ARTICLE I-Name and Purpose
1. The name of this organization shall be the Division on the Teaching of Psychology of the American Psychological Association.
2. The purpose of the organization shall be: to foster superior education and to promote excellence in the teaching of psychology, wherever it occurs; to facilitate the execution, communication and application of research on the teaching of psychology; to disseminate information on curricula, methods, and equipment designed to facilitate such teaching; and to promote continuing education programs for improving the teaching of psychology.

ARTICLE II-Membership
1. The Division shall consist of three classes of members: Fellows, Members, and Associates.
2. Fellows, Members, and Associates shall be persons who qualify for fellow, member, and associate status respectively, according to the By-Laws of the A.P.A.
3. Fellows, Members, and Associates shall be persons who are, or have been, engaged in activities directly related to the purposes of the Division.
4. Members shall be elected by majority vote of the voting members of the Division present and voting at any annual meeting upon nomination of the Executive Committee of the Division, following action by the Division Membership Committee.
5. The Secretary-Treasurer of the Division, directly or through the A.P.A. Central Office, shall notify new members of their election immediately after the annual meeting. Such election shall be effective on January 1 of the following year, or as soon thereafter as the Division dues assessed by the A.P.A. are paid.
6. 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 Executive Committee of the Division to investigate the particular case, the committee's recommendation to be submitted (a) only if it has accumulated the relevant facts and has given the accused member an opportunity to answer the charges and (b) after the committee's recommendations have been reviewed and approved by a majority vote, taken by secret ballot, of the Executive Committee of the Division.
7. Persons who qualify for Fellow status according to the By-Laws of the A.P.A. and who have been actively engaged in the teaching of psychology in a recognized institution for a period of five years or more, not less than three of which shall have been spent in employment in the same institution, may, upon nomination by the Executive Committee of the Division following action by the Fellows Committee of the Division be recommended to the A.P.A. as Fellows in the Division by a majority of the members present and voting at any annual meeting.
8. Except for Charter Fellows, who shall continue as such, all Fellows in the Division on the Teaching of Psychology shall be designated by the name, Fellow in the Teaching of Psychology.
9. On all matters calling for action by the membership of the Division, each Fellow, Member, and Associate shall have one vote and no voting by proxy shall be allowed.

ARTICLE III-Officers
1. The elected Officers of the Division shall be a President, a President-Elect, a Past President, a Secretary-Treasurer, and one or more Representatives to the Council of Representatives, as provided for in the By-Laws of the A.P.A. The Officers appointed by the Executive Committee shall be the chairpersons of the standing committees, and the Editor of Teaching of Psychology.
2. The Secretary-Treasurer will also be considered the Division's principal elected Representative to the Council of Representatives of the A.P.A., the term of the Council corresponding to the person's term as Secretary-Treasurer.
3. The elected officers of the Division shall be Fellows or Members of the Division and of the A.P.A. and shall be elected by and only by the Fellows, Members and voting Associates of the Division and the A.P.A.
4. The term of office for the President shall be one year, for the President-Elect one year, and for the Secretary-Treasurer three years. The terms of Council Representatives shall be governed by the provisions of the By-Laws of the A.P.A. The term of the Editor of Teaching of Psychology shall be six years. Ordinarily the Editor shall serve no more than two consecutive terms.
5. It shall be the duty of the President to preside at all meetings of the Division, to act ex-officio as Chairperson of the Executive Committee of the Division, to supervise the affairs of the Division with the approval of the Executive Committee, and to perform other duties incident to the office or that may be required by vote of the Executive Committee.
6. It shall be the responsibility of the President-Elect to serve as a member of the Executive Committee and to perform the duties of the President in the event of the absence or incapacity of the latter. The President-Elect shall become the President upon the expiration of the term of the latter.
7. It shall be the duty of the Secretary-Treasurer to issue calls and notices of meetings and of nominations of officers, or to arrange with the A.P.A. Central Office for the issuing of such announcements; to keep the records of the Division; to cooperate with the Executive Officer of the A.P.A.: to have custody of all funds and property of the Division; to collect any special dues that may be voted in accordance with Article VIII, Section 1 of these By-Laws and to make disbursement authorized by the Executive Committee; to serve as a member and secretary of the Executive Committee, and ex-officio as a member of the Program and Election Committees. The Secretary-Treasurer shall also serve as a Representative to the Council of Representatives of the A.P.A.
8. The Division Representatives to the A.P.A. Council of Representatives shall perform the duties and accept the responsibilities specified in the By-Laws of the A.P.A. The Representatives shall also serve as members of the Executive Committee.
9. In case of the death, incapacity, or resignation of any of these officers (excepting the President) the Executive Committee shall by majority vote elect a successor to serve until the next annual meeting of the Division. If a candidate for office withdraws, dies, or is incapacitated after their nominating, the election committee shall declare elected the candidate receiving the next largest number of votes for that office. Should the President leave office for any reason, the unexpired term shall be filled by the President-Elect.

