

**BY-LAWS OF THE
DIVISION OF INDUSTRIAL AND BUSINESS PSYCHOLOGY OF THE
AMERICAN PSYCHOLOGICAL ASSOCIATION**

(1949 Revision)

ARTICLE I - NAME AND PURPOSE

1. The name of this organization shall be the Division of Industrial and Business Psychology of the American Psychological Association.
2. Its purpose shall be to promote human welfare through:
 - a. establishing high standards of practice in the application of psychology to business, industry, public service, and allied vocational fields;
 - b. encouraging research and publication in these fields;
 - c. facilitating the exchange of information and experience among its members;
 - d. expediting the development of new professional opportunities;
 - e. fostering cooperative relations with allied professions;
 - f. protecting the public from untrained and unethical practitioners;
 - g. contributing to the advancement of psychology in general.

ARTICLE II - MEMBERSHIP

1. Membership in this Division shall be open to Fellows and Associates of the APA provided that applicants shall also satisfy the additional conditions stated herewith.
2. Fellows of the Division shall meet the APA standards as set forth in the APA By-laws, with the additional stipulation that at least two of their five years of professional experience shall have been in the application of psychology in business, in industry, in military or public service, or in significantly related research activity in these fields. In addition, applicants for fellowship status shall satisfy the Members that they have either (a) made contributions to the profession through publication, (b) had advanced supervisory professional experience, or (c) held positions involving considerable technical psychological responsibility. Applicants shall be currently engaged in industrial and business psychology.
3. Associates of this Division shall meet the standards as set forth in the APA By-laws, with the additional stipulation that they presently be engaged in research, teaching, or practice in industrial and business psychology.
4. Application for Membership. The Membership Committee will receive applications in a form prescribed by the Executive Committee. Each applicant for election as Associate or Fellow must be endorsed by two Fellows in Industrial and Business Psychology. If an applicant is rejected by the Membership Committee, he can submit his application directly to the Executive Committee or to the Members at an annual meeting provided such special action is requested in writing by five members of the Division.
5. Election of Associates. Associate members are elected under either of two plans:
 - a. Applicants whose applications and endorsements are received as of January 1, and are recommended by the Membership Committee, which shall have acted on them by February 1, are submitted to a mail ballot of the Executive Committee. Applicants unanimously approved by all members of the Executive Committee are declared elected in the name of the Members. Those applications failing to secure unanimous approval are reviewed by the Membership Committee and may be submitted under b, below.
 - b. Applicants whose applications and endorsements are received by June 1, and are recommended by the Membership Committee and the Executive Committee, are submitted to the Members at the annual meeting for election. A majority vote of Members present and voting is necessary for election to the Division.

6. Election of Fellows

- a. To be recommended for election as a Fellow an applicant must have been an Associate of the Division at least since the preceding annual meeting. (Until the 1952 annual meeting, this requirement may be waived upon a majority vote of Members present at the annual meeting.) An applicant must have his completed application and endorsements in the hands of the Membership Committee by April 1 for action at the next annual meeting. The Membership Committee submits its recommendations to the Executive Committee which nominates candidates for election as Fellows.
 - b. Candidates who are Fellows of the APA become Fellows of this Division by a majority vote of the Members present and voting. Such applicants are notified of election or rejection by the Secretary-Treasurer of the Division.
 - c. Candidates receiving a majority vote of Members present and voting and who at the time of election are Associates of the APA are recommended by the Division to the Council of Representatives of the APA for election as Fellows in Industrial and Business Psychology. The APA is responsible for notifying such recommended persons of their election or rejection. The Secretary-Treasurer of this Division is responsible for notifying applicants who, having failed to receive an affirmative vote by the Members of the Division, are not recommended to the Council of Representatives of the APA.
7. All elections to membership are validated by payment of dues upon presentation of the dues bill by the APA, and by satisfying any other regulations established by the Members of the Division, except that Associates elected under Section 5, Paragraph a, must pay their Divisional dues for the current year directly to the Secretary-Treasurer of the Division before April 1.
 8. Fellows of this Division shall be designated as Fellows in Industrial and Business Psychology. Associates of this Division shall be designated as Associates in Industrial and Business Psychology.
 9. Any member may be expelled from the Division for cause by a two-thirds vote, taken by secret ballot, of the Members present and voting at an annual meeting. Such vote shall be taken only upon recommendation by a special committee of three members to be appointed by the Division Executive Committee to investigate the particular case. The committee's recommendation shall be submitted only (a) after it has accumulated the relevant facts and has given the accused member an opportunity to answer the charges against him both in writing and by appearing in person before the committee, and (b) after the committee recommendations have been reviewed and approved by a majority vote, taken by secret ballot, of the Division Executive Committee.

