

Policy & Procedures Manual of APA Division 30

The Society of Psychological Hypnosis

<http://www.apadivisions.org/division-30/>

All officers should regularly review information on the division webpage to ensure the accuracy of information posted there.

Executive Committee Document Repository

EC members should post documents that are annually used by division officers in the division online repository managed by our webmaster (e.g., division minutes; calls (e.g., convention submissions); past budgets; meeting agendas; notice of awards; APA forms). If you generate material that might be used again in the future, please post to this site and identify the topic by an *easy-to-recognize name* and please *date* the file to help others navigate.

Please advise the P&P Chairperson about errors, omissions, updates, or other changes that are needed to this document.

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POLICIES AND PROCEDURES

A MANUAL FOR DIVISION 30: The Society of Psychological Hypnosis

PREFACE

This document was authorized by the 1991-1993 Division 30 Executive Committees to enable us to bring some order to house and to enable future Executive Committees to proceed more easily and rapidly with their tasks. This manual is an ongoing effort that we expect to be updated by each Executive Committee as the tasks, procedures and obligations of each position develop over time. It will function best as a "living document" that not only codifies the minimum requirements of each position on the Executive Committee and its Standing and Presidential Committees, but also records the means by which the envisioned goals of the Division can be consistently enabled.

The 1991-2 Executive Committee commissioned the development of the Policy and Procedures manual because we recognized that the activities of the Division, service to members, and the quality of internal communication of Division Officers had diminished. Organizational "memory" was being lost, the functions of the officers, the decisions of the preceding year, the means for implementation were being eroded. Everyone who serves on the Executive Committee is a busy professional and scientist; the year rolls by quickly and almost without recognition the time for innovation and action slip by. We have no central staff executive to monitor regular activities or to assure the smooth flow of the organization. Thus all work and agenda development falls to the newly installed Executive Committee that meets during the APA Convention to get itself organized and going. While the Office of Divisional Affairs of APA has been and can be enormously helpful, it cannot be the "executive staff" of the Division.

Please then think of the Policies and Procedures Manual as our closest approximation of an executive staff. It will keep your Executive Committee on track and enable you to develop your own programmatic ideas. The more information you record about the order of your own activities, the sources of help or difficulty you encounter, the stronger the Division will become over time.

In 2014-15, the chair of the P&P, Joe Green, led an effort to revise and update the P&P to reflect the increased use of online communications and current practices within the division.

DIVISION 30 MISSION STATEMENT

Division 30 brings together psychologists and other professionals interested in scientific and applied hypnosis. Our mission is to educate the profession and the public, to develop new and innovative clinical interventions and research methods, and to evaluate current treatment approaches. These activities advance our knowledge about basic psychological processes and foster practices designed to improve human well being. **Division 30** encourages research into the area of hypnosis and develops regional and national continuing education workshops on clinical applications of hypnosis. The Division publishes *Psychological Hypnosis: A Bulletin of Division 30* three times a year. The Division sponsors awards for outstanding contributions to scientific and clinical hypnosis.

DIVISION 30 DEFINITION OF HYPNOSIS

In 1993, the executive committee of D30 approved a definition and description of hypnosis (see Kirsch, 1994). In 2005, the executive committee approved of a new definition of hypnosis (see Green, Barabasz, Barrett, & Montgomery, 2005).

The most recently advanced definition was approved by the executive committee in 2014 and contains the following elements (see Elkins, Barabasz, Council, & Spiegel, 2015):

Hypnosis: *"A state of consciousness involving focused attention and reduced peripheral awareness characterized by an enhanced capacity for response to suggestion".*

The HDC was deliberate in seeking to craft a concise and heuristic description to simply identify the object of interest (hypnosis) and its characteristics (i.e. the definition allows for alternative theories of the mechanisms as well as inquiry as to whether the "state of consciousness" is in fact altered from waking consciousness, similar to other states or unique to hypnosis.

Hypnotic induction: *"A procedure designed to induce hypnosis."*

The HDC sought to distinguish between hypnosis (the product) and procedures. The definition intentionally does not specify what procedures may be involved or the context in which they may occur. This may allow for procedures that involve interaction, self-hypnosis procedures, or other procedures that may be identified in the future.

