

**BYLAWS**  
**International Section**  
**A Section of the Society /Division of Counseling Psychology (17)**  
**of the American Psychological Association**  
(Revised on 1.12.2025)

**Article I**  
**Name and Purpose**

1. The name of this Section of the Society/Division of Counseling Psychology (Society/Division 17) of the American Psychological Association shall be the International Section.
2. Mission Statement: The International Section of APA Society/Division 17 is dedicated to encouraging, promoting, and facilitating a scientist-professional model of counseling psychology in international contexts in the U.S. and around the globe through:
  - a. Research with international populations, cultures, or organizations
  - b. Service (e.g., counseling, prevention, social justice and advocacy, consultation, program evaluation) to individuals, communities, cultures, and organizations
  - c. Teaching and training of international graduate students or the education of other graduate students and mental health professionals interested in international issues.
  - d. Policy development and implementation related to cross-cultural issues in counseling psychology.
  - e. Networking and supporting counseling psychologists and other mental health professionals who are interested in a broad range of international issues. Maintaining a forum where such individuals can openly and frequently share their ideas, common experiences, culture, and expertise.
  - f. Promoting cross-cultural collaboration among counseling psychology organizations around the globe.

**Article II**  
**Membership**

**Member**

1. The Membership of the section shall consist of two classes: Section Member and Section Affiliate
2. At least 50 Members of the Section must be voting Members of the Society/Division 17.
3. Section Member: Any Fellow, Member, or Associate Member of the Society/Division of Counseling Psychology (17) and of the APA who has an interest in the stated purpose of the Section.

A Section Member shall be entitled to all the rights and privileges of the Section including, but not limited to, holding appointed Section office, serving on section committees or task forces, and voting in Section elections. In order to remain in good standing, a Member is expected to stay current on Society/Division and Section dues and assessments.

4. The section shall have three categories of Affiliate Members: International Affiliates, Professional Affiliates and Student Affiliates.

- a. International Affiliates: International Affiliates shall be any individual who identifies as a counselor, counseling psychologist, or psychologist in the international community, and whose qualifications are at least equivalent to those required for Membership in the Society/Division and whose interests and professional activities bear on the central goals of the Society/Division. An International Affiliate Member is entitled to all the rights and privileges of the Section. They may hold elected or appointed office, may serve on Section committees and task forces and can vote in Section elections. They shall not vote on Society/Division-related matters. Section dues are not required to remain in good standing.
- b. Professional Affiliates: Any individual who is a Member of the APA or other professional organizations in counseling or psychology who has an interest in the Section but is not a Member or Fellow of the Society/Division 17. A professional Affiliate Member is entitled to all the rights and privileges of the Section. They may hold appointed office, may serve on Section committees and task forces and can vote in Section elections. They shall not vote on Society/Division-related matters. Section dues are required to remain in good standing.
- c. Student Affiliates: Any student belonging to either the Society/Division 17 Student Affiliate of Division Seventeen (SAS) or APAGS and who has an interest in the purposes of the Section may apply for Student Affiliate status in the Section. A Student Affiliate shall be entitled to all the rights and privileges of the Section, except they may not hold elected office. They may hold appointed offices, serve on Section committees and task forces, and can vote in Section elections. They shall not vote on Society/Division-related matters. Section dues are not required to remain in good standing.

### Article III Section Officers

1. The officers of the Section shall consist of the Co-Chairs, Co-Chairs-Elect, Past-Co-Chairs, Secretary, Treasurer, Co-Membership Officers, and International Mentoring and Orientation Committee Chair. Officers shall be Section Members and/or International Affiliates. Section Members and Section Affiliates shall elect the Co-Chairs, Co-Chairs-Elect, Secretary, Treasurer, Co-Membership Officers, and International Mentoring and Orientation Committee Chair. Terms for all elected officers are 2 years, except the Chair-Elect and Past Chair who serve one-year terms.
2. Of the Co-Chairs, one should reside in the United States and one in a country other than the United States. The Co-Chairs have all the powers and perform all duties commonly incident to and vested in, the office of a president of a corporation. The Co-Chairs serve as the chief executive officers and have responsibility for the supervision of all business coming before the Section, stated or implied, that is related to the welfare, stature, and proper operation of the Section. The Co-Chairs preside at and prepares the agenda for all meetings, appoint standing and special committees, subcommittees, and other units as may be required for the work of committees. It is also the responsibility of the Co-Chairs to submit semiannual reports to the Executive Board of the Society of Counseling Psychology in sufficient time to

be included in the Society's bi-annual reports as identified in the Rules and Procedures for the Formation, Governance and Operation of Sections.