ARTICLE III - OFFICERS

1. The officers of this organization shall be: a Division President, a Division President-elect, and a Secretary-Treasurer, together with one less than the number of Division Representatives provided by the APA By-laws.
2. The Division Representatives shall be elected according to the By-laws and regulations of the APA. By virtue of his election, the Secretary-Treasurer shall also be considered elected as a Division Representative for his term of office, bringing the total of Division Representatives to the number provided by the APA By-laws.
3. It shall be the duty of the Division President to preside at all meetings of the Division, to act as chairman of the Division Executive Committee, and to exercise general supervision over the affairs of the Division, and to be an ex-officio member of all committees.
4. It shall be the duty of the Division President-elect to serve on the Executive Committee, to preside in the absence of the President, and to carry out such other duties as may be delegated to him by the President.
5. It shall be the duty of the Secretary-Treasurer to issue calls and notices of meetings, of nominations, and of other necessary business, to maintain records of all members of the Division, to have custody of all Division funds, to collect dues, and authorize disbursements, and to maintain relations with the Executive Secretary of the APA. He shall serve as a member of the Executive Committee and as an ex-officio member of all standing committees. (See also Section 2, above.)
6. The Division Representatives shall fulfill the duties outlined in the By-laws of the APA. They shall also serve as members of the Division Executive Committee.
7. If there is an absence of one or more Division Representatives at any annual meeting of the APA, the Division President is authorized to appoint such alternates as may be permitted by the APA.
8. In case of the death, disability, or resignation of any Division officer, the Executive Committee shall make a pro-tem appointment to serve until a duly elected successor takes office to complete the unfinished term. Elections for unexpired terms shall take place at the next annual election.
9. Terms of office are specified in Article V.

ARTICLE IV - EXECUTIVE COMMITTEE

1. There shall be an Executive Committee of the Division, consisting of the President, the President-elect, the Secretary-Treasurer, the Division Representatives, and three Members-at-large.
2. The Members-at-large shall serve terms of three years each. (In order to establish staggered terms, the first election of Members-at-large shall be for terms of one, two, and three years respectively.) The other members of the Executive Committee shall serve for the duration of their terms of elected office.
3. The Executive Committee shall have general supervision over the affairs of the Division. They shall use mail ballots whenever it is deemed appropriate in matters affecting Division policy. They shall meet at least once each year, before the time of the annual Division business meeting, and shall make a full report to the membership at the time of the annual business meeting.

ARTICLE V - NOMINATIONS AND ELECTIONS

1. The Election Committee (see Article VII, Secs. 1, 2) shall conduct and supervise all elections of this Division.
2. The Election Committee, using the facilities of the Secretary-Treasurer, shall mail a call for nominations to Members not later than February 1 of each year. The nomination ballot shall provide spaces for at least three names for each office to be filled. The deadline for receipt of nominations shall be March 1. The following schedule of terms of office will govern the call for nominations:

President-elect - to serve a term of one year and
as President for the subsequent year.

Secretary-Treasurer - to serve a term of three
years.

Division Representatives - to serve staggered terms
of three years, or in accord with any rules set forth
by the By-laws of the APA governing their term of
office.

Members-at-large - to serve staggered terms of
three years as provided by Article IV, Section 2,
of these By-laws.

