Listserv Moderation Team and how do I contact them?

Our listserv moderation team is made up of volunteer Division 42 members. ***Please do not assume that by sending a message to the entire Division 42 listserv that a moderator will see your message and respond to it.*** You can see photos and contact information for the Chair of the Listserv Moderation Team on the Committee page of the Division 42 website, www.division42.org.

To send a general query to the Listserv Moderation Team, please email us at: div42listservmoderationteam@gmail.com and one of the team members will be in touch with you as quickly as possible. All Listserv Moderation Team members will receive your query

Listserv Moderation Team:

Shannon Nicoloff, PsyD (Co-Chair)

Blaine Lesnik, PsyD (Co-Chair)

June Ching, PhD, ABPP

Kimberly Smith, PsyD

Luis Morales Knight, PhD

Aimee Yermish, PsyD

Additional Listserv Members:

Jeannie Beeaff, Listserv Administrator

Terrence Koller, PhD, ABPP (Publications and Communications Committee Chair)

4. What Listserv etiquette do I need to use when posting to the Listserv?

The Division 42 listserv is a place to foster professional and collegial discussion. Consistent with APA ethical principles, list members will respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and will consider these factors when communicating with other list members and when communicating about others on the list.

Personal attacks (“ad hominem”) are not tolerated on the list. This includes using the list to bait those with whom you disagree or calling out other members with whom you have ongoing disagreements or personal issues. Exchanges that are perceived by the listserv moderators as personal attacks or accusations may result in the moderators sending a “friendly request” for you to please take the discussion off-list. This is to enhance the list community. If you cannot cooperate with these “friendly requests,” your situation may escalate to procedures taken when members break the rules (see item #14).

4a. Thank you replies

Send “thank you” emails and any other emails intended for one specific person via back channel by copying and pasting the personal email address into the “To” field of your email. Please note: the Division 42 Listserv is a default “reply all” list; please take this into consideration when simply hitting “reply” to a post, as your email will be broadcast to the entire list, unless you erase the division list address from the “To” field.

4b. Threads and Subject Headings

If you are continuing a conversation and not starting a brand-new conversation, please **do not** change the subject heading. This mixes in more than one

subject header within the same thread and creates more work for both those trying to follow the thread as well as those trying to filter out messages that are not of interest.

4c. Want to change the subject?

If you are asking a new question that is unrelated to the current topic, please create a new subject heading and create a new email rather than replying to the current message and keeping it as part of the old message thread.

4d. What topic headings should I use?

Please use the “Topic headings,” (found at the bottom of each email from the Division) to clarify the subject of your email. If you are not sure what heading to put it under, make your best selection or use “OTHER” if your post does not fit into any of the topic headings.

4e. Delete, delete, and delete some more (or do I have to receive all the emails sent to the list?)

Feel free to liberally use your delete button or set up your mail filtering settings to filter emails you're not interested into another folder. Typically, this can be achieved by using “settings” or “options” or the wrench icon in your email platform’s settings. Many email programs allow you to use “conversation” or “thread” to group messages on one topic *together in your inbox.

*This is why it is important not to change subject headings unless you intend to start a new conversation thread.

**APPENDIX
DIVISION 42 LISTSERV FAQ****4f. Replying from digest or to a long thread?**

If you reply to a message from the digest (or a thread that has become quite long), please delete the long string of messages that may be quoted in your reply to keep volume down. You can directly quote the material you are replying to in order to provide a context for your post if you think it will help others.

4g. Still have questions about Division Listserv etiquette?

Lastly, if you have other email list questions, please contact the Division 42 Listserv Moderation Team at: div42listservmoderationteam@gmail.com.

Frequent Division 42 List Violations to be aware of:**5. I have office space to rent; can I post this information on the Listserv?**

No advertising of any kind is allowed on the Division 42 Listserv, as this jeopardizes APA's 501(c)(3) status as a charitable organization.

'Advertising' includes promoting one's books*, apps, office space for sublet, etc. If you are going to directly profit, then that is typically considered advertising; so that is a good rule of thumb to use regarding your posts.

Please see a fuller explanation of this issue in subject 5a below.

5a. I have a book I have just written, and it has been published; may I tell my colleagues about my accomplishment? What about a journal article?

