

# **Bylaws of The Society for Personality Assessment, Incorporated**

## **ARTICLE I. MEMBERSHIP**

### **Section 1.**

Members of the Society for Personality Assessment, Incorporated, shall be duly elected persons whose work and interests include the study of personality and its assessment and whose qualifications meet those set by the Society.

### **Section 2.**

There shall be four classes of Membership to be known as (a) Members, (b) Associates, (c) Student Affiliates, and (d) Honorary Members.

## **ARTICLE II. QUALIFICATIONS FOR THE CLASSES OF MEMBERSHIP**

### **Section 1. Members**

- a. Persons who hold a doctor's degree in psychology, medicine, or related field; whose work and interests lie primarily in the study, assessment, or treatment of human behavior and its disorders, and who are recognized by virtue of professional training, experience, and Membership in professional associations, and qualified psychologists, psychiatrists, or research workers in these fields, may be elected as Members. The requirement of a doctorate may be waived in the case of applicants from countries in which it is not the standard degree relevant to the practice of personality assessment if applicants have the advanced degree and training necessary for independent practice as determined by the Membership Committee.
- b. Applicants are approved by the Membership Committee. If the vote of the Membership Committee is not unanimous the Board of Trustees will be consulted, and the affirmative vote of two-thirds of the Board Members shall be required for election.
- c. The following are subtypes of memberships in the Members category:

Fellows

Fellows must be Members with a minimum of five (5) years of acceptable experience

who, in the judgment of the Board of Trustees, have made significant contributions to personality assessment in two or more areas. Among the activities that may serve as evidence of these significant contributions are the following:

1. Doctoral degree with special training in methods of personality assessment and minimum of five years of acceptable postdoctoral experience; **and**
2. Have demonstrated special competence in methods of personality assessment in at least two of the following ways:
  - a. A history of successful teaching in the area of personality assessment and achieved the rank of Associate Professor or higher. A letter from the department chair or other documentary proof of associate or full professor status is required (applicable for full time faculty only);
  - b. Theoretical or research contributions of high quality in the area of personality assessment as demonstrated by multiple scholarly publications;
  - c. Outstanding professional leadership through supervision, administration, consultation, or practice in the use of methods of personality assessment;
  - d. Other high attainments (e.g., the ABAP Diplomate conferred specifically for expertise in personality assessment);
  - e. Demonstrated a unique and outstanding contribution to the Society;
  - f. Active engagement in the advancement of personality assessment through continuing education, legislative advocacy, or other endeavors that enhance the strength and visibility of the discipline.

The requirement of a doctorate may be waived in the case of applicants from countries in which it is not the standard degree relevant to the practice of personality assessment if they have a minimum of five years of acceptable experience after attaining the degree necessary for independent practice as determined by the Membership Committee;

3. An individual who has made an exceptional and distinguished contribution to personality assessment may be elected directly to Fellow status upon unanimous consent of the Board of Trustees;
4. Each applicant for Fellow status shall be endorsed as to competence, personal soundness and integrity by at least two Members of the Society, one of who must be a Fellow;

5. For election to Fellowship the affirmative vote of the Board by two-thirds of the Board members shall be required.

#### Life Member/Life Fellow

Any Member or Fellow Member who has reached the age of sixty-five (65) years and has been a Member or Fellow in good standing of the Society for at least twenty (20) years or who has reached the age of sixty-five years, is retired, and has been a Member or Fellow in good standing of the Society for at least ten (10) years shall retain the rights and privileges of Membership but shall be exempt from further payment of dues except a subscription rate for the *Journal*, with the rate being determined by the Board.

#### Early Career Member

Doctoral members who are new graduates or are in the second or third year after graduation, qualify for the status of Early Career Member.

### **Section 2. Associates**

- a. Persons with graduate degrees below the doctor's degree or who have been graduate students for at least five (5) years may be elected to Associate Membership.
- b. Applicants for Associate Members are approved by the Membership Committee. If the vote of the Membership Committee is not unanimous, the Board of Trustees will be consulted and the affirmative vote of two-thirds of the Members of the Board of Trustees shall be required for election.