ARTICLE IV-Executive Committee
1. There shall be an Executive Committee of the Division consisting of the President, the Immediate Past President, the President-Elect, the Secretary-Treasurer, the Representatives to the A.P.A. Council of Representatives, the Editor of Teaching of Psychology, and the chairpersons of the standing committees.
2. The Executive Committee shall have general supervision of the affairs of the Division subject to the provisions of these By-Laws. This Committee shall appoint the Editor of Teaching of Psychology and the chairpersons and members of committees as specified in these By-Laws.
3. The President shall preside at all meetings of the Executive Committee and the Secretary-Treasurer shall be Secretary of the Committee.

ARTICLE V-Nominations and Elections
1. The elected officers of the Division shall be determined by majority vote of Fellows, Members, and voting Associates of the Division, voting on a mail ballot.
2. The Election Committee shall issue a call for nominations for the office of President-Elect, for the office of Secretary-Treasurer in those years when a term of office expires, and for the offices of A.P.A. Council Representatives, not later than February 15th of each year. The results of this nomination procedure shall be considered for advisory purposes by the Election Committee in setting up a slate of candidates for the final election.
3. The Election Committee of the Division shall count the ballots, and the Secretary-Treasurer shall report the names of the persons nominated for each office to the Central Office of the A.P.A. not later
than March 15 of each year. The Central Office will ascertain the willingness of the nominees to serve, and will issue the election ballot in accordance with the By-Laws of the A.P.A.

4. The final ballot shall list at least three nominees for the office of President-Elect. There shall be at least twice as many nominees as there are persons to be elected for each other office.

5. The preferential count of the votes for each office shall be obtained by the Secretary-Treasurer from the Election Committee of the A.P.A., and these counts shall be referred to the Division’s Election Committee which shall announce the election results at the annual business meeting of the Division.

6. Officers shall assume office at the close of the annual meeting at which they are elected and shall hold office until their successors are elected and assume office in their stead.

ARTICLE VI-Meetings
1. The annual meeting of the Division shall take place during the annual convention of the A.P.A., and in the same locality, for the transaction of business, the presentation of scientific papers, and discussions of professional matters in the field of the Division’s interests. The Division shall seek to coordinate its program with, and participate in the program of the A.P.A.

2. A quorum shall consist of twelve members.

ARTICLE VII-Committees
1. Committees of the Division shall consist of such standing committees as may be provided by these By-Laws and such special committees as may be established by vote of the members of the Executive Committee.

2. Committees shall serve for the term of the President unless otherwise specified by the Executive Committee.


4. The Membership Committee shall consist of a chairperson selected by the Executive Committee from persons who have, if possible, served on the Membership Committee. The chairperson shall serve in that role for two years. In addition, the chairperson shall appoint, with the approval of the President of the Division, three other persons from the Division to serve on the Membership Committee. These persons shall normally serve for two years. In addition, the Secretary-Treasurer shall be an ex-officio member of this Committee. It shall be the duty of this committee to receive applications for membership, to examine the credentials submitted, and to make recommendations, accompanied by necessary data regarding each applicant, to the Executive Committee, in accordance with the requirements set forth in Article II of these By-Laws.

5. The Fellows Committee shall consist of three members who are Fellows of the Division, one of whom shall be designated as Chairperson. Terms of service on the committee shall be three years with terms staggered so that one new member is appointed each year. It shall be the duty of the Fellows Committee to examine the qualifications of Members to become Fellows of A.P.A. and the Division and to recommend to the Executive Committee those individuals deserving of recognition as Fellow. In the case of nominees who are not Fellows of other A.P.A. divisions, the Executive Committee will forward materials to the A.P.A. Membership Committee.

