Operating Procedures

for the

American Psychological Association of Graduate Students (APAGS)

Approved at the 2024 Fall Consolidated Meeting

1.0 Preliminary

1.1 Title – The following constitutes the operating procedures of the American Psychological Association of Graduate Students (APAGS) Committee of the American Psychological Association (APA) and may be cited so for all purposes. These operating procedures are, and will remain, consistent with the bylaws of the APA.

1.2 Definitions – In these operating procedures, unless otherwise specified or required by context,

- 1.2.1 "Association" means the American Psychological Association,
- 1.2.2 "committee" means the elected members of APAGS and "full committee" includes both the elected members and appointed subcommittee chairs (but does not include subcommittee vice chairs)
- 1.2.3 "Executive Committee" means the steering committee of APAGS, consisting of the Chair, Past Chair, and Chair-Elect,
- 1.2.4 "officer" means an elected member of the APAGS Committee, either Chair, Past Chair, Chair-Elect, or Member-at-Large, and "office" has a corresponding meaning,
- 1.2.5 "APAGS Leader" means any APAGS member, either elected or appointed, that holds a position on the APAGS Full Committee or subcommittee.
- 1.2.6 "election" means an election for committee officers,
- 1.2.7 "member" means a paid member of APAGS, who must be a Graduate student member of APA. Per the APA Bylaws Article II, Section 9, Graduate student members shall be persons who are pursuing graduate studies and have been enrolled in good standing within the past twelve months in a regionally accredited graduate or professional school for graduate work in the field of psychology.
- 1.2.8 "student" means any undergraduate or graduate student taking courses in psychology or postdoctoral fellow in psychology who was still an active APAGS member when they reached postdoctoral status,
- 1.2.9 A member is "in good standing" with APAGS as defined by the following criteria:
  - 1.2.9.1 Who is not in default of fulfillment of any prescribed fee to the Association,
  - 1.2.9.2 Who is not in default of fulfillment of any prescribed obligation to APAGS, and,
  - 1.2.9.3 Whose membership is not in suspension or has lapsed,
  - 1.2.9.4 Who has not acted in violation of any principles or standards upheld by the APA Ethics Code and who strives to follow APA's ethical principles.

1.3 Purposes – As specified in the Association Rules, the purposes of APAGS are to

1.3.1 Promote the highest standards in the research, teaching, and practice of psychology in order to further the education and development of all students involved in the study of psychology;

1.3.2 Represent all graduate specialties of psychology, and facilitate exchange of information between these groups;

1.3.3 Promote graduate student leadership development in order to communicate and advocate the concerns of graduate students; and

1.3.4 Establish and maintain channels of communication between APAGS and schools, community, as well as the APA community at large (defined by APAGS as boards, committees, councils, divisions, State and Provincial Psychological Associations, and any other bodies deemed appropriate).

2.0 Membership

2.1 A Student affiliate of the Association who is a psychology graduate student or post-doctoral fellow, or an undergraduate student who elects to join APAGS, is a member of APAGS. Admissions and qualifications criteria are described in the Association Bylaws, Rules, and Membership operating procedures. APAGS provides guidance on potential changes to these criteria as needed.

2.2 Uniformity – subject to other provisions of APA Bylaws, every member has the same rights, privileges, duties and responsibilities within APAGS.

2.3 Continuation – A member is only eligible for continuation as a member in APAGS who,

2.3.1 Continues to have the qualifications for membership,

2.3.1.1 Enrolled in a graduate level program in psychology or related field at the time of enrollment, and/or

2.3.1.2 Within a calendar year from time of enrollment, even if graduated from program during that time

2.3.2 Pays, through the Association, the prescribed annual fee, and

2.3.3 Remains in conformity with the APA Code of Ethics.

2.4 A Undergraduate Student Affiliate members – There is a group of members who are undergraduate students of psychology, who elect to join APAGS, and are to be accorded all privileges of membership with the exception of eligibility to hold office and certain funding opportunities.

2.5 Post-doctoral individuals – APAGS members who complete their degree during their membership year are allowed to remain as APAGS members through the membership year. At the start of the next membership year, however, they would need to become full members of the association and would no longer be eligible to be an APAGS member.

2.6 Terms of Service – The membership year is determined by the Membership Office, and it currently runs from January to December. Positions in APAGS, whether elected or appointed, follow the same terms of service (January – December) unless otherwise specified.