Individuals who have been Associate Members for at least five (5) years can apply to the Membership Committee for full Membership upon demonstration of contribution in teaching, clinical practice, and/or research in personality assessment and/or contribution to the Society.

### **Section 3. Student Affiliates**

Student affiliates have two subcategories:

- a. Graduate Student Affiliates: this type of membership is for students enrolled in a regionally accredited educational institution in psychology or a related field.
- b. Undergraduate Student Affiliates: This category is for students enrolled in a regionally accredited educational institution, majoring in psychology or a related field and sponsored by a doctoral level SPA member.
- c. Student affiliates are automatically members of SPAGS.

d. Students may be enrolled in the student affiliate category for as long as they are registered in an accredited program in psychology or related field.

#### **Section 4. Honorary Members**

Persons of distinction may be elected as honorary Members of the Society upon unanimous approval of the Board of Trustees. Honorary members shall be exempt from payment of dues.

#### **Section 5. Reinstatement**

Any person who, for any reason has ceased to be a Member may, on written application be reinstated upon such terms and conditions as approved by the Board of Trustees.

#### **Section 6. Membership Dues**

Annual dues shall be paid by Member, Associates, and Student Affiliates in such amounts as shall be determined by the Board.

#### **Section 7. Voting Rights**

Members as defined in Section 1 of Article II, shall be entitled to participate in votes of the Society.

#### **Section 8. Re-Enrollment**

A Member, Associate, or Student Affiliate whose dues are unpaid will be placed on inactive status. Such individuals may be re-enrolled at the discretion of the Membership Committee upon payment of a reactivation fee and current dues.

#### **Section 9.**

The Board, by a two-thirds vote, may expel from the Society any person who has been found guilty of unethical conduct or has had a state license to practice psychology revoked or has been expelled from Membership in any other professional or scientific organization. An impeached individual shall have the right to address the Board in his/her defense.

### **ARTICLE III. OFFICERS**

#### **Section 1.**

The officers, who form the Executive Committee, shall consist of a President, President-Elect, Past President, Secretary and Treasurer. The President shall be elected for a two-year

term of office. The offices of President-Elect and Past President will each be for a duration of two (2) years. The Secretary and Treasurer shall serve three-year terms, and may be elected to two consecutive terms. Although they may not run for a third term, they may run for an alternate office. All officers shall assume office on September 1 of the year of their elections.

## **Section 2.**

The officers specified in Section 1 hereof shall be elected by mail/email ballot of the Members, as stated in Section 1, except the President-Elect shall automatically become President on the expiration of his/her term as President-Elect and the President shall automatically become Past-President at the expiration of his/her term as President.

## **Section 3.**

Vacancies occurring before the expiration of the term of any of the officers specified in Section 1 hereof, shall be filled by the Board of Trustees until such time as the next election ballot is distributed to the Membership.

## **Section 4.**

Between meetings of the Board of Trustees, the President shall:

- a. direct the business of the Society;
- b. be an ex-officio Member of all committees and chair of the Board of Trustees;
- c. preside at all sessions of the annual Convention or appoint a substitute;
- d. appoint the Chair and Members of all committees which are to be appointed or because of the occurrence of vacancies or because of the establishment of other committees as provided for herein.

## **Section 5.**

The Past President shall be the Chair of the Nominations and Elections Committee. This Committee shall prepare, with the approval of the Board of Trustees, the slate of candidates to be distributed to the Members for the election of officers and representatives-at-large.

## **Section 6.**

The President-Elect shall be responsible for the scientific program offered during the annual Convention and, in the absence of the President, perform the functions of the President.

## **Section 7.**

The Secretary shall:

- a. insure that records are kept of all business sessions and make reports thereon;

- b. conduct such correspondence and perform such other duties as are customary and as the objects of the Society may require;
- c. chair the Membership Committee;
- d. monitor the Bylaws and the governance manual in order to keep these documents current and maximally effective.

**Section 8.**

The Treasurer is Chair of the Financial Advisory Committee and shall monitor the financial affairs of the Society and report on a yearly basis to the Board of Trustees.

