

**BYLAWS**  
**SECTION ON ANIMAL-HUMAN INTERACTION: RESEARCH & PRACTICE**

**A SECTION**  
**of the**  
**SOCIETY OF COUNSELING PSYCHOLOGY (17)**  
**of the**  
**AMERICAN PSYCHOLOGICAL ASSOCIATION**

**ARTICLE I - NAME AND PURPOSE**

1. The name of this organization shall be the Section on Animal-Human Interaction: Research & Practice (AHI), a Section of the Society of Counseling Psychology (SCP; Division 17) of the American Psychological Association (hereinafter may be referred to as the Section or AHI, the Division, SCP, and the APA, respectively).

AHI is devoted to examining, understanding, and critically evaluating the relationships between humans and animals in order to acquire a greater understanding of the ways in which animals figure in our lives and we in theirs, in particular as it applies to the practice of counseling psychology. It shall not be the purpose of this organization to adopt any policy that would oppose, or hinder, the mission of any other division or entity of APA, including those divisions and entities that utilize and promote the use of animals in research. In addition, the Section welcomes all qualified and interested members and it is not affiliated with any group, society, or entity which has purposes or goals that are inimical to APA, the Division, or Section.

2. Consonant with the objectives of the Division of Counseling Psychology and the American Psychological Association as expressed in Article 1 of their respective Bylaws, the purposes of the Section are to encourage, promote, and facilitate contributions by division members and other psychologists to the field of counseling psychology particularly as they pertain to the field of research and practice on animal-human interactions and to represent the interests of this field to the Division within the APA and to external constituencies. Specifically, the focuses of this Section are:

A. Professional Support:

- (1) To bring together counseling psychologists and other affiliates who specialize and/or have an interest in a broad range of the study of animal-human interactions in counseling psychology;
- (2) To maintain a network of support for and a forum for sharing ideas and common experiences among counseling psychologists and other affiliates who specialize and/or have an interest in a broad range of issues related to animal-human interactions in counseling psychology, including the role of the human-animal bond in emotional, social, cognitive, and moral development; the use and effectiveness of animal-assisted therapies and

prevention programs; the role of animals in human health; the link between animal abuse and interpersonal violence, in particular, family violence, and other topics.

B. Education, Training, and Distribution of Information:

- (1) To be instrumental in raising the awareness of a broad range of issues related to research and practice in the field of animal-human interactions within counseling psychology;
- (2) To define, promote, and support the professional education and training of counseling psychologists and other affiliates who specialize in a broad range of issues related to research and practice in animal-human interactions that are consistent with the Bylaws and Rules and current policies of the APA and Division 17;
- (3) To organize and promote meetings, sessions, and conferences pertaining to a broad range of animal-human interaction issues in counseling psychology;
- (4) To encourage the preparation and publication of technical and professional manuals, reports, guides, etc., pertaining to a broad range of animal-human interaction issues within counseling psychology.

C. Scientific Affairs and Scholarship:

- (1) To provide summaries of current knowledge and practice pertaining to animal-human interactions in counseling, counseling psychology, and psychology as a whole;
- (2) To provide leadership to advance research and publication pertaining to animal-human interactions;
- (3) To develop and implement new avenues for the distribution of scholarship in counseling psychology pertaining to animal-human interactions.

D. Professional Practice:

- (1) To extend application of the knowledge and methods of the science of psychology of animal-human interactions in educational institutions, health and welfare agencies, and private practice;
- (2) To promote, and help set, high goals of competence for practitioners in animal-human interactions;
- (3) Development of voluntary guidelines for the field of counseling for animal abuse;
- (4) Development of clinical applications of animal-human interactions, e.g., interview protocols that address the link between pet abuse and family violence.

E. Advocacy and Collaboration:

- (1) To promote public and professional understanding of a broad range of issues in animal-human interactions in counseling psychology (e.g., the role of animals in family and community life);
- (2) To cooperate with Division 17, other Sections within Division 17, other divisions (e.g., Divisions 12, 29, 37, 38, and 41), and the APA as a whole;
- (3) To collaborate with other professional fields, such as juvenile justice, domestic violence, and child protective services, on policies, programs, and practices that overlap with animal-human interactions (e.g., providing information on counseling training materials on the topic of animals in family and community life to the professionals in these fields).

