

Approved Bylaws
Section for the Advocacy of Sexual Orientation and Gender Diversity
Of the
Division of Counseling Psychology
American Psychological Association
Revised 2/11/22; Approved 3/25/22

Article I

Name and Purpose

1. The name of this organization shall be the Section for the Advocacy of Sexual Orientation and Gender Diversity. within the Society of Counseling Psychology, Division 17 of the American Psychological Association (hereafter referred to as the Section, the Division, and the APA, respectively).
2. The purposes of this Section are to promote awareness of sexual orientation and gender diversity that impact counseling psychology research, scholarship, practice, training, advocacy, and acts of social justice and to support the professional development of lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) psychologists and students. Specifically, the goals of this section are as follows:
 - (a) Create a community of counseling psychologists and trainees interested in lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) related topics
 - (b) Encourage effective and ethically sound counseling psychology research scholarship, practice, training, leadership, and advocacy and social justice related to sexual and gender diverse individuals.
 - (c) Provide opportunities for professional development and mentoring across the career span for lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) students and professionals and allies with interests in LGBQ+ and TNG populations.
 - (d) Create partnerships with other divisional groups, particularly those addressing social justice, to encourage and facilitate the use of our work as psychologists as a tool for (to) eliminating oppression in the Division and in counseling psychology in general.
3. The Section shall not establish policies that are in direct conflict with the policies of the Division or the APA. The Section shall operate in a manner consistent with APA's Bylaws and Rules, Division 17's Bylaws and Rules and Procedures for the Formation, Governance and Operation of Sections.

Article II

Membership

1. The membership of the Section shall consist of two categories: Section Member and Section Affiliate:
 - (a) Section Member: Any Associate Member, Member or Fellow of Division 17 may apply for membership in the Section. Members of the Section are eligible to hold appointed Section office, serve on Section committees and task forces, and are eligible to vote in Section elections. Members or Fellows of Division 17 who are Section Members also may hold elected

offices in the Section. All Section Members will pay Division and Section dues and assessments.

(b) Section Affiliate Member: There are two categories of Section Affiliates:

(i) Section Professional Affiliates

Professional Affiliates of Division 17 or Fellows of APA who are not Division 17 Members, and who have significant interest in the Section activities, may apply for affiliate status in a Section. Section professional affiliates may not hold elected offices but are eligible to hold

appointed offices. They also may serve on Section committees and task forces and are eligible to vote in Section elections.

(ii) Section Student Affiliates

Any student belonging to Division 17 SAS (G) or APAGS may apply for affiliate status in the Section. Section Student Affiliates may not hold elective office but are eligible to hold appointed office. They also may serve on Section committees and task forces and are eligible to vote in Section elections.

2. Section members and Section affiliates shall pay such dues as may be assessed by the Section's governing board.

Article III

Officers

1. The Officers of the Section shall consist of a Chairperson, Chairperson-Elect, Past-Chairperson, Secretary, Treasurer, Diversity Officer, Membership Chairperson, and three or more Members-At-Large.
2. The Chairperson shall be the Member who has just completed their term as Chairperson-Elect. The Chairperson shall succeed to office by declaration at the close of the year after their election as Chairperson-Elect, and shall serve for two years. The Chairperson shall preside at all meetings, shall be the Chairperson of the Governing Committee with right to vote, and shall perform such duties as are customarily incident to the office of a Division 17 Section Chairperson. Some of these duties may include (but are not limited to) :

(a) Maintaining appropriate relationships with the Division 17 Vice President for Diversity and Public Interest, Division 44, APA Committee on Sexual Orientation and Gender Diversity, and other organizations addressing lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) populations in teaching, research, practice, leadership, advocacy, professional development and mentoring;

(a) Ensuring that the names of counseling psychologists who can represent the interests of the Section in the governance structure of the APA are recommended to the appropriate Division nominations and election groups;

(b) Encouraging and/or recommending the development of formal program proposals and informal meetings at the APA annual meeting on issues of timely concern to counseling psychologists engaged in or interested in lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) populations;

(c) Ensuring that the Section responds to initiatives as directed by the President of Division 17 and/or Vice President for Diversity concerning Division interests in lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) populations;

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(d) Encouraging the Section to initiate projects that will further the purposes and goals of the Section;

(e) Ensuring that regular newsletter columns and/or other communication tools keep membership informed of Divisional, APA, and national events of particular interest to Section members;

- (f) Coordinating activities with chairpersons of relevant groups or committees to assist in achieving Section goals and purposes.