**Section 9.**

The Editor of the *Journal* of the Society shall be responsible to the Board of Trustees for the publication of the *Journal* and shall serve as an ex-officio Member of the Board of Trustees.

**ARTICLE IV. THE BOARD OF TRUSTEES**

**Section 1.**

The Board of Trustees shall consist of the officers as stated in Article III, Section 1, four (4) Representatives-at-Large, and a Student Representative to be elected by the members of the Society for Personality Assessment Association of Graduate Students, referred to herein as the Elected Board, and such ex-officio members as may be appointed by the Elected Board.

**Section 2.**

The Board of Trustees shall meet at least two (2) times a year. Special meetings may be called by the President or by five Members of the Board.

**Section 3.**

Six (6) members of the Elected Board shall constitute a quorum of the Board of Trustees. The concurrent vote of six (6) Members of the Elected Board shall be necessary to constitute action by the Board. The Elected Board, at its discretion, may allow ex-officio members to vote on awards, conference activities, and other matters not concerned with the governance of the Society.

**Section 4.**

The Chairs of Standing Committees shall receive notice of and shall be privileged to attend Board meetings and may take part in the discussions at the meetings but shall have no vote. A Chair may be requested to attend such meetings as the President may deem necessary for the proper dispatch of the business of the Board.

## **Section 5.**

The Board is empowered to establish and maintain a central office for the Society and to employ such personnel as may be necessary to efficiently operate this office. Between meetings of the Board of Trustees and consistent with the powers conferred by the Bylaws, the President shall have the power to authorize the expenditure of money:

- a. for the conduct of the annual Conventions, for the printing and mailing of notices and programs;
- b. for the Journal and other SPA literature or co-sponsored publications;
- c. for the necessary stationery, postage and secretarial expenses incident to these purposes; and
- d. for such other objects as may be necessary and proper for the conduct of the Society's affairs.

## **Section 6.**

Representatives-at-Large serve for a term of two (2) years, and may be elected to two consecutive terms. Although they may not run for a third term, they may run for an alternate office. The Nominations and Elections Committee shall arrange elections so that two (2) Representatives-at-Large are elected each year. Representatives-at-Large shall chair the Awards, Continuing Education, and Fellows Committees.

## **Section 7.**

Any vacancy in the office of Representatives-at-Large shall be filled by appointment by the President, with approval of the Board of Trustees, for the unexpired period of office.

# **ARTICLE V. COMMITTEES**

## **Section 1.**

The Executive Committee: This committee will conduct all such necessary business as the society shall require in the periods between board meetings.

## **Section 2:**

Appointments to Standing Committees shall be of three (3) year's duration. The Standing Committees shall be:

- a. The Publications Oversight Committee: This Committee ensures the Editors of the *Journal* and any other publication are fulfilling their responsibilities and shall resolve disputes that may arise between an Editor and his or her Associate Editors, submitting authors, the society, or the publisher. The Committee shall evaluate the

performance of Editors and make recommendations to the Board regarding the hiring, retention, and dismissal of an Editor. The President, Past-President, and President-Elect will be members of this Committee, and the Board may appoint additional members to the committee from the membership at large.

- b. The Membership Committee: This Committee shall develop recommendations and plans for recruiting and retaining members.
- c. The Financial Advisory Committee: This Committee shall concern itself and be acquainted with the financial affairs and condition of the Society at all times.
- d. The Program Committee: This Committee shall arrange and supervise the program of the Society and its annual Convention.
- e. The Nominations and Elections Committee: This Committee shall be responsible for preparing a slate and supervising the election of Officers and Members of the Board of Trustees.
- f. The Awards Committee: This Committee shall invite nominations for awards given by the Society and shall recommend recipients to the Board.
- g. The Fellows Committee: This Committee shall review Membership records annually and shall invite qualified Members to apply for Fellow status and make recommendations to the Board. All Members of this Committee shall be Fellows of the Society.
- h. The Continuing Education Committee: This Committee is responsible for arranging the workshops in conjunction with the annual Convention and for the arrangement of all other continuing education functions of the Society.
- i. The International Section Committee: This committee shall concern itself with the needs of international members. The Chair of the committee shall attend the International Congress as a SPA representative.
- j. The Student Matters Committee: This Committee shall be responsible for making decisions about dissertation grants and student travel grants and generally addressing student matters.
- k. The Website Committee: This Committee is responsible for updating and maintaining the SPA website in accordance with Board guidelines.