## **ARTICLE II - MEMBERSHIP**

1. The Membership of the Section shall consist of two categories: Section Member and Section Affiliate, according to the conditions stated herein.
2. At least 50 members of the Section must be voting Members of Division 17.
3. To qualify for status of Section Member, any Associate, Member, or Fellow of the Division who has an interest in the purposes of the Section may apply to be a member of the Section. A Member shall be entitled to all rights and privileges of the Section, is eligible to vote in Section elections, is eligible to hold appointed offices, and is eligible to serve on Section committees or task forces. Any Section Member who is a voting Member (Member or Fellow) of the Division is eligible to hold elected office. In order to remain in good standing, a Member will be expected to stay current on Division and Section dues and assessments.
4. Affiliates: There are three categories of Section Affiliates, Professional, Student, and International.
  - A. Professional Affiliates  
Any Professional Affiliate of the Division, or Fellow or Member of the APA who is not a Member of the Division, who has an interest in the purposes of the Section, may apply for Professional Affiliate status in the Section. Professional Affiliates of the Section shall be entitled to all the rights and privileges of the Section, except that they are not eligible to hold elected office. They are eligible to hold appointed office, serve on Section committees and task forces, and to vote in Section elections.
  - B. Student Affiliates  
Any student belonging to either the Division 17 Student Affiliate Group (SAG) or APAGS who has an interest in the purposes of the Section may apply for Student Affiliate status in the Section. Student Affiliates of the Section shall be entitled to all the rights and privileges of the Section, except that they are not eligible to hold

elected office. They are eligible to hold appointed office, serve on Section committees and task forces, and vote in Section elections.

C. International Affiliates

Any International Affiliate of the Division who has an interest in the purposes of the Section may apply for International Affiliate status in the Section. International Affiliates shall be entitled to all rights and privileges of the Section, except that they are not eligible to hold elected office or to vote in regular or special elections. They are eligible to hold appointed office and serve on Section committees and task forces.

### **ARTICLE III - OFFICERS**

1. All elected Section officers must be voting members (Members or Fellows) of Division 17. The elected officers of the Section shall be the Chair, Chair-elect, Secretary, Treasurer, two Members-at-Large, and Past-Chair. Each officer shall perform the usual duties of the respective office and specific duties provided elsewhere in these Bylaws or assigned by the Executive Committee. The term of office of the Chair shall be two years. The term of office of the Chair-elect shall be one year. The term of office for the Past-chair shall be two years. The Membership Chair and Newsletter Chair shall be appointed by the Chair. The term of office for the Secretary, Treasurer, Members-at-Large, Membership Chair, and Newsletter Editor each shall be two years. All terms of office will run from the end of the annual business meeting of the Section following the election to the end of the annual business meeting of the Section of the appropriate calendar year. All officers of the Section shall serve on the AHI Governing Board.
2. The Chair shall preside at all meetings of the Section and the Governing Board, exercise general supervision of the affairs of the Section, prepares an annual budget with the Treasurer, and be a member of the Elections and Awards Committees. The Chair shall issue all official calls to meetings, maintain records of Section and AHI Governing Board Meetings, appoint a secretary for the Annual Business Meeting, and maintain written communication with Division 17 and other relevant bodies. Other responsibilities of the Chair include, but are not limited to:
  - A. Appointing Chairs of Section committees;
  - B. Delegating responsibility for special projects or tasks not specifically assigned in the Bylaws;
  - C. Coordinating APA Programs and Hospitality Suite activities in conjunction with the Society of Counseling Psychology Program Committee;
  - D. Planning the agenda and making local arrangements for Section and Governing Board Meetings;

- E. Responding in the name of the AHI, with appropriate consultation with the Governing Board if necessary, to requests from individuals or organizations;
  - F. Articulating and advocating Section positions to others;
  - G. Providing for appropriate recognition of retiring Section officers;
  - H. Serving as liaison to the Division 17 Executive Board and appointing other liaisons, where appropriate. The AHI recognizes that the Division 17 Executive Board or President appoints all liaisons, monitors, and observers to any APA Committees or Boards and other organizations. The Section may, however, provide suggestions for liaisons, monitors, or observers to the Division 17 President.
3. The primary role of the Chair-Elect is to work closely with the Chair in an apprenticeship capacity. The Chair-Elect, in the absence of the Chair, will preside at meetings and shall carry out such other duties as may be assigned by the Chair or the AHI Governing Board. In the event that the office of Chair is vacated in the first year of the term, the Past-Chair will assume the full functions of the Chair. In the event that the office of Chair is vacated in the second year of the term, the Chair-Elect shall assume the full functions of the Chair with advisement from the Past-Chair.
  4. It shall be the duty of the Secretary to attend and participate in all meetings of the Executive Committee, to keep records of all meetings and significant decisions of the Society, and to perform such other duties as are elsewhere indicated by the Bylaws or request by the Chair or AHI Governing Board.
  5. The Treasurer shall have custody of all Section funds and shall: Collect, or verify the collection of, dues and assessments; authorize disbursements and make payments in accordance with the budget and the rules set forth by the AHI Governing Board; prepare an annual report and such interim reports as may be ordered; and with the Chair, prepare an annual budget for adoption by the AHI Governing Board. The Treasurer will submit an annual report of income and expenditures and a proposed budget to the Division 17 Executive Board at its midyear meeting. The Treasurer will submit semi-annual reports to the Division 17 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. The Treasurer will work closely with the Membership Chair to maintain the AHI Membership database.
  6. The Membership Chair's major responsibility shall be to recruit and maintain, membership, acting in concert with the Chair and other Officers of the Section for this purpose. The Membership Chair also will be responsible for determining an applicant's eligibility, and for keeping an updated data base of members, affiliates, and associates. The Membership Chair will provide an updated membership application for each issue of the AHI Newsletter.
  7. The Newsletter Editor shall be responsible for the collection of articles and information