3. a. The Election Committee of the Division shall count the nominating ballots and shall certify to the Secretary-Treasurer a list of names of persons, in rank order, who are nominated for each office, plus any persons nominated under Section 3, Paragraph b, below. The Secretary-Treasurer shall prepare a ballot for all offices for which terms expire that year; the ballot shall include at least three and no more than five member-nominated nominees for the office of Division President-elect and Secretary-Treasurer, and at least two and no more than four member-nominated nominees for each vacancy in the office of Member-at-large. (See Section 4, below, for regulations regarding Division Representatives.) Before placing a nominee on the ballot the Secretary-Treasurer shall secure in writing a statement that the nominee is willing to be a candidate for the office. The Executive Committee may turn over the preparation of the ballot and the securing of consent to the APA office.
- b. At its discretion, in order to promote better representation as to geographic location, sex, institutional affiliation, age, etc., of the officers of the Division, the Election Committee may place one additional name on the ballot for each office for which election is being held, without reference to the results of the nominating balloting.
4. Since Division Representatives are officials of the APA, the Election Committee shall send its list of ranked nominees to the Executive Secretary of the APA before the date specified by the APA. This list shall include at least five times the number of nominees as there are offices of Division Representative to be filled. The APA Election Committee is responsible for the election, but shall include at least two and not more than three nominees on the final ballot for each office of Division Representative to be filled.
5. The Division can conduct its nomination and election of officers, other than Division Representatives (see Section 4), either through its own facilities or through the facilities of the APA. The Election Committee shall use the method decided upon by the Executive Committee.
6. All elections are by a preferential count, according to the procedure accepted by the APA at the time of election.
7. The Election Committee shall file a report with the Executive Committee, and shall report the names of elected officials to the Members at the next annual meeting.

8. Officers shall assume office on the first day following the close of the annual business meeting at which their election was reported.

ARTICLE VI - MEETINGS

1. The annual meeting of the Division shall take place during the annual convention of the APA, and in the same locality. The program shall consist of Division business, and the presentation of scientific papers, and the discussion of professional matters in the field of industrial and business psychology. The Division shall coordinate its program with, and participate in, the program of other divisions of the APA.
2. A quorum for the transaction of business shall consist of not less than one tenth of the Members of the Division.
3. On all matters calling for action by the membership of the Division, each member shall have one vote and no voting by proxy shall be allowed.

ARTICLE VII - COMMITTEES

1. The committees of the Division shall consist of the following standing committees: Membership, Election, Program, and Professional Relations; and such special committees as may be established by vote of the Members or by the Executive Committee. All committees shall have the approval of the APA in so far as it has regulations governing their establishment.
2. Members of standing committees shall consist of three persons, each serving a three-year term, who have been appointed by the Executive Committee on a rotating basis with the middle member in terms of seniority acting as chairman (except that the two immediate post-presidents and president-elect shall constitute the Election Committee, with the president-elect as chairman). Members of the Membership Committee must be Fellows of the Division.
3. The Membership Committee shall carry out the functions described in Article II.
4. The Election Committee shall carry out the functions described in Article V.
5. The Program Committee shall prepare the program of the annual meeting in coordination with the Program Committee of the APA, and shall seek the advice of standing committees and the membership in planning the program.
6. The Committee on Professional Relations shall promote the interests of the Division and its members in relation to:
 - a. other psychological groups, other professional groups, and the field of business and industry generally;
 - b. state and national legislation governing the practice of psychology;
 - c. the development of opportunities for services of members of the Division in business and industry; and
 - d. standards of ethical professional practice among colleagues, or with clients and the public at large.

ARTICLE VIII - DUES

1. The minimum membership dues are one dollar per year for each member, payable to the Division by the APA out of the annual membership subscription to the APA.
2. Changes in annual dues and assessments may be recommended by the Executive Committee and shall be decided by a majority vote of the Members present and voting at any annual meeting.

ARTICLE IX - AMENDMENTS

1. The Division, by vote of two-thirds of the Members present, at any annual meeting, or by a majority vote of the Members of the Division voting on a mail ballot, may adopt such amendments to these By-laws as have been (a) read at the preceding annual meeting, (b) mailed to the last known post office address of each member two months prior to vote, or (c) published in the official Journal of the APA two months prior to vote.

Adopted in Denver, September 6, 1949
Replacing By-laws adopted in Philadelphia, September 1946.