2.7 Resignation of APA Membership – as specified in the APA Bylaws, resignation of members, associate members, graduate student members or affiliates may be accepted only by the

Board of Directors. IN the ordinary course, the Board of Directors will, in its discretion, refuse to accept a resignation tendered by a member, associate, or affiliate while such member, associate, or affiliate is under the scrutiny of the Ethics Committee.

3.0 Governance

3.1 Officers

- 3.1.1 As specified in the APA Association Rules, the officers of APAGS shall be,
  - 3.1.1.1 Chair,
  - 3.1.1.2 Chair-Elect,
  - 3.1.1.3 Past Chair,
  - 3.1.1.4 Six Members-at-Large (without specific foci)
- 3.1.2 The chair shall be the chief officer of the APAGS Full Committee, and they, or their appointee for a time-limited purpose, shall preside over meetings of the committee, the full committee, or the executive committee.
  - 3.1.2.1 The Chair has the duty to appoint liaisons from APAGS to other groups and confirm appointments from other groups to APAGS
  - 3.1.2.2 The Chair has the duty to appoint the APAGS ad hoc elections committee,
  - 3.1.2.3 The Chair serves concurrently as APAGS member on the APA Council Leadership Team and is a voting member of the APA Council of Representatives.
  - 3.1.2.4 The Chair is responsible for developing and (in conjunction with APAGS staff) implementing a year-long work plan that guides the full committee's work for that given year.
  - 3.1.2.5 Additional Chair responsibilities may include appointment processes that encompass the assignment of liaisons, the selection of group members, and filling other student positions as necessary. The Chair holds the responsibility of vetting and appointing individuals to these student roles.
- 3.1.3 The Chair-Elect term is a one-year term and holds the following responsibilities:
  - 3.1.3.1 Participates in all EC activities to prepare for their Chair year.
  - 3.1.3.2 Serves as an official liaison for some of the established APAGS liaisonships internal and external to APA. Sometimes may take on a relatively greater number of liaison roles to help acclimate themselves to the work of the subcommittees, task forces, and working groups.
  - 3.1.3.3 Reports on Chair-Elect and official liaison activities to the Full Committee via the committee email list and at APAGS business meetings.
- 3.1.4 The Past Chair term occurs the year after the chair term and the Past Chair serves primarily as a consultant to the Chair, as well as the following responsibilities:
  - 3.1.4.1 Oversees and coordinates the annual elections and appointment process.

3.1.4.2 Serves concurrently on the APA Board of Directors, which includes approximately five trips to Washington, DC, or other locations (small compensation and full travel reimbursement provided) for board meetings, Council of Representatives meetings (and is a voting member of Council), retreats, and so forth.

3.1.4.3 Reports on Past Chair and official liaison activities to the Full Committee via the committee email list and at APAGS business meetings.

3.1.5 Other officers shall assist the Chair and shall perform the tasks that are assigned.

3.1.6 The Chair and other officers are responsible to the Association's Board of Directors in an advisory capacity, as well as to represent the needs and concerns of APAGS members.

3.1.7 No one individual shall concurrently hold more than one office within APAGS. This does not include positions or appointments on other APA Boards, Committees, or other groups (e.g., the Commission on Accreditation, the Committee of State Leaders, etc.)

3.1.8 The Chair serves concurrently as APAGS member on the APA Council Leadership Team and is a voting member of the APA Council of Representatives.

3.1.9 The Past Chair serves concurrently as APAGS member on the APA Board of Directors and is also a voting member of the APA Council of Representatives.

3.2 Executive Committee

3.2.1 The Executive Committee (EC), composed of the Chair, Chair-Elect, and Past Chair, shall facilitate the activities and direction of the committee and Full Committee, and is to act on the committee's behalf as appropriate.

3.2.2 The EC holds monthly virtual meetings with APAGS staff to discuss APAGS-related affairs and proceedings.

3.3 Members-at-Large

3.3.1 Members-at-Large are elected by the APAGS membership to serve two-year terms. Responsibilities include serving as appointed liaisons to other boards and committees, working on ad hoc APAGS committees as needed, attending committee meetings and casting votes for APAGS main motions, serving as ad hoc reviewers for grants and providing comments on APA business items, and other duties as directed.

3.4 APAGS Elections Committee

3.4.1 The Elections Committee, chaired by the APAGS Past Chair, includes all six Members-at-Large and any other officer or APAGS leader appointed by the APAGS Past Chair. The Elections Committee coordinates the APAGS elections process for the year, to include: recruitment, creating timelines and deadlines, reviewing applications, conducting interviews when appropriate, and developing a slate of candidates.