Again, no advertising of any kind is allowed on the Division 42 listserv, as this jeopardizes APA's 501(c)(3) status. However, if you have just published a book and wish to share the news with your Division 42 colleagues you may do so, as long as there are no instructions as to how to purchase the book. You *can* add a link, but please do not indicate or suggest purchase of the book.

APPENDIX DIVISION 42 LISTSERV FAQ

For example: *You may say:* [NEWS]:

Dear List mates,

I am thrilled to announce that APA Books has just published my book, *The Do's and Don'ts of Listserv Behavior*. This book may **be viewed** at www.dosandontsmoney.org

Sincerely, Dr. ABC

However, you cannot advertise the publication of a book with a link to purchasing websites, e.g.,

Dear List mates,

I am thrilled to announce that APA Books has just published my new book, *The Do's and Don'ts of Listserv Behavior*.

My new book may **be purchased** at: www.dosandontsmoney.org

Sincerely,

Dr. ABC

You may similarly let members know about your journal article:

Dear List mates,

I am excited that my data on treatment outcomes for social anxiety with adolescents receiving teletherapy has been published in [x publication]. You can find the issue at this link or email me off list for a copy.

Sincerely,

Dr. ABC

The exact wording from the APA Rules is shown below:

a. Further Explanation about Commercial Postings on APA Listservs: The Listserv agreement provides that "commercial use" includes communications whose *“primary purpose is to advance the business or financial interests of any person or entity or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental or office space, or direct solicitation of listserv members to purchase products or services.*

Examples of messages that may be of financial benefit to listserv members, but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services.

Announcements that provide useful professional information to List members but may also have some incidental commercial benefit to the sender (e.g., an author who is a list member merely advising the List of publication of a professional book) typically would not be “commercial” for purposes of this restriction.”

...While these limitations on use of 501(c)(3) resources are clearly quite important, in administering the rules, APA has sought to avoid being heavy-handed. For example, an individual author of a publication of professional interest to others on the list is not precluded by the policy from simply announcing the publication of a book to the list (as opposed to a de facto advertisement) and providing a link to another site where commercial information could be available. In short, we are trying to balance the benefits of information exchange among members with our legal obligations and need to protect an important APA asset, its tax-exempt status.

If you have questions about whether or not a post is allowable under these guidelines, please do not hesitate to ask the Listserv Moderation Team to offer an opinion; just send us an email at div42listservmoderationteam@gmail.com.

5b. But what about my [x/y/z] product that will be the perfect answer to the question a member posted? Can I share that on-list?

General rule: Anything construed as advertising would be considered unallowable. Exception: a one-time posting of your book title is okay if it answers this member's question. If someone asks about your thing (and it's another product - see 5c below), then a back channel/private email response to a query for references or resources on the subject would also be OK; again, just to the single member and without a link. A note to the list asking them to contact you privately is also okay. Other members may also say "Contact Dr. X at drx@abc.com because she has such a product."

Any questions? Ask the listserv moderation team.

5c. What about promotion of products such as software or CE offerings?

Please **do not** list your new product or CE for sale unsolicited. If members ask for product recommendations, including software, apps, or CE courses, it is okay for *other* members to note *and link* to products they use on the Division list or for you to note that you have one of your own (without the link) and tell people they can write you off-list. Standalone announcements of new commercial products by the person who makes money selling them will be considered advertising. If you wish to advertise, we ask you to contact the IP staff and place your paid ad in our publication. If you have a company that regularly pumps out new products each month, please do not use our list to announce each new item. Look at advertising in the IP.

5c. What does antitrust mean? How does this impact what we can discuss on the listserv?

Federal law defines antitrust regulations. Please note that violation of antitrust regulations can be punishable by severe fines and even jail time. Violation of antitrust on the Division 42 Listserv puts APA and all of our colleagues in jeopardy.

The antitrust policy of APA explicitly states (Section A.2): "Generally applicable fees set and announced by

insurers or other third-party payors may be discussed-- as long as the discussion is not accompanied by any commentary stating or implying:

(a) That other psychologists should not accept the rate or should not deal with the payor...or (b) what the rate should be.

Posting about psychologist fees, reimbursement rates from insurance companies, and beginning a discussion regarding boycotting particular insurance companies is clearly in violation of antitrust regulations.

Examples of what *is* okay to post (when not accompanied by improper commentary):

- Did you hear that Company A is now paying \$110.00 for X code?
- Medicare announced that its rate in this area for CPT code X will now be \$113.50, while Company Z pays \$105.00 for the same code.