for the Section Newsletter, including communicating Newsletter deadlines to the membership and the AHI Governing Board. The Newsletter Editor publishes and mails the Section Newsletter two times annually (spring, fall). The Newsletter Editor shall be responsible for including the following disclaimer in every Section Newsletter: “The views expressed in this publication do not necessarily represent the policies of the American Psychological Association, the Division of Counseling Psychology, or its Sections.”

8. Members-at-Large shall attend and participate in all meetings of the Executive Committee and perform such other duties as are elsewhere indicated by the Bylaws or requested by the Chair or Executive Committee.
9. The Past-Chair is the most immediately retired Chair of the Section and shall serve as a member of the AHI Governing Board for the two years immediately following the term of office as Chair. The Past-Chair serves as the ex-officio Chair of the Section Election and Awards/Appointment Committees. If for any reason the Past-Chair cannot complete the term of office, the office shall remain vacant throughout the balance of the term in which this occurs, and the Chair will appoint Election and Awards/Appointment Chairs.
10. In case of departure from elected office of the Chair-Elect, Treasurer, Membership Chair, or Newsletter Editor, the AHI Governing Board by majority vote shall make a pro tem appointment to serve until a successor can be duly elected to complete the unfinished term.

#### **ARTICLE IV - AHI GOVERNING BOARD**

1. The AHI Governing Board shall consist of elected officers (Chair, Chair-Elect, Past-Chair, Treasurer, Secretary, two Members-at-Large) as well as the appointed officers of the Membership Chair, Training Director, and Newsletter Editor, and Chairs of Section Interest Groups
2. The AHI Governing Board shall have general supervision of the affairs of the Section and carry out the specific functions and duties assigned to it by various articles in these Bylaws and by actions of the members in annual or special meetings.
3. The AHI Governing Board shall meet annually during the APA Convention. Other meetings will be convened as needed. Although these meetings ordinarily shall be open, the AHI Governing Board may, upon a two-thirds majority vote, convene in executive session. These executive sessions are intended for consideration of such matters as personnel decisions, legal affairs, and fiscal issues.
4. The AHI Governing Board will make reports of its own actions and of committee and task force activities to the members and the Executive Board of Division 17, including, as a minimum, reports at the annual conventions of the American Psychological Association.

5. The AHI Governing Board shall be responsible for ensuring that:
  - A. The AHI complies with Division 17's Bylaws and the "Rules and Procedures for Formation, Governance, and Operations of Sections";
  - B. The AHI refrains from any activity that creates the potential for legal risk to the Section, Division, or the APA;
  - C. AHI officers attend the APA-sponsored Division educational training on legal risk management;
  - D. AHI officers avoid scheduling Section meetings or conferences at times that may conflict with Division 17 business meetings or regional conferences;
  - E. AHI officers submit to the Division's Executive Board for review and approval on a semi-annual basis the following:
    - (1) a proposed budget with specified line items;
    - (2) membership application forms;
    - (3) a roster of names and addresses of officers;
    - (4) a membership list verified to assure that all AHI members are either Division members, Divisional affiliates, or members of APA who are not members of the Division;
    - (5) mid-year and year-end activity reports;
    - (6) the Treasurer's report which includes actual income and expenses;
    - (7) any proposed changes in the Section Bylaws and Rules and Procedures;
    - (8) copies of any publications (e.g., directories, newsletters, Section brochures, conference programs); and
    - (9) reports of proposed change in the governance structure (e.g., new committees, ad hoc groups) not contained in the Section Bylaws.
  - F. Chairs of Section Committees, Task Forces, Membership and Newsletter are appointed by the Chair and serve on the AHI Governing Board.