3.5 Full Committee

3.5.1 The Full Committee includes the following voting members: Executive Committee (i.e., Chair, Chair-Elect, Past Chair) and 6 Members-at-Large.

3.5.2 Subcommittee Chairs are also members of the Full Committee, however they are non-voting members because they are not official members according to the association rules.

3.5.3 Subcommittee Vice Chairs are included in Full Committee meetings, however they are non-voting members because they are not official members according to the association rules.

3.5.4 To ensure equity and representation of all voices, voting proceedings in APAGS starts with a straw poll from all Full Committee members, to determine if further discussion is needed. Subcommittee Vice Chairs do not vote in the straw poll. If consensus cannot be determined between voting and non-voting members, further discussion is pursued until a compromise can be achieved. If there is agreement between voting and non-voting members, then the official vote will be taken, which includes only voting members. A quorum of five or more voting members must participate in the vote in order for the main motion to pass.

3.5.5 The general affairs of APAGS shall be managed and supervised by the Executive Committee, as well as the Full Committee.

3.5.6 APAGS leaders shall serve as such without compensation, fee, or like remuneration. In cases where expenses are incurred by a committee member at the direct request of APAGS, pre-approved expenses incurred through the exercising of their role will be reimbursed according to clearly specified directions by APAGS staff.

3.5.7 The Chair, EC, or the Committee may approve the creation of ad hoc working groups and task forces to carry out specific projects, initiatives, or inquiries, making recommendations back to the Committee for action.

3.6 Subcommittees

3.6.1 The Full Committee will establish, disband, and approve the changes to the size, number, and scope/purpose/mission of subcommittees.

3.6.2 The EC will give direction to subcommittees as it considers expedient from time to time and will discuss with the Full Committee any proposed changes to the focus area of the subcommittees.

3.6.3 Subcommittee Chairs will solicit and nominate subcommittee members from the APAGS membership. Subcommittee members are subject to approval by the APAGS Elections Committee.

3.6.4 A subcommittee may not perform any function of the EC or the Full Committee, but, subject to the directions of the EC, may give advice and make recommendations without limitation.

3.7 All APAGS leaders and officers will represent the organization and uphold APA bylaws and policies.

3.8 Meetings

3.8.1 The EC and Full Committee shall meet (including virtually) from time to time, at least once per year, and at the call of the Chair, at a time and place designated by the Chair.

3.8.2 The Chair, or an appointee for the purpose, shall make reasonable efforts to notify members of meeting time and place for the convenience of the APAGS leaders.

3.8.3 The Full Committee may perform the functions that are assigned to it by these operating procedures and may take action upon any matter within their purview that warrants attention.

3.8.4 A simple majority of voting officers constitutes a quorum to transact any business which properly comes before the committee.

3.8.5 All binding votes shall be take first as a non-binding straw poll for members of the Full Committee. If the majority of present Subcommittee Chairs disagree with the majority of voting members on a particular issue, an official vote will be delayed until majorities of both groups concur.

3.8.6 Every question which properly comes before the Full Committee may be decided by a simple majority of the votes cast by officers at the meeting, including the presiding officer, and if there is an equality of votes on a question, that question shall be deemed to have been decided in the negative.

3.8.7 A copy of the minutes of every Full Committee meeting shall be made available to the Full Committee. Minutes of each Spring and Fall Consolidated Meeting, as well as an end-of-year report, will be made available to the Association.

4.0 Elections

4.1 The procedures for the nomination and election of officers are:

4.1.1 The Election Committee, as described previously, in conjunction with APAGS staff, administers the elections and appointment process for APAGS.

4.1.2 Appointments are as follows:

4.1.2.1 Regular appointments will be made annually for any open Subcommittee Chair, Subcommittee Vice Chair, and Subcommittee Member position.

4.1.2.2 The Elections Committee will work with the outgoing Subcommittee Chair to vet candidates for incoming Subcommittee Chair and Vice Chair; the outgoing Subcommittee Chair will make a recommendation that must be approved by the Elections Committee.

4.1.2.3 The Subcommittee Chair will vet candidates for open Subcommittee Member seats and will make recommendations that must be approved by the Elections Committee.

4.1.3 Regular elections as prescribed below will be held annually for the Chair-Elect and open Member-at-Large positions.

4.1.3.1 The Elections Committee will prepare a Call for Applications following a Needs Assessment based on the aims of the APA Strategic Plan and subsequent APAGS priorities. The Call for Applications will aim to attract applicants with expertise or interest needed to fulfill an unmet component of the strategic plan.