Examples of what is *not* okay to post:

- It is totally unacceptable that Company A is now paying \$110.00 for X code.
- I can't believe Medicare has cut the rate for all services by x%. If the rate from 20 years ago was adjusted for inflation, we would be getting paid almost 1.5 times the reduced rate.

Below is an excerpt of the APA Listserv Rule:

c. Antitrust concerns – “APA by its nature is subject to antitrust issues. Discussions about rates charged, efforts to exert collective pressure on payors, terms of contracts with insurance companies, internship salaries, etc., all are prohibited. The antitrust laws are broad and complex but on a very basic level they operate to prohibit and even in some cases criminalize certain anticompetitive agreements between competitors. A professional association like APA is almost by definition a group of competitors that has come together to pursue common interests. Where those common interests involve agreements on such terms of competition as rates charged, salaries paid, standards applicable to members of the profession, and other issues of the marketplace, the antitrust laws apply. Listservs provide a written record of statements that can create an antitrust risk even when there is no anti-competitive intent.”

And, for your further review below, the following is from a document written by Jesse Raben, JD, Former APA Associate General Counsel:

"The ban on commercial use of the lists is based on legal requirements that flow from APA's status as a 501(c)(3) organization. APA and its divisions enjoy exemption under 501(c)(3) of the Internal Revenue Code, which is the most favorable tax status available to any United States organization; it is the same tax exemption held by universities, churches, and charitable foundations. Because of this status, among other things, APA and its divisions pay no federal income tax on revenues from carrying out exempt activities; voluntary contributions are tax deductible by donors as charitable contributions; and they are exempt from some kinds of local taxes. With these advantages come

significant restrictions on how APA can conduct its business, including such restrictions as taking no role in political elections, restricting lobbying, and using resources for tax-exempt purposes.

The commercial use ban derives from the related requirements that 1.) APA activities, including those of APA divisions, be focused on 501(c)(3) tax-exempt purposes 2.) APA's assets, such as its lists, be used for tax-exempt purposes and 3.) APA does not provide financial support directly or indirectly to other persons or entities that are not 501(c)(3) organizations, absent certain limited conditions that would not apply to use of APA's lists by other organizations for their business purposes. Thus, the Listserv rules provide that sponsored lists hosted by APA cannot be used for commercial purposes or to promote the financial or commercial interests of others, as these are not tax-exempt purposes."

6. If I am unsure about whether I can post something, whom should I ask?

If you are not sure about whether you can post something, feel free to send such queries to the Listserv Moderation Team at: div42listservmoderationteam@gmail.com

7. How should I introduce myself if this is my first post to the list?

Please use the heading "INTRODUCTION" to let the list know this is your first post and a little bit about you. For example:

INTRODUCTION

Hi, I'm new to Division 42 and have been in practice for 4 years. I practice in New Hampshire and see mostly families and children. I'm writing to ask if anyone can recommend a good book for parents of middle school children with ADHD. Thanks in advance for your thoughts.

Best regards, Dr. ECP

8. What are the topic headings I need to use when posting?

INTRODUCTION: Introduction by new list member

CLINICAL: Referrals, assessment, treatment, case questions, pharmacology, etc.

BUSINESS: Business of practice

NEWS: Psychologists/psychology in the news, APA, or Divisional news

CHAT: Social/personal comments between members, thank yous, congrats, etc.

POLITICAL: For politics

CAMPAIGN MESSAGE: For Division/APA election campaign messages

ETHICS: Ethical issue

FORENSIC: Assessment/legal issues

TECH: Questions or information about computers, devices, software, email, etc.

RAMBLING: Ramblings

RESEARCH: Discussions about research

RxP: Prescriptive authority-related activities

STUDENT POST: Posting by student member

ECP POST: Posting by early career psychologist member

LIST/HOUSEKEEPING: List management issues

RETIREMENT: Discussion of pre-retirement issues

HUMOR: Humor, satire, sarcasm, rant, or rave

MODSQUAD: Message from Listserv moderators

MESSAGE TO THE BOARD: For messages to the Board that are relevant to all list members

OTHER: All posts not falling into the above categories

*If POLITICS/CHAT/RAMBLINGS or HUMOR is not your cup of tea, that is absolutely reasonable. Please set your email to filter these posts out! Please do not leave the listserv and lose this great Division 42 benefit because you think someone else is posting something distasteful. Simply do not read their posts. We are a diverse community and there is something for everyone – and some posts that are not for everyone! If you do not know how to use filters with your particular email service, ask the Listserv Moderation Team for help. We are good at that sort of thing.