6. The Program Committee shall consist of three members appointed by the Executive Committee. Each shall ordinarily serve three one-year terms. In addition, the Secretary-Treasurer shall be an ex-officio member of this Committee. It shall be the duty of the Program Committee to make arrangements for the Program and Annual Meeting of the Division in accordance with the provision of Article VI of these By-Laws, and to coordinate the program with the convention program arranged by the Program Committee of the A.P.A.

7. The Election Committee shall consist of the three most recent Past Presidents of the Division, the senior member serving as Chairperson. In addition, the Secretary-Treasurer shall be an ex-officio member of this Committee. It shall be the duty of this Committee, in cooperation with the Election Committee of the A.P.A., to conduct and supervise the elections of the Division as provided in Article V of these By-Laws.

8. The Committee on Secondary and Undergraduate Education shall consist of three members appointed by the Executive Committee, one of whom shall be designated as Chairperson. Each member shall serve a three-year term, except that the initial appointments shall be staggered to permit orderly rotation of membership. The Committee shall consider, and report to the Executive Committee, matters relating to post-baccalaureate education in psychology, including that provided in colleges, universities, junior or community colleges and high schools. Special subcommittees may be appointed to consider specific aspects of the Committee's charge.

9. The Committee on Graduate and Continuing Education shall consist of three members appointed by the Executive Committee, one of whom shall be designated as Chairperson. Each member shall serve a three-year term, except that the initial appointments shall be staggered to permit orderly rotation of membership. The Committee shall consider, and report to the Executive Committee, matters relating to graduate and continuing education in psychology. Special subcommittees may, with the approval of the Executive Committee, be appointed to consider specific aspects of the Committee’s charge.

10. The Journal Advisory Board shall consist of six members appointed by the Executive Committee, one of whom shall be designated as Chairperson. Each member shall serve a three-year term, except that initial appointments shall be staggered to permit orderly rotation of membership. No member shall serve more than two consecutive terms. The Editor and Associate Editor of Teaching of Psychology shall be ex-officio members of this Board. It shall be the duty of this Board to advise the Editor on editorial and procedural matters related to the journal and to act as a search committee for Editor of Teaching of Psychology when the need arises.

11. The committee on Teaching Awards shall consist of a chairperson appointed by the Executive Committee for a three-year term. Additional members of the committee will be appointed by the chairperson upon approval of the Executive Committee. It shall be the duty of this Committee to determine the recipients of the Division’s annual awards offered for demonstrated teaching excellence. The Committee may establish subcommittees to accomplish its task. Further, the Committee, in conjunction with the Chairperson of the Program Committee, is responsible for the formal presentation of these awards at the annual meeting of the A.P.A.

ARTICLE VIII-Dues
1. Changes in annual dues and assessments of any special dues shall be recommended by the Executive Committee and shall be decided by the majority of members voting by mail ballot.

2. The minimum membership dues are two dollars a year for each member, paid to the Division by the A.P.A. out of the members' annual dues to the A.P.A.

ARTICLE IX-Division Publications
1. The official publication of the Division shall be Teaching of Psychology. This journal shall be devoted to improvement of teaching and learning at all educational levels, including precollege and continuing education. The journal shall include empirical research on teaching and learning; studies of teacher or student characteristics; investigations of student, course, or teacher assessment; professional problems of teachers; essays on teaching and learning; innovative course descriptions and evaluations; curriculum designs; bibliographic material; demonstrations and laboratory projects; book and media reviews; Divisional and other news items; and readers' commentary.

2. Editing of the journal shall be the responsibility of the Editor with the support of an Associate Editor and an appropriate Editorial Staff. The Associate Editor and members of the Editorial Staff shall be appointed by the Editor, subject to approval by the Executive Committee.

ARTICLE X-Amendments
1. The Division at any annual meeting by a vote of two-thirds of the members present, or by a majority of the members of the Division voting on a mail ballot, may adopt such amendments to these By-Laws as have been (a) presented and read at the preceding annual meeting, or (b) mailed to the last known post office address of each member, or (c) published in an appropriate Division publication two months prior to the final vote on the proposed amendments.