3. The Chairperson-Elect shall perform all duties as assigned by the Chairperson for a term of one year. In the event that the Chairperson shall not serve the full term of office, the Chairperson-Elect shall succeed to the unexpired remainder thereof and continue to serve through the next full term.

4. The terms of office for the Treasurer shall be two years. The Treasurer shall disburse funds authorized in the budget on behalf of the Section and maintain custody of all funds of the Section. The Treasurer is responsible for preparing an annual Section budget for approval by the Division 17 Executive Board at its midyear meeting and for keeping full record of all funds received and all funds disbursed and shall issue a report on the financial status of the Section on a semi-annual basis as specified in Division 17's Rules and Procedures for the Formation, Governance, and Operation of Sections. The Treasurer shall at all reasonable times exhibit the accounts of the Section to any membership of the Section.

5. The term of office for the Secretary shall be two years. The Secretary shall keep the records of the Section (including but not limited to meeting minutes of the Section and the Executive Committee), conduct the official correspondence of the Section and keep membership informed about the activities of the Section. The Secretary should also submit to Division 17 such reports as may be required in the Rules and Procedures for the Formation, Governance, and Operations of Sections.

6. The past Chairperson is the most immediately retired Chairperson of the Section and shall serve as a member of the Executive Committee for the year immediately following completion of the term of office as Chairperson. The past Chairperson will be responsible for conducting the elections of the Section. They will also be responsible for nominations and elections of Section awards.

If for any reason the past Chairperson cannot complete the term of office, the office shall remain vacant through the balance of the term in which it occurs. If the Chairperson is unable to complete the term of office and a Chairperson-Elect has not yet been elected, the past Chairperson's term shall be extended until such time as the Chairperson-Elect has been elected, and the past Chairperson shall perform the duties of the Chairperson until such time as the Chairperson-Elect can assume these duties. If the Chairperson-elect is unable to complete the term of office or assume the position of Chairperson, the present Chairperson's term shall be extended until such time as a new Chairperson-elect has been elected. The Chairperson shall continue to perform the duties of the position until such time as the Chairperson-elect can assume them.

7. The Advocacy Officer shall serve for a term of two years and may be fulfilled by a professional member or student member. The Advocacy Officer shall chair the standing committee for Advocacy and will serve on the Executive Committee. In the event the position of the Advocacy Officer is not filled, the duties will revert to the Past Chair or Chair-Elect.

8. The Outreach and Engagement Officer shall serve for a term of two years serving on the Executive Committee. This position may be filled by a student member or professional member. The Outreach and Engagement Officer is responsible for recruiting new members, maintaining a membership roster, and oversee the Section website, the Section FaceBook page, and determine how best to communicate news and information to the Section members and affiliates via means deemed to be most relevant.

9. The Program Committee Chair shall serve a term of two years and must be fulfilled by a professional member. The Program Committee Chair is responsible for coordinating Section programming during convention and other potential gatherings]. Program Committee Chair will work with the Program Committee Members and Executive Committee to determine how the Section will use its allotted substantive Convention Program time (i.e., symposium or Roundtable). The Program Committee Chair will work with the Chairperson and Executive Committee on scheduling programming (i.e., Section Workshop, Networking and Mentoring Social in the Divisional Hospitality Suite). In the event the position of Program Committee Chair is not filled, the duties will revert to the current section Chair.