Email us directly here: div42listservmoderationteam@gmail.com

9. I am a Division 42 student member and working on my dissertation. How might I query the listserv regarding my research project?

"(E) Research requests. Consistent with recently-adopted APA guidelines, list members are requested not to make direct solicitations to respond to survey content or items on the list, or to forward such requests from non-list members. Members may post brief requests to participate in research with which they are associated by posting a message that includes information about how to contact the investigator(s) or how to access the survey via another online site. Division members are encouraged to use the online survey software available through the Division."

Fundamentally, our intent with the policy was to prevent list members from being inundated with multiple surveys or the actual content of surveys on the list.

10. I am a student member of APA, but not a member of Division 42. I would like to ask Division 42 members for their contributions to my research project; may I do so?

We understand and agree your research is important and very much want to support your efforts, but we cannot breach our Listserv policy; wherein it requires that only Division 42 members may post to the list. Please feel free to take a look at the student membership possibility. It is a very lively and involved student group!

Graduate students can join our Division. Here is the link:

<http://www.division42.org/content/student-membership>. If you do join, please see our relevant policy on research:

"(E) Research requests. Consistent with recently adopted APA guidelines, list members are requested not to make direct solicitations to respond to survey content or items on the list, or to forward such requests from non-list members. Members may post brief requests to participate in research with which they are associated by posting a message that includes information about how

to contact the investigator(s) or how to access the survey via another online site. Division members are encouraged to use the online survey software available through the Division."

11. Someone has made me very angry and hurt by comments on the Listserv. What should I do?

The Division 42 Listserv requires that members address issues with one another on the list in a professional manner. Unprofessional behavior, insults, and name-calling will not be tolerated on the list. Likewise, if you are viewed as comporting yourself on the list in a manner which is unprofessional, hurtful, or offensive, you may be removed from the list by the Listserv Moderation Team.

If you feel someone has treated you unprofessionally, please contact the Listserv Moderation Team at: div42listservmoderationteam@gmail.com. If you do not feel comfortable and would like to communicate with one person rather than the whole group, please contact the Chair of the Listserv Moderation Team directly at: shannonpsyd@hotmail.com and dr.b.lesnik@gmail.com

12. I am from another Division and have a call for papers for our Journal/Division Conference; may I post this call to your Division Listserv?

Division 42 strongly supports other APA Divisions. We are happy to post calls for papers or proposals from other Divisions supporting the larger APA community and providing Division 42 members with these opportunities to excel in their pursuits to present their work in the larger community. Calls are posted in agreement with Division 42 policy on posting research – please see FAQ for more information

**APPENDIX
DIVISION 42 LISTSERV FAQ**

13. Where can I review APA Listserv policies referred to in this FAQ?

The full APA rules are located on this webpage: <http://listserve.apa.org/infopages/APARules.html>

14. What happens when a Division member breaks the listserv rules?

We have made it quite difficult for people to get “removed” from the listserv and this has happened very infrequently. Sometimes, if a situation on the list is perceived by members or the moderators to be threatening our collegial community, members may be sent a private email with a “friendly request” to take the conversation off the list to private email.

LISTSERV ENFORCEMENT PROCESS

1st offense: When a rule violation comes to the attention of the Moderator(s), the Moderator(s) will email the person who violated the rule, informing them (a) which rule was broken (b) how it was broken, and (c) they will be politely reminded to observe all the rules. The Moderator’s email will include a link to the Listserv FAQ and the formal, detailed APA Listserv Rules. The moderators may also post a public reminder, not mentioning names, but reminding all listserv members about the rules.

If someone continually breaks the rules, the moderator may request that the listserv review team review the member’s conduct and develop a remediation plan. The

**APPENDIX
DIVISION 42 LISTSERV FAQ**

member will be notified by the list moderator that the member's behavior is being reviewed by the listserv review team.

The current members of this team are Dr. Luis Morales Knight and Dr. Aimee Yermish. New team members may be added or rotated by appointment of the current listserv moderator(s) or the sitting president of the Division. The Listserv Moderation Team Chair will not be on this review team so as to reduce bias. If a current member of the review team has a conflict of interest with reviewing this member's actions, they will notify the moderator that they should sit out of the review process.