4.1.3.2 The Elections Committee will return the proposed Call for Applications to the Full Committee for comment and review. This Call will strongly encourage individuals of diverse personal and professional backgrounds to apply. It will also emphasize certain committees that require liaisonships in the coming year. The Call for Applications will describe the needs of the Committee and the aspects desired for different slates.

4.1.3.3 Public announcement of the Call for Applications will go out at least two months prior to the deadline for submission of applications for positions.

4.1.3.4 Applicants shall provide a description of their interest, goals, and experiences, and may indicate interest in multiple slates or positions.

4.1.3.5 After applications are received, the Elections Committee will review and slate applicants based on the ability or interest of applicants in fulfilling the strategic needs of the Full Committee, while ensuring sufficient representation of diverse perspectives (e.g., science/research) and backgrounds (e.g., gender, race/ethnicity).

4.1.3.6 The Elections Committee will develop a matrix for use during the slating process to ensure representation of multiple aspects of diversity. Each applicant will be given an opportunity to prepare a final candidate statement after being notified that they have been slated. This will allow candidates that expressed interest in multiple slates to narrow their focus for the ballot.

4.1.3.7 The call for the APAGS Chair-Elect will emphasize that their platform considers the current APA strategic plan in order to be successfully slated. While the position allows for new and adaptive ideas, applicants should express some knowledge, appreciation, and investment in leading the ongoing activities of APAGS.

4.1.4 Any member is eligible for an Office, Subcommittee Chair, Subcommittee Vice Chair, or Subcommittee Member position if they:

4.1.4.1 Submit a complete application,

4.1.4.2 Are a member in good standing in accordance with the APA Bylaws, Article II, Section 8

4.1.4.3 Have at least one academic year remaining in a graduate program at the start of the term, and

4.1.4.4 Are enrolled in a university that has regional accreditation.

4.1.5 After the deadline for the call for applications, applicants may be interviewed about the position for which they are applying.

4.1.6 After the close of the call for applications, the Elections Committee shall prepare for the final election ballot, a slate with no more than three persons per position (except for Members-at-Large, where, at minimum, 3 candidates are slated based on open positions) for each of the offices to be elected. IF the Elections Committee is tied in the vote for whom to comprise of the slate, the Chair of the Elections Committee will cast the deciding vote; if there are an even number of

Elections Committee members, the Chair of the APAGS Full Committee will cast the deciding vote.

4.1.7 The election period shall be a period of no less than 28 days, and no greater than 31 days.

4.1.8 Where two or more candidates receive the same number of votes after the close of elections, the EC shall cast a deciding vote.

4.1.9 Where there is less than three candidates slated for an office, the Elections Committee may

4.1.9.1 Nominate one or more other members who are eligible for the position, or

4.1.9.2 Declare that candidate elected by acclamation (if there is only one candidate for the position).

4.1.10 Where there are no candidates for an appointed or elected position, the EC may a) suggest an appointee to the Elections Committee for approval, b) grant a one-year term extension for a current leader, or c) open a new call for applications.

4.1.11 Announcement of election results shall be made no later than one month after the election period closes.

4.1.12 Officers and appointed leaders will succeed to, and retire from, their position upon completion of their term at the end of the calendar year.

4.2 Voting Eligibility

4.2.1 APAGS Elections: A member who is in good standing is qualified to vote in any election for APAGS Officer. The elections eligibility list, deployment, privacy, troubleshooting, and results certification are maintained by the APA Elections Office.

4.2.2 APA Elections: All APAGS members that have been APA members for 1 year or more are eligible to vote in all APA elections.

5.0 Vacancies

5.1 Resignation of APAGS Office (but not of APAGS membership) – An officer or appointed leader may resign at any time by submitting written notice to the APAGS Chair, APAGS Staff, or to the Chair-Elect if the resigning officer is the Chair. Unless otherwise specified in the notice, the resignation shall take effect upon receipt, and the position shall thereupon be deemed vacant.

5.2 Recall – An officer who ceases to be in good standing as a graduate student member (per section 1.2.7 of this document), shall be deemed to have vacated their position effective immediately upon such determination. Notification of the officer's ineligibility will be provided to the officer by the APAGS Chair and/or APAGS Staff.

5.3 Removal – An officer or appointed leader may be removed from office before their term would have expired by a two-thirds majority of votes cast by the committee or by consensus of the Executive Committee. Procedural removal in most cases will follow as such:

5.3.1 A verbal warning/discussion will occur with the Chair and the officer or appointed leader.

5.3.2 If the offending behavior continues, the Chair will provide a written warning to the officer or appointed leader, outlining the changes that need to occur in order

for the officer or appointed leader to continue in that role, and a deadline for determining if these changes have been enacted.

5.3.3 Depending on the office (Executive Committee member, Member-at-Large, Subcommittee Chair) the EC or the Full Committee will vote to terminate the officer's or appointed leader's term of service.

5.3.4 For removal of a Subcommittee Member, the Subcommittee Chair must provide written documentation of the problem to the EC. The EC or Chair will have a discussion with the offending appointed leader and an improvement plan will be developed with a timeline for review. If at the end of that timeline the agreed upon improvements have not been made, the EC will vote to remove the appointed leader.

5.3.5 Behavior that may constitute removal:

5.3.5.1 Failure to attend three or more required meetings consecutively without explanation;

5.3.5.2 Unethical or inappropriate behavior based on the APA Ethics Code (https://www.apa.org/ethics/code);

5.3.5.3 Egregious misconduct so that continued service would not be in the best interest of the Association.

5.4 Hiatus – If an officer or appointed leader has a personal or professional emergency that requires them to step away from their position for a period of time, written notification must be provided to the EC for review and approval.

5.5 Filling Vacancy – If an office becomes vacant, the vacancy may be filled by appointment by the executive committee, subject to ratification by the committee.

5.5.1 If the resigning officer is the Chair-Elect, the Elections Committee, in collaboration with the Executive Committee and APA staff, will take all reasonable and timely steps to fill the vacancy as quickly as possible, in accordance with the established association rules and bylaws.

5.5.2 If the resigning officer is the Chair, the Chair-Elect will move into the Chair position. In collaboration with the Executive Committee and the Elections Committee, the term of the Chair will be determined on a case-by-case basis.

5.5.3 If the resigning officer is the Past-Chair, the position will remain vacant unless or until the Elections Committee, Executive Committee Officers, in collaboration with APA Staff and the Board Directors, are able to fill the position.

5.5.4 Members at Large - If a member at large resigns, the position will remain vacant unless or until the Elections Committee and the Executive Committee Officers, in collaboration with APA Staff, are able to fill the position.

5.5.5 Subcommittee Officers - If a subcommittee Chair resigns, the vice-chair will transition to the Chair position, which must be approved by the Elections Committee. In collaboration with EC, APA Staff, and the involved members, the term of the new subcommittee Chair will be determined on a case-by-case basis. If the Vice-Chair resigns, the Chair will select a replacement, preferably from the subcommittee members, which must be approved by the Elections Committee.

5.6 Recusal – Any APAGS officer or appointed leader reviewing a grant application or Convention proposal that either is included in the proposal or knows/works with the applicants of said proposal or grant application should recuse themselves from the review process for that proposal/application. If any APAGS officer or appointed leader has a conflict of interest regarding their role or responsibilities, they should recuse themselves from the specific activity.

6.0 Administration

6.1 Chair Reports and/or Quarterly Reports are created by APAGS staff and will be reviewed by the APAGS Chair before being distributed to the appropriate listservs.

6.2 Annual Report – An annual report shall be submitted to the Board of Directors by the EC at the conclusion of each calendar year reporting on APAGS affairs and activities, including projection of future activities.

6.3 Fiscal Year – The fiscal year of APAGS shall be the same as the fiscal year of the Association.

6.4 The Chair will be made aware of the available discretionary funds in the APAGS budget and will coordinate with the Full Committee regarding allocation of funds.

7.0 Amendment

7.1 Changes to these operating procedures may be enacted by a two-thirds vote of the Committee, provided that such changes uphold the representation of the Association and comply with the bylaws and policies of the APA.

8.0 Additional Information

8.1 While advocacy is not mandatory as an APAGS leader or member, it is encouraged and recommended to conduct advocacy efforts through official APA channels.

8.2 AS leaders will often be tasked with reviewing grant applications and Convention proposals that include the private personal information (PPI) of APAGS members, it is important to keep that information confidential and use appropriate security measures when accessing the PPI of our members.

8.3 These operating procedures will be reviewed yearly by APAGS staff and the EC. In the case that revisions or updates are required, the APAGS Full Committee will vote on approving the updated version of the document.

8.4 Updates to APAGS Resource Guides should be considered after 5 years of publication unless major changes to content are needed before that time. Additionally, a review of utilization (via web hits) should be done to assess the need and usage of the resource guide.

8.5 If the Full Committee or a Subcommittee wishes to work on a project that is not in the work plan of the current year, an APAGS New Business Item form should be completed and turned into the EC for review and approval.

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