10. There are three Members-At-Large that shall serve for a term of two years. They shall perform duties as determined by the Executive Committee with input from the membership, but are expected to relate to the diversity committee, program committee, and outreach and engagement functions. These duties may include; but are not limited to, coordinating ad hoc or standing committees, projects or special initiatives. These positions are to be filled by professional members

11. There are three Student Representatives shall serve for a term of one or two years, to be elected or appointed to the Executive Committee. The Student Representatives will be responsible for addressing the needs of Section Student Affiliates in areas including but not limited to, social, cultural, professional development and training interests. Student Representatives are encouraged to establish a Student Committee which meets quarterly to achieve its identified goals. Should this Student Committee be established, student representatives are responsible for setting quarterly meeting dates and agenda, maintaining minutes, and provide bi-annual reports to the Executive Committee and Chairperson. Student representative responsibilities can also involve the advocacy committee, program committee, and outreach and engagement functions. Beginning in Fall 2022, student representatives will receive financial support to attend convention through a stipend. This will serve as a way to acknowledge their service to the committee and division and to reduce barriers for engagement and networking at in-person SASOGD events.

12. All officers are required to attend the Division 17 education-training workshop on legal risk.

Article IV

Governing Board or Committee

1. The Executive Committee of the Section shall function as the governing committee for the Section. The Executive Committee shall be comprised of the Chairperson, the Chairperson-Elect or immediate past Chairperson, Treasurer, Secretary, Advocacy Officer, Outreach and Engagement Officer, Program Committee Chairperson, Student Representatives, and Members-At-Large.

2. The Executive Committee shall be authorized to act on behalf of the Section between Section meetings. All actions of the Executive Committee are subject to review during the annual membership meeting of the Section.

Article V

Committees

1. There shall be two standing Committees of the Section:

(a) The Advocacy Committee shall be responsible for providing information, guidance, suggestions and leadership in promoting diversity in the Executive Committee and in the Section as a whole. The chairperson of this committee shall serve on the Executive Committee as Advocacy Officer and will be appointed by the elected members of the Executive Committee.

(b) The Program Committee shall be responsible for active solicitation of programs, review of programs, and recommendation of programs to the Division 17 Program Committee. This committee shall also be responsible for determining how the Section would like to use its allotted substantive Convention Program time. This committee will take an active role in educating those interested in

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presenting at the convention lesbian, gay, bisexual, queer (LGBQ+) and transgender, nonbinary, and gender diverse (TNG) populations about the program review process in the Division and APA. The Program Committee Chair shall be appointed by the Chairperson of the Section.

2. The Chairperson of the Section shall appoint additional committee chairs as may be needed to conduct the affairs of the Section.

Committee chairs will report on the activities of their committee during Executive Committee meetings and at Annual Convention.

Article VI

Meetings

1. The Section shall hold an annual membership meeting at the time and place of the annual convention of the APA and shall thereas sponsor or conduct such other scientific, professional or social events of the Executive Committee deems appropriate.
2. Section meetings will be announced in appropriate Division and Section publications (e.g., Section and/or Division newsletter, flyers, etc.).
3. A quorum shall be defined as at least 2/3 of the Executive Committee for both Section meetings and Executive Committee meetings.
3. Meeting agenda will be set by the Chairperson in consultation with the Executive Committee. Any member wishing to introduce an agenda item may do so in advance by contacting the Chairperson, Secretary or at the meeting during the call for “new business”.
4. The Section shall hold Executive Committee meetings on a monthly basis via teleconference. The Chairperson or Past Chairperson is responsible for establishing the monthly meeting dates and communicating such meetings to the Executive Committee members.
5. The Section Committees shall hold meetings on a quarterly basis to conduct its work, maintain minutes, and provide bi-annual reports to the Executive Committee and Chairperson.

