

BYLAWS
SECTION ON HUMAN-ANIMAL 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 Human-Animal Interaction: Research & Practice (HAI), 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 HAI, the Division, SCP, and the APA, respectively).

HAI 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.

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 of human-animal 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 human-animal 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 human-animal 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 awareness of a broad range of issues related to research and practice in the field of human-animal 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 human-animal 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 human-animal 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 human-animal interaction issues within counseling psychology.

C. Scientific Affairs and Scholarship:

(1) To provide summaries of current knowledge and practice pertaining to human-animal interactions in counseling, counseling psychology, and psychology as a whole;

(2) To provide leadership to advance research and publication pertaining to human-animal interactions;

(3) To develop and implement new avenues for the distribution of scholarship in counseling psychology pertaining to human-animal interactions.

D. Professional Practice:

(1) To extend application of the knowledge and methods of the science of psychology of human-animal interactions in educational institutions, health and welfare agencies, and private practice;

(2) To promote, and help set, high goals of competence for practitioners in human-animal interactions.

E. Advocacy and Collaboration:

(1) To promote public and professional understanding of a broad range of issues in human-animal interactions in counseling psychology (e.g., the role of animals in family and community life);

(2) To collaborate 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 human-animal 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. Membership in the Section shall be according to the conditions stated herein.

2. To qualify for status of Section Member, any individual 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 elected or appointed offices, and is eligible to serve on Section committees or task forces. In order to remain in good standing, a Member is expected to stay current on Section dues and assessments.

ARTICLE III - OFFICERS

1. 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 and the Chair-elect shall be two years. The term of office for the Past-chair shall also be two years.

Other officers, such as Membership, Training, or Program, shall be appointed, as needed, by the Chair. 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 HAI 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, prepare an annual budget with the Treasurer, issue all official calls to meetings, 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 Section, 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 Section 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 HAI 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 HAI 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 HAI 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 HAI 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 HAI 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 keeping an updated database of members, affiliates, and associates. The Membership Chair will ensure that membership application forms are updated as necessary.

7. 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.

8. The Past-Chair is the most immediately retired Chair of the Section and shall serve as a member of the HAI Governing Board for the two years immediately following the term of office as Chair.

9. In case of departure from any elected office the HAI 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 - HAI GOVERNING BOARD

1. The HAI Governing Board shall consist of elected officers (Chair, Chair-Elect, Past-Chair, Treasurer, Secretary, Members at large) as well as the appointed officers of the Membership Chair, Training Chair, other appointed Chairs

2. The HAI 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 HAI Governing Board shall meet annually during the APA Convention Other meetings will be convened as needed. Although these meetings ordinarily shall be open, the HAI 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 HAI 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 HAI Governing Board shall be responsible for ensuring that:

A. HAI complies with Division 17's Bylaws and the "Rules and Procedures for Formation, Governance, and Operations of Sections";

B. HAI refrains from any activity that creates the potential for legal risk to the Section, Division, or APA;

C. HAI officers attend APA-sponsored Division educational training on legal risk management;

D. HAI officers avoid scheduling Section meetings or conferences at times that may conflict with Division 17 business meetings or regional conferences;

E. HAI 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;
- (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.

6. Chairs of Section Committees, Task Forces, Membership and Newsletter are appointed by the Chair and serve on the HAI Governing Board.

ARTICLE V--NOMINATIONS AND ELECTIONS

1. The elected Officers (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 Section.
3. The Past-Chair shall issue a call for nominations to the membership via the Section listserv.
4. Every two years there will be a call for or nominations and elections of new officers and the taking of office by the Chair and Past-Chair, Secretary, Treasurer, and Members at Large.
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 HAI 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 mid winter Executive Board Meeting.

ARTICLE VI--MEETINGS

1. The annual business meeting of the Section shall take place either at the APA annual meeting, or by teleconference after the APA annual meeting and before the mid-year Executive Board Meeting for the transaction of business and discussion of matters of interest to the Section.
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 on the Section listserv.
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.

ARTICLE VII--DUES AND FINANCES

1. The HAI 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 (½) the total individual dues and assessments charged by the Division during the preceding year. The HAI 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 HAI Treasurer will work with the Division Treasurer to establish and maintain appropriate financial procedures (e.g., tax information).
3. The HAI 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 HAI 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 HAI 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 HAI Treasurer (due to unavailability or incapacity) to disburse funds, the HAI 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, may adopt such amendments as have been distributed to the membership one month 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. 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.

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