3. The Co-Chairs-Elect (one year term) or Past Co-Chairs (one year term) of the Section perform all duties incumbent upon the Co-Chairs during the absence or disability of the Co-Chairs.
4. The Secretary of the Section performs all duties commonly incident and vested in an office of the secretary, including but not limited to the taking and distributing of true minutes of the proceedings of all meetings.
5. The Treasurer is responsible for developing a budget, collecting dues, and monitoring income and expenditures. The Treasurer shall submit semiannual reports to the Executive Board of the Society of Counseling Psychology including financial and tax information as specified in the Rules and Procedures for the Formation, Governance and Operation of Sections.
6. Of the Co-Membership Officers, one should reside in the United States and one in a country other than the United States. The Co-Membership Officers shall conduct outreach to prospective Members and Affiliates within the Society/Division 17, across divisions within APA, International Counseling Psychology professional organizations, and other professional organizations. The Co-Membership Officers also will update and maintain the International Section Membership list and associated Listserv.
7. The International Mentoring and Orientation Committee Chair is responsible for the supervision of all functions of the International Mentoring and Orientation Committee. The Committee Chair presides at and prepares the agenda for all meetings, appoints subcommittees, coordinates tasks performed by subcommittees, facilitates communication between committee members, and submits reports to the Co-Chairs of the Section.

#### Article IV Governing Board

1. The Governing Board shall conduct the governance of the Section. The Board shall have supervision, control, and direction of the business of the International Section in the realization of its mission in a manner consistent with Division 17 and APA Bylaws and Rules. The Governing Board will approve all appointments and actions of the Chair except as otherwise stated.
2. The Governing board shall consist of the Co-Chairs, either the Co-Chairs-Elect or Past Co-Chairs, Secretary, Treasurer, Co-Membership Officers, International Mentoring and Orientation Committee Chair, and Student Representative.
3. With the exception of the annual meeting, meetings shall be called by the Governing Board on an as needed basis. Voting on section matters can also be conducted by a poll of members of the Governing Board (conducted by telephone, e-mail, fax, or other form of communication) conducted by the Secretary. The information, recommendation, or vote of the Board members will be passed along to the Chairperson who will take action according to the recommendation of the Board.
4. No officer or member of the Governing Board may receive a fee for any services rendered.
5. Elected and appointed members of the Governing Board will assume responsibilities immediately following the annual meeting at the APA convention.
6. Appointments of the Student Representative shall be made by the Co-Chairs-Elect, and serve a term of two years.

## Article V Meetings

1. There shall be a Membership Business Meeting of the Section held during the annual convention of the American Psychological Association. The purpose of this meeting shall be to allow for a discussion of information and concerns regarding the International Section between the general Membership and the members of the Governing Board. Any Member or Affiliate of the Section shall have the right to place a matter on the agenda of the business meeting. Items for the agenda must be directed to the Chair at least 30 days prior to the publicized first day of the APA convention.
2. Either five percent or 10 of the Members and Affiliates, whichever is a lower number, shall constitute a quorum at a meeting of Members for the transaction of any business. The meeting may be adjourned if the number of Members and Affiliates present falls below the five percent or 10 Members and Affiliates necessary for a quorum. The meetings and proceedings of the Section shall be regulated and controlled according to *Modern Parliamentary Procedure* (Kesey; APA 1994) for parliamentary procedure unless and because procedures are provided by these Bylaws.
3. No Section meetings shall be in conflict with Division 17 Executive Board meetings or the Division's Business Meetings.
4. The Governing Board will meet at least annually, typically just prior to or during the APA annual convention. The Chair sets the agenda with input from the other members of the Governing Board and the International Section Membership. At this meeting, each officer will report appropriate business as well as consider reports from Members and Affiliates outside of the Governing Board who have served on *ad hoc* committees, task forces, standing committees, etc.
5. Members and Affiliates shall be notified through a published announcement in the Section *Correspondence* or newsletter or Division 17 *Newsletter* and/or via listserv correspondence.
6. Any public policy positions shall be approved by a majority of those voting Members and Affiliates casting a ballot and must be consistent with the APA and Division 17 Bylaws and Rules. Further, any proposed changes in proposed public policy positions needs to be approved by the Executive Board of Division 17 and APA Legal Council prior to dissemination outside the Section.

## Article VI Nominations and Elections

1. The Governing Board is responsible for soliciting nominees, determining their eligibility and willingness to serve, and preparing the election ballots with no less than two (2) candidates for each elected office.
2. The Governing Board or its agent shall invite, in writing, suggestions from the Membership for nominations for offices allowing at least thirty (30) days for such suggestions. The Board shall cause to be placed on the formal ballot for election of officers, the names of no more than two candidates receiving the largest number of nominations by the Membership. In addition, the Board may add to the official ballot additional names of candidates of its own choice.
3. Each Member, International Affiliate, and Student Affiliate of the Section shall have one vote. In the election of officers, a plurality of the votes cast shall elect.