Article VII

Nomination and Elections

1. The Chairperson-Elect, Treasurer, Secretary, and Advocacy Officer, shall be elected by a plurality mail ballot vote of all ballots cast by all Section membership in good standing.
2. The Members-At-Large shall be appointed by the elected members of the Executive Committee.
3. The Nominations and Elections committee consists of the members of the Executive Committee. It shall be the duty of the Nominations and Elections Committee to conduct and supervise the mail elections of the Section.
4. The Nominations and Elections committee consists of the members of the Executive shall issue a call for nominations via either a Section electronic mailing using the Section listserv or the Division 17 newsletter.
5. The following schedules of terms of office shall govern the call for nominations and election or appointment:
 - a. Chairperson-Elect: to serve a term of one year followed by a term of two years as Chair and then a term of one year as immediate Past Chairperson.
 - b. Treasurer: to serve a term of two years.
 - c. Secretary: to serve a term of two years.
 - d. Advocacy Officer: to serve a term of two years.
 - e. Program Committee Chair: to serve a term of two years.
 - f. Outreach and Engagement Officer: to serve a term of two years.
 - i. Members-At-Large (3): to serve a term of two years.

j. Student Representatives (2-3): to serve a term of one or two years.

6. The Nominations and Elections Committee shall certify the list of names of persons who are nominated for each elected office, secure permission for candidates to be placed on the mail ballot, and oversee the preparation of a ballot for electronic mailing through the section listserv and electronic voting through email.

7. It shall be the responsibility of the Secretary to coordinate Section nominations and elections with those of the Division and APA. The election results shall be reported by the Section to the Division 17 Executive Board at least one month prior to the Division's next regularly scheduled Executive Board meeting.

8. Newly elected and appointed officers shall assume office at the close of the annual Division 17 business meeting of the year in which they were elected.

Article VIII

Finances

1. The Section, with approval by the Division 17 Executive Board, may set and collect dues from its Members and Affiliate members. These individual Section dues shall not exceed the sum of one-half (1/2) the total individual dues and assessments charged by the Division dating the preceding year. The Treasurer shall be responsible for the billing and collection of dues which shall be payable during the first quarter of the Section's current fiscal year.

2. The Treasurer shall submit a) an annual report of income and expenditures and b) a proposed budget to the Division Executive Board prior to its midyear meeting.

3. The Section Treasurer shall submit semi-annual reports to the Division Treasurer showing income and expenditures in the line-item format used by APA. These reports are due July 15 and December 1 of each year.

4. The Treasurer is authorized to disburse funds (including sign checks) which have been duly authorized in the approved budget. In the event of the inability of the Treasurer (due to unavailability or incapacity) to disburse funds, the Section Chairperson is authorized to disburse funds (including sign checks) on behalf of the Section under the same provisions. All other financial documents, other than direct payment disbursements as noted above, shall be signed by the Section Chairperson and the Treasurer.

5. The Section, in keeping with its not-for-profit status, will disburse funds by policies and methods consistent with relevant statutes and regulations for organizations with not-for-profit status of similar standing.

6. The Section's fiscal year shall be the same as the fiscal year of the Division.

7. If dues are implemented, members and affiliates who have not paid dues during the current fiscal year may be considered as having tendered their resignation from the Section by non payment.

8. In the event of the dissolution of the Section by a vote of the Section or by the Division 17 Executive Board. All unencumbered funds in the Section treasury at that time shall be turned over to the Division treasury. The Section Executive Committee, in conjunction with the Division 17 Executive Board, will determine appropriate use of such funds.

Article IX

Amendments

All proposed bylaw changes shall be submitted to the Division 17 Executive Board and APA before the Section membership votes on these changes. After approval of proposed bylaws changes by the Division 17 Executive Board, all proposed bylaws changes shall be voted on by an electronic mail ballot of the Section membership. Bylaws may be amended by a majority vote of the electronic ballots returned. The balloting shall close not less than one month after the ballot electronic mailing or publication of the proposed amendment(s). Final approval and adoption of any bylaw changes are contingent upon the approval of the Executive Board of Division 17.