Hypnotizability: *"An individual's ability to experience suggested alterations in physiology, sensations, emotions, thoughts, or behavior during hypnosis."*

The term "hypnotizability" as chosen over other related terms (such as suggestibility, hypnotic suggestibility, hypnotic susceptibility, or trance) to best reflect current preferences for descriptors. For example a survey (Christensen, 2005) of members of SCEH revealed a strong preference for the term "hypnotizability" (50%). The definition identifies the concept of individual differences in ability to experience suggestions during hypnosis.

Hypnotherapy: *"The use of hypnosis in the treatment of a medical or psychological disorder or concern."*

The HDC recognized that hypnosis has been applied to numerous disorders and that research is likely to continue to identify new applications. The identification of "medical or psychological disorder or concern" is intended to be very broad and encompass all health care disciplines. It is not intended to be limited to any particular diagnosis or concern. Future research is likely to provide new data and empirical support for the various clinical applications and the mechanisms that may underlie hypnosis.

Rev. 9/14

THE EXECUTIVE COMMITTEE (EC)

The Executive Committee (EC) of Division 30 consists of the President, President-elect, Past-President, Secretary, Treasurer, three Members-at-Large, and the Representative(s) to Council. Only these elected members may vote in any official decision making of the Division. In 2014, the EC voted to add the *chair of the Policy and Procedures committee* as a non-voting member of the EC. The by-laws mandate a number of standing committees and allow for the existence of any number of other committees at the discretion of the President and the Executive Committee. In practice, invitations to all Executive Committee meetings are extended to all committee chairs as well as the elected members.

At the APA annual convention an hour of Convention time has traditionally been allotted for the general business meeting of the Division at which the whole membership is invited to attend, and on voting matters, all members and fellows of the Division may vote at the Business meeting.

In the past, the EC has convened for a day-long session preceding the start of the APA convention. More recently, following the growth of conducting business through e-mail, the EC has hosted its convention meeting the evening before or the evening of the first day of the APA convention.

This allows ample time for the consolidation of the year's gains and planning for the upcoming year. Because of the timing, the President-elect may not yet be officially installed (this occurs at the business meeting), but it is understood to be the time that old Executive Committee and Incoming Executive Committee plan their "change-over."

The EC also typically holds a teleconference during the mid-winter months to discuss business. As the Division grows, and its financial situation also grows stronger, it may again be possible to re-institute an in-person midwinter Executive Committee meeting. Regular meetings strengthen the Division and make the Executive Committee a more operational body.

An Executive Committee Listserv was established by James Council at NDSU in 1995. During the presidency of Joe Green in 2012, a new Executive Committee Listserv was set up and continues to be maintained by APA. The D30 **President** (or his/her appointee) and/or the **Secretary** shall maintain this EC listserv to ensure that membership is current. All members of the EC should be included on this listserv to allow for division business to take place over email. Other persons (e.g., past presidents, P&P chairperson, program chairs) may be added to this EC listserv to contribute to division governance.

PRESIDENT, PAST PRESIDENT, AND PRESIDENT-ELECT (each 1 year terms)

As in all organizations the position of **President-elect** provides the opportunity to prepare for the term as President. In Division 30, the **President-elect** commonly designates an Assistant Program Chair who will assume the position of Program Chair when the President-elect's term as President begins. The **President-elect** serves on the Executive Committee as a voting member.

The **President-elect** should always try to attend the APA's Council on Division/APA relations annual *Leadership Conference* (typically held in Washington, DC). A wealth of information regarding Divisional activities within APA, the structure of APA, the goals and personnel of the Directorates, the Divisional Affairs Office, as well as specific APA requirements of Division Executive Officers are presented. There is ample opportunity to meet with other Division Executives and to learn from the experience and practices of other Divisions. As decided at the August 13, 1998 EC meeting, it is the duty of the **President-Elect** to review all committee reports prior to an EC meeting to identify items to be included in the agenda, in order to assure that committees' needs and requests are addressed. Rev. 9/21/98; Rev. 9/14

The **Past-President** continues to serve as a voting member on the Executive Committee. The **Past-President** also serves as the Chair of the Nominations Committee which functions to provide a slate of nominees for election to the Executive Committee for the following year. The **Past-President** works with APA to secure candidate statements in a timely manner (typically APA requires nominations to be in place by late winter). APA conducts the actual balloting.

The **President** of the Division is its chief executive officer and sets the tone for and implements the Division's activities throughout the year. Because of the manner in which the Executive Committee is set up, different division members rotate through the Executive Committee quite regularly creating a variety of organizational "climates", with little necessary holdover from year to year. Neither the **President** nor any other member of the EC will take any actions affecting the Division, outside of the routine duties specified in the Bylaws and this Policy and Procedures Manual, or present his/her opinion as representative of the Division, without first getting approval from the EC through the listserv or other appropriate means.