#### Member Affiliate

4. The Co-Chairs-Elect, Secretary, Treasurer, Co-Membership Officers, and International Mentoring and Orientation Committee Chair shall be elected by a plurality vote from a ballot containing no less than two candidates for each office to be filled.
5. Only Members and International and Student Affiliate Members of the Section are eligible to elect officers of the Section.
6. Successful and unsuccessful candidates will be notified of the election results by a member of the Governing Board or a designated committee chair prior to their being reported to the Executive Board of Division 17 and the general Membership of the Section.
7. Elections shall be conducted in accordance with the regulations set forth in the bylaws of the Society/Division 17.
8. The election results shall be reported by the Section to the Society/ Division 17 Executive Board at least one month prior to the Division's annual Executive Board meeting at the APA convention.

#### Article VII Committees

1. Committees and Task forces shall be appointed by the chair as needed.

#### Article VIII Dues and Finances

To promote its goals and further its programs, the Section will hold the power to institute dues. The instituted dues will be set, collected, and disbursed as follows.

1. No annual fees will be required for Section Membership (to include Section Members, Professional Affiliates, and Student Affiliates). Fees can be instituted at any time if deemed necessary but must follow the rules imposed by Section. If instituted, it is possible for Membership fees to differ based upon membership category (i.e., International Affiliates, professionals and students will not be required to pay dues). It should be noted that Section dues may not be higher than 50% of Division 17 dues.
2. The initially established fees and any subsequent proposed changes in Membership fees shall be approved by a majority of the voting Members and Affiliates casting a ballot, and subsequently approved by the Executive Board of Division 17. A request to adjust Membership fees must be placed on the agenda according to Article V of these Bylaws. Members and Affiliates will be notified in writing of any proposal to raise Membership fees prior to any vote. Any proposal to adjust fees will be accompanied by a brief statement from the Section Treasurer as to the need for an increase or reduction of fees, and will be circulated at the meeting. Membership fees may be raised no more than once a year by a majority vote of the Section Membership at its annual meeting.
3. Membership fees will be collected by the Treasurer and deposited in a bank account managed by APA with both the Section Treasurer and the Chair having signatory responsibility.
4. The Section Membership application will state that the Membership fee should be included with the submitted application if a fee is ever imposed.
5. The Section's fiscal year will be from January 1 to December 31.
6. At the annual meeting, the Section Treasurer will present an itemized financial statement, to include all income categories and disbursements. The statement must be accepted by the voting Membership at the meeting.

7. A proposed budget, with anticipated income and expenditure, will be submitted by the Treasurer for approval to the Governing Board during its annual meeting at the APA annual convention. The Governing Board must approve the budget by a majority vote.
8. The Section Treasurer will work with the Division Treasurer to establish and maintain appropriate financial procedures (e.g., tax information). Further, the Section Treasurer will submit semi-annual financial reports to the Division 17 Executive Board by July 15 and December 1 of each year. These reports will represent an annual report of income and expenditures and a proposed budget, respectively, and are to follow the line-item format used by APA to report both income and expenditures.
9. The Section exists to promote the educational, scientific, and professional aims of counseling psychology in international contexts and thus asserts itself as a non-profit organization. In the case that the Section dissolves itself or is dissolved by action of the Division 17 Executive Board, all financial resources remaining after obligations are met are to be forwarded to the Division 17 Treasurer for use by the Division.

Article IX  
Amendments

1. Amendments or changes in the Bylaws may be proposed by the Governing Board or by Members and Affiliates of the International Section at the annual business meeting. Proposed amendments or changes to the Bylaws need to be received by the Chair at least 30 days in advance of the annual business meeting in order to be placed on the agenda.
2. If voting Members and Affiliates approve proposed amendments or changes in the Bylaws, a copy of the proposed amendments or changes to the Bylaws shall be submitted by the Section officers to the Division 17 Executive Board and APA Legal Council for their review and approval prior to dissemination outside the Section.
3. Once approved by the Division Executive Board, a copy of the proposed amendments or changes and a ballot shall be mailed to all Members and Affiliates of the Section by the Secretary or the proposed changes will be announced in the Section Correspondence *or* newsletter, Division 17 newsletter, email listserv, and/or other mailing.
4. A two-thirds majority of those voting on the proposed changes shall be required for the adoption of amendments or changes.
5. Final approval and adoption of any change in the Section Bylaws is contingent on the approval of the Executive Board of Division 17.