The review team may recommend any of the following actions:

2nd offense: A private, formal warning will be sent to the member and he or she will be informed that if the infraction is repeated, there will be more serious action taken and a record will be kept of this warning;

3rd offense: If similar behavior or other disruptive behavior is enacted within 60 days, the member may get a second formal warning and a record will be kept of this. The member will be told that this is a second formal warning and further disruptive behavior could lead to suspension from the list;

4th offense: At this point, the individual will be sent a notice that, due to multiple infractions, the member will be suspended from the list for a period of six months;

Returning members: If a member returns from the list and continues to enact the same negative behavior, the member may be informed that they need to avoid repeating the infractions that resulted in their removal from the list initially for a limited time period specified by the Review Team. Behavior consistent with listserv rules for this time period will "reset the clock" for that member. Failure to comply with list rules during their "welcome back" period may result in their being removed from the listserv for a one-year period.

Permanent removal: In cases in which the same member has gone through this process more than once, the member may be notified when they are welcomed back to the list that if they continue to create problems for our listserv community, they risk permanent removal from our listserv.

Elastic clause: In certain egregious cases, the moderators may feel the need to move up this disciplinary ladder more quickly, in order to maintain appropriate collegial relationships and legal protections on the list. If three moderators concur by email, the process may be escalated to a higher discipline level more quickly.

The Enforcement Committee will discuss the case (3 commenting members constituting a quorum), typically by email. Discussions will take place over no longer than one week, and should be expedited if possible, particularly if the rule violation is creating legal or interpersonal problems on the listserv.

The Enforcement Committee will delegate a member to communicate the decision to the Listserv Moderation Team Chair, who will in turn communicate it to the person who has violated the rules. The Listserv Moderation Team Chair will then enact and monitor the sanction.

APPENDIX SAMPLE SPONSORSHIP LEVELS

Platinum Sponsor \$5,000

- Banner ad on Division 42 homepage for 3 months with monthly “thank you” posts on the Division’s social media platforms (e.g., Twitter and Facebook)
- 1st opportunity to sponsor registration bag at Division 42’s conference
- 1st opportunity to sponsor name badge holder/lanyard at Division 42’s conference
- 3 full registrations (with CE credits if desired) at Division 42’s conference
- Full-page ad in Division 42’s *Independent Practitioner*

Gold Sponsor \$4,000

- Banner ad on the conference registration homepage
- 2nd opportunity to sponsor registration bag
- 2nd opportunity to sponsor name badge holder/lanyard
- 2 full registrations (with CE credits if desired)
- Half-page ad in Division 42’s *Independent Practitioner*
- Three sponsor “thank you” posts on Twitter and Facebook

Silver Sponsor \$3,000

- Sponsor logo listing on Division 42’s conference registration homepage
- 1 full registration (with CE credits if desired)
- Quarter-page ad in Division 42’s *Independent Practitioner*
- One sponsor “thank you” post on Twitter and Facebook

Bronze Sponsor \$1,500

- Sponsor logo listing on the conference registration homepage
- 1 single-day registration (with CE credits if desired)
- Quarter-page ad in Division 42’s *Independent Practitioner*

EVERY EVENT SPONSORSHIP INCLUDES:

- Your logo on the conference website with hyperlink
- Thank you from podium during event
- Sponsor name badge

Additional Sponsorship Opportunities:

Conference Bags (Exclusive \$700) • Imprint your logo on the bag given to every registrant.

Conference Notepads (Exclusive \$600) • Imprint your logo on the notepad included in every registration bag. (Sponsor provides notepads.)

Conference Pens (Exclusive \$400) • Imprint your logo on pens included in every registration bag. (Sponsor provides the imprinted pens.)

Conference Folders (Exclusive \$250) • Imprint your logo on folders included in every registration bag.

Tabletop Exhibits \$500 (Exhibits are open during all registration periods & breaks)

- 8-foot table with tablecloth and 2 chairs

- Exhibitor signage in exhibit area
- Exhibitor name badge
- Opportunity to conduct private raffle or giveaway in exhibit area

Custom Sponsorship Opportunities - If you don't see what you're looking for here, let us work with you to design a customized sponsorship package.