#### **ARTICLE V--NOMINATIONS AND ELECTIONS**

1. The elected Officers (Chair, Chair-Elect, Treasurer, Secretary, two Members-at-Large) shall be elected by a majority of votes of all ballots cast by all members in good standing, either through mail or in electronic form.
2. The Past-Chair will oversee Nominations and Elections. It shall be the duty of the Past-Chair to conduct and supervise the elections of the AHI.
3. The Past-Chair shall issue a call for nominations to the membership in the AHI newsletter.

4. The following staggered schedule of terms of office shall govern the call for nominations and elections of new officers and the taking of office by the Chair and Past-Chair:

Odd-numbered Years

Chair

Secretary

Treasurer

Members-at-Large

Even-numbered Years

Chair-elect

5. The Past-Chair shall certify a list of names of persons who are nominated for each office, secure permission from candidates to run for office and to be placed on the ballot, and prepare a ballot for distributing to voting members.
6. The Past-Chair will coordinate AHI nominations and elections with those of the Division and the 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.

### **ARTICLE VI--MEETINGS**

1. The annual meeting of the Section shall take place during the Annual Convention of the APA, in the same locality, for the transaction of business and discussion of matters of interest to the AHI.
2. The presence of 5 members shall constitute a quorum for conducting the business of the Section at the annual business meeting.
3. Notice of the annual meeting shall appear in the Section's Newsletter, in the Division 17 Newsletter (Summer), and, if possible, in the Convention Program of the APA Annual Convention.
4. Members may introduce agenda topics to be addressed at the annual business meeting of the Section by contacting the Chair in advance of the meeting. The deadline for submission of agenda items will be announced in the Section's Newsletter. If necessary, agenda items can be introduced during the "New Business" portion of the annual business meeting.

Note: Article VII--Committees has been deleted with contents absorbed elsewhere in the revised document.

### **ARTICLE VII--DUES AND FINANCES**

1. The AHI Governing Body, with approval by the Division 17 Executive Board, may assess dues from its members and affiliates if approved by a majority vote of the Section



Board. These individual Section dues shall not exceed the sum of one-half (1/2) the total individual dues and assessments charged by the Division during the preceding year. In addition, although not exceeding one-half (1/2) of the total Division dues, the Section will employ a graduated dues structure that will allow members and affiliates to pay dues according to their income. The AHI Treasurer, with oversight of the Division Executive Board, 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. Individuals joining the Section at the Annual APA Convention will be granted membership through the end of the following fiscal year.

2. The AHI Treasurer will work with the Division Treasurer to establish and maintain appropriate financial procedures (e.g., tax information).
3. The AHI Treasurer shall submit: (a) an annual report of income and expenditures; and (b) a proposed budget to the Division Executive Board at its midyear meeting.
4. The AHI 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.
5. The AHI Treasurer is authorized to disburse funds (including signing of checks) that have been duly authorized in the approved budget. In the event of the inability of the AHI Treasurer (due to unavailability or incapacity) to disburse funds, the AHI Chair is authorized to disburse funds (including signing of checks) on behalf of the Section under the same provisions. All other financial documents, other than direct payment disbursements that have been duly authorized in the approved budget, as noted above, shall be signed by the Section Chair and the Section Treasurer.
6. As a Section of a Division of the APA which is a tax-exempt organization under 501(c) of the Internal Revenue Code, the Section will disburse funds by policies and methods consistent with that tax status.
7. The Section's fiscal year shall be the same as the fiscal year of the Division (January 1 to December 31).
8. Members who have not paid dues during the current fiscal year may be considered as having tendered their resignation from the Section by nonpayment.
9. In the event of the dissolution of the Section, any assets of the Section including monies in its Treasury will become, after meeting any financial obligations of the Section, a part of the Division Treasury.

#### **ARTICLE VIII--AMENDMENTS**

1. The Section, by vote of two thirds of the Members and Affiliates present at the Annual Business Meeting, or by a majority vote of the Members and Affiliates on a ballot

*(providing at least 40% of all have voted)*, may adopt such amendments as have been presented and read at the Annual Business Meeting or distributed to the membership two months prior to the voting date on the proposed amendment.

2. Final approval and adoption of any change in these Bylaws is contingent on the approval of the Executive Board of Division 17.

#### **ARTICLE IX-- PRECEDENCE OF APA BYLAWS**

In carrying out its activities, the Section will adhere to all applicable APA Bylaws, Association Rules, and current policies, including those related to animal research. Nothing in the Bylaws is intended to be in conflict with the Bylaws of the APA. If such conflict should arise, the Bylaws of the APA shall take precedence. The Section is required by APA Bylaws to comply with all APA Bylaws, Association Rules and current policies.