The **President's** main job is thus setting the operational agenda and goals for the year. The immediate secondary job is making certain that members of the executive committee and committee chairs are carrying out the agreed-to programs, plans, initiatives and necessary procedures. Without belaboring the point, it is important to remember that in a voluntary organization, the functioning of the organization is largely responsive to the direction and organization of the President. Anyone

who has succeeded to an elected position in an APA Division is already a busy, over-committed person! An active president in close communication with the Executive Committee and Committee Chairs will best accomplish his/her goals.

The third job of the **President** is to follow and comply with the APA calendar of responsibilities and to respond to the many extra-divisional initiatives that come from APA. These include nominations for various boards and APA committees, nominations for editorships to vacancies on APA journals, the appointment of liaisons to various APA Task Forces, committees and Directorates, and numerous other occasional needs that APA has. As APA has become increasingly pro-active, the requests flowing to the Division President have been increasing.

In addition to accomplishing the mission of the Division and stabilizing the annual flow of business, the **President** must also think of the larger role of Division 30 within APA and the professional community. Which if any issues that transcend our parochial interests should we be involved in, which of our members should be nominated for APA awards, which of our members wish deeper involvement in APA governance, and how can the Division advance these wishes? What should our relationship be to the other practice divisions, to the experimental and scientific divisions? These and other issues need to be reassessed each year and kept alive by the President. During the Business Meeting at the APA Convention, the incoming **President** awards a plaque to the outgoing President, and the outgoing President hands over the gavel to the incoming President who presides over the remainder of the meeting. In the spirit of enhancing ties with other professional hypnosis organizations, the incoming **President** may appoint a Division 30 liaison to ASCH, SCEH, and ISH each year at this meeting.

Rev. 11/98; 8/02; 2/04; 8/05; 9/14

APPOINTMENT OF VACANT POSITIONS

In the event that a member of the EC needs to vacate their position (e.g., due to resignation or being elected to a new position within D30), the **President** shall recommend to the EC an interim replacement (*see Article III of our bylaws for details*). A simple majority vote from the EC shall be required for the interim appointment.

The nominations chair (**Past President**) should work with APA to conduct an election for the vacated position as soon as possible (typically during the next annual election cycle).

Rev. 9/14

SECRETARY (3 year term)

The secretary takes and distributes minutes and records of Division meetings, publishes all decisions of the Executive Committee, and, if necessary, orders new letterheads. In addition, the secretary prepares and receives ballots mailed out for bylaws revisions, and maintains the bylaws of the Division. Specific deadlines are not associated with any of these tasks. In the past, the secretary helped promote voting by Division 30 members by issuing a “get out the vote” notice (e.g., APA annually allows members to allot votes to a number of societies and psychological organizations. By casting a large number of votes to D30, members ensure that our voice within APA’s Council of Representatives is strong).

E-Mailings Prior to Board Meetings

1. Requests for committee and officer reports will be sent out 3-4 weeks prior to Executive Committee meetings (both mid-winter and prior to the APA convention).
2. Deadline for reports will be approximately one week later, to allow sufficient time for the secretary to compile reports and create an agenda, and distribute materials to those attending the meeting.
3. The agenda and materials for the meeting will be sent electronically (approximately one week) prior to the meeting to the Executive Committee and others invited to attend. Rev. 1/00; 9/14

By agreement of the 2014 Executive Committee, the secretary shall also work with other EC members to ensure the following: 1) newly elected officers have been formally notified of the outcome of the elections; 2) newly elected officers are promptly added to the division’s EC Listserv; and, 3) *committee reports* and EC-approved *meeting minutes* are maintained on the division’s web-archive.

Added: 9/14

TREASURER (3 year term)

Division 30 utilizes the offices of the Financial Services Office of APA. This simplifies the responsibilities of the treasurer's role considerably. The treasurer shall approve and submit all requests for payment of bills, together with **original invoices and receipts** to the APA accountant for processing. There are specific forms used for this process. The treasurer shall retain duplicate copies of all bills and receipts, as well recording all receipts and disbursements. **The treasurer shall propose an annual budget to the EC at the convention meeting** so that line-item expenditures can be discussed and adjusted as needed by a vote of the EC members.