## **ARTICLE VI. ANNUAL CONVENTION**

### **Section 1.**

An annual Convention of the Membership for the purpose of conducting a scientific assembly and transacting the business of the Society shall be held at such time and place as may be determined by the Board of Trustees. Notices of the annual Convention shall be sent to all Members at least two months before the date of the Convention.

### **Section 2.**

There shall be a business meeting at the annual Convention of the Society. A quorum shall consist of those Members present.

### **Section 3.**

At each session of said meeting, the President, the President-Elect or some Member delegated by the President shall preside.

### **Section 4.**

Persons not Members of the Society may be invited to attend sessions of the scientific program, and may be accorded the privilege of presenting papers and of discussing papers presented.

## **ARTICLE VII. PUBLICATIONS**

### **Section 1.**

In keeping with its Articles of Incorporation, the Society shall publish a scientific journal. The Board shall appoint a journal Editor for a minimum of five (5) years.

- a. The Editor shall operate the journal within any limitations specified in these Bylaws, including policies consistent with the mission of the Society and the *Journal's* Statement of Scope as established by the Board.
- b. The Editor shall have full and independent responsibility for determining the content of the *Journal*, without interference from the Society or the publisher, basing publication decisions on the validity of the work and its importance to *Journal* readers.
- c. The Editor is responsible for maintaining and enhancing the scientific credibility of the *Journal* and will inform the Society of any incidents that could impair its credibility. The Editor is responsible for processing all submissions and ensuring that peer review is conducted by qualified assessment specialists.
- d. At the discretion of the Editor, proceedings of the Society may be recorded in the journal (and in a newsletter distributed to the membership otherwise).
- e. The Editor will provide the Society with a report of *Journal* activities on at least an annual basis.
- f. After a deliberative process the Editor may be dismissed by a two-thirds majority of the Board for proper cause, including poor editorial decisions, disagreement over the long-term editorial direction of the journal, personal behaviors that are incompatible with a position of trust, or an inability of the Board and Editor to work together in a spirit of mutual trust and collaboration.

### **Section 2.**

Such journal shall be distributed to all Members of the Society and to all subscribers who are not Members, at such rate as the Board of Trustees may from time to time determine.

## ARTICLE VIII. FINANCE

### Section 1.

The Society shall be empowered to receive, hold and invest funds and to disburse sums in payment of indebtedness lawfully incurred on behalf of the Society.

### Section 2.

The fiscal year, for all purposes of the Society, shall coincide with the calendar year.

### Section 3.

The Officers of the Society and the Editor of the *Journal* shall be allowed expenses for postage and secretarial work in connection with their offices. Other expenses may be authorized by the Board of Trustees.

## ARTICLE IX. PARLIAMENTARY AUTHORITY

### Section 1.

The conduct of all meetings of the Society shall be guided by *Modern Parliamentary Procedure* by Ray E. Keeseey, except where it is in conflict with these Bylaws or with the Articles of Incorporation.

## ARTICLE X. AMENDMENTS

### Section 1. Proposal of Amendments

Amendments to the Bylaws may be proposed in either of the following ways:

- a. By two-thirds vote of the Members and Fellows present at any Business Meeting of the Society.
- b. By resolution of the Board of Trustees.
- c. By the Secretary with the approval of the Board.

### Section 2. Amendment Process

The process for an amendment is as follows:

- a. An appropriate communication shall be distributed to the Membership indicating both the matter proposed to be deleted and added.

- b. The Amendments shall be deemed adopted if approved by two-thirds of those voting, whose ballots have been returned within thirty (30) days of mailing.
- c. Amendments shall be effective when and as adopted unless otherwise specified in the communication to the Members proposing the amendment.

*Revised and Approved October 2015*