All dues collections processed by APA will automatically be recorded on the division's books. Those dues sent to the treasurer should be recorded and forwarded to the APA accounting office. There is an appropriate form to be sent indicating the accounts to be credited when deposits are made. Duplicates (or digital copies) of these forms should be retained by the treasurer.

APA periodically (e.g., quarterly) sends reports to the treasurer containing the following: balance sheet, income statement, report of funds collected by APA and a listing of receipts and disbursements. The treasurer should maintain these records and be prepared to present a financial report to the executive committee during the mid-winter meeting or as needed.

As a member of the Executive Committee, the treasurer is expected to attend any meetings called by the committee. There are usually two meetings per year (e.g., mid-winter meeting which often occurs via teleconference, plus the meeting at the APA Convention). It is extremely helpful if the treasurer at the beginning of his or her tenure attends the APA leadership conference. It is also useful to develop a good working relationship with the APA Financial Services accountant assigned to Division 30. These people are enormously helpful and are available for consultation throughout the year.

Although tax documentation is maintained and filed through the APA offices, it is important for the treasurer to keep carefully documented records and to review all statements from APA pertaining to division finances. In years that a dues increase has been voted in by the EC, if dues are paid before the APA deadline in August, the old rate will be in effect; after that, the new rate will be in effect. In addition, the treasurer has the responsibility to be sure that checks are cut and sent for the following awards (if given that year): *Early Career Contributions to Hypnosis Award* (\$500), *E. R. Hilgard Best Graduate Level Award* (\$300), and the *Nicholas P. Spanos Best Student Paper Award* (\$300). The tenure of Division 30 treasurer is three years.

Rev. 8/99; 8/05; 8/12; Rev. 9/14

APA COUNCIL REPRESENTATIVE (3 year term)

The Division's Council Representative is a liaison between the Executive Committee and the APA governance. His/Her task is two-fold: 1) to express the will of the Division, whenever possible, through his/her votes on legislative matters at the two annual meetings of the Council, usually in August and January or February. The Division's representative is accorded considerable latitude in voting since it is not always possible to have obtained direction from the Executive Committee. It is the responsibility of the representative to review the Council agenda book and to bring to the attention of a meeting of the Executive Committee those issues that will arise on Council floor that appear to be of significance for the Division. (It behooves the Executive Committee to schedule a meeting after the Council agenda books are mailed out, usually in May-June and December-January). 2) The representative reports on each of the Council meetings directly to the Executive Committee. Again, the representative exercises discretion since there are usually a number of issues on the Council floor that are relatively unimportant. If there are relevant matters to report to our members, a report of the representative may be published in the Division 30 *Bulletin*.

Rev. 2/00, Rev. 9/14

MEMBERS-AT-LARGE (3 year terms)

Members-at-Large of the Executive Committee serve as important individuals on the Committee without holding specific duties or obligations. As in almost all organizations, Members-at-Large serve to increase the size and democratic process of the Executive Committee and to be representative of the broader constituencies of the organization as a whole. Terms and eligibility for Members-at-Large are fixed in the Division By-Laws.

As elected members of the Executive Committee for a considerable term, Members-at-Large will be expected to be responsible for areas of Division Concern. The member at large positions are staggered terms so that one person's term will end each year requiring a new Member at Large to be elected annually.

Rev. 9/14

APA CONVENTION PROGRAM CHAIR

Preceding year: maintain regular contact with the program chair for that year and help him/her with correspondence, submission selection, etc. Serve as coordinator of the hospitality suite (if applicable): includes recruitment of graduate students and supervising them as they do the "legwork" required in running the suite.). In approximate chronological order:

1. Obtain from APA the "Guidelines for the American Psychological Association Division Program Chairpersons" and any other relevant documents they may have.
2. Attend organizational meeting for Program Chairs scheduled during the APA Annual Meeting.
3. Maintain a record of the themes chosen by the Science and other directorates for the Annual Meeting.
4. Shortly after the preceding meeting start to investigate and encourage collaborations with other divisions, submissions and addresses by known figures, etc. Make certain to follow up on any possibilities.
5. Maintain regular contact with the President of the Division throughout the year. Determine in consultation with him/her what topic(s) and accepted formats (e.g., workshops, symposia, etc.) will be used in the "call for submissions" requested by APA.
6. Prepare and submit to APA the "call for submissions." Be prepared to receive many submissions around the deadline. Allow time to make preliminary review of the material so that additional information about faulty submissions can be obtained soon, if required. Include convention paper awards in the call for papers. Rev. 1/00; Rev. 9/14
7. Review the material submitted and create templates for letters (or emails) of acceptance/rejection, etc. Some of these materials can be sent to the incoming chair or to other experts for review or second opinion. Be prepared to spend many hours doing this.
8. Make certain to communicate in as timely a fashion as possible what submissions have been accepted/rejected.
9. Prepare a tentative program, trying to balance the various items so that there are no obvious "weak" days (a reminder: maintain close contact with the President throughout this process, to make certain that there is agreement on decisions made). See appendix b. for suggestions concerning selection of symposia chairs and their duties.
10. Attend the APA organizational meeting for Division Chairs, often held somewhere around January, although the meeting may be earlier. Before attending the meeting, you should have already investigated possible collaborations with Chairs of other divisions. Energetically

explore the possibility of co-listing (most divisions are very open to them) and co-sharings (this category requires actual sharing of time allocated to the various divisions, so it is only probable when actual serious collaboration has been initiated before this meeting).

11. Make any additional changes to the program and submit by the deadline. Make certain that the program includes the usual assorted activities (i.e., social hour, division business meeting, executive meeting, incoming executive meeting, outgoing executive meeting). Be prepared to make special arrangements with the hotel and APA for the scheduling of room, meals, etc. for some of these activities (e.g., social hour, all-day executive meeting). Make sure to communicate with the division officers regarding their attendance at the executive meetings.
12. Work with the awards chair to secure nominations for convention paper awards (e.g., best research paper, best applied paper, best theoretical paper, best student paper, best poster award) along with copies of all the papers.
13. Be prepared to communicate with the Division's President and APA in case of unforeseen last minute changes.
14. Submit to the editor of the Division Bulletin the final program with a brief description of each event.
15. Attend as many Division events during the meeting as possible to be at hand in case of emergency.
16. When something seems unclear or you are about to have a panic attack, remember that the Program Chair for the previous year is a resource that can be tapped for information during this process.

It is *preferred* that the program chair be an individual who has had a wide participation in the hypnosis community and in the division for at least some 5 years, and that the chair has finished his/her Ph.D. and has a professional position (e.g. as faculty member or in independent private practice) before starting this assignment.

Rev. 11/98, 9/99, 9/00; 8/02; 2/04; Rev. 9/14

AWARDS COMMITTEE CHAIR (Past-Past President) (1 year term)

1. Distinguished Contributions Awards Committee

2. the Convention Paper Awards Committee

The Awards Committee Chair manages the Awards bestowed on students, members, and fellows of the Division. Under normal circumstances when the Past (not outgoing) President's term of office expires (at the end of the Outgoing Executive Committee meeting), he/she automatically becomes the Chair of the Awards Committees. Although sometimes confusing, we have referred to this person as the “*Past-Past President.*” The Awards Committee Chair appoints two additional members to comprise the Awards Committees (normally these are a three person committees, including the Chair). It is strongly recommended that high-ranking division members serve on these committees (e.g., EC members, Fellows of D30). There are three types of Division awards: The Convention Paper Awards, the Distinguished Contributions Awards, and the Hilgard Best Graduate Level Academic Thesis Award.

All of the Division 30 awards (i.e., distinguished awards and convention awards) are listed on the APA, D30 website. *See cover of this manual for accessing “templates” used previously.*

The Awards Chair is actually the chair of two separate committees: *Distinguished Contributions Awards Committee* and the *Convention Paper Awards Committee*. The work of the *Distinguished Contributions Awards Committee* is mainly in the fall (e.g., October through December) with work completed in time for the scheduling of winners for the following year’s convention. The bulk of the work of the *Convention Paper Awards* committee is performed in the spring and early summer (e.g., June and July), after convention papers have been submitted for consideration. As detailed below, the nomination and selection of the Hilgard award follows the timeline set for our Distinguished Awards. The **Past-Past President** serves as chair of both of these committees, and the **program chair** often serves on the Convention Awards Committee (although the experience level of the program chair should be considered). At the discretion of the chair with consideration of what is believed to be most appropriate for the integrity of the awards process, the same individuals may comprise both committees.

The Awards Chair (acting as Chair of the Convention Paper Awards Committee) has the prerogative to request of individuals who have submitted papers to the Convention program that they submit the formal paper for awards consideration. In addition, submissions for awards are to be accompanied by clarification of student/nonstudent status, whether or not it is a thesis or dissertation, and the option to designate the paper for consideration of a particular award. What

follows is a description of the five types of awards.

Convention Paper Awards

1. Best Research Paper Award (or poster)
2. Best Applied Paper Award (or poster)
3. Best Theoretical Paper Award (or poster)
4. The Nicholas P. Spanos Best Student Paper Award and/or the Outstanding Student Paper Award
5. Best Student Poster Award

(These awards might not need to be awarded every year. For example, if one or more of the awardees [for the Best Research, Best Applied, and Best Theoretical paper] are undergraduate or graduate students, the Student awards might not be awarded or vice versa.)

Paper certificates are given to convention award winners. The Spanos award is typically reserved for exceptional work completed by a student (e.g., masters thesis, published work, or some other outstanding contribution). Student work that doesn't rise to the level of the Spanos award may be recognized with the Outstanding Student Paper Award. **There is an award of \$300 attached to the Spanos & Hilgard Awards and is funded by the Division. There is a \$100 award attached to the *Outstanding Student Paper and the Best Student Poster Award.***

Rev. 9/99; 8/01; 8/02; 8/05; 2/10; Rev. 9/14; Rev. 8/15

The E. R. Hilgard Best Graduate Level Academic Thesis Award

The E. R. Hilgard Best Graduate Level Academic Thesis Award is bestowed upon the author an outstanding and important dissertation. This award does not need to be given each year. The dissertation should have been completed within 2 years of the nomination of the award. The award includes a \$300 honorarium and a plaque. *Unlike the convention paper awards, this award is determined in the Fall so that winners can be invited to present at the next APA convention (see "procedure" section below).*

Distinguished Contributions Awards

1. **The Division of Psychological Hypnosis Award for Distinguished Contributions to Scientific Hypnosis.** This is the most important Award for scientific merit that the Division can bestow. It is given to luminaries in our field. A plaque would be given at the APA convention, and recipients would be invited to address the audience on any topic of their choice.

2. Division of Psychological Hypnosis Award for Distinguished Contributions to Professional Hypnosis.

This award recognizes outstanding contributions to the field of clinical hypnosis or distinguished service to the division. Training, education, theoretical innovations, clinical research, and clinical scholarship, as well as leadership positions held within the division should be considered in the nominations for this award. A plaque would be given at the APA convention, and recipients would be invited to address the audience on any topic of their choice.

3. Division of Psychological Hypnosis Award for Early Career Contributions to Hypnosis.

This award recognizes excellent young psychologists *who have their Ph.D. for ten years or less*. The recipient could be cited for applied or scientific work. The award winner receives a plaque at a special invited address at the following year's APA Convention. There is also a cash award of \$500.00 (*It is often easiest from the standpoint of the treasurer to have the winner submit travel-related expenses in excess of the award and that the "monetary award" comes in the form of reimbursed travel expenses*). In the case of two people receiving this award in the same year, they would split the cash award (although it is recommended that only 1 person receive the award in any given year). A plaque would be given at the APA convention, and recipients would be invited to address the audience on any topic of their choice.

Procedure for Convention Paper Awards

All of our convention awards should be determined prior to the convention itself so that certificates can be made in advance. A description of the awards would of course be a regular feature of the Division *Bulletin*.

1) **December 1 (approximately):** The Award process begins with the routine of convention paper submissions. When papers, posters, or symposia are submitted for consideration for presentation at the APA convention, APA electronically responds to notify the sender that their submission has been received.

2) **February 15 (approximately):** The Awards Chair shall craft a notice detailing our division awards and asks the program chair to send it to all D30 members who have presentations accepted for the upcoming APA convention. Applicants for all of the convention awards, including those for Best Poster Award, should submit to the Awards

Chair a written summary of their work to be presented at APA.

The awards notice should include the requested format of the submission (e.g., the chair may request that the entire paper that will be presented at APA be submitted for awards consideration or perhaps a maximum length of 12 double spaced pages (excluding tables, figures, references) summarizing the work to be presented in a poster) and clearly indicate the deadline for being considered for a convention paper award (typically established in early June) to allow the Convention Paper Awards Committee time to review submissions and select winners.

The awards notice should also be sent to the Bulletin Editor so that it appears in the Winter/Spring issue.

- 3) **June 1 (approximately):** The Awards Chair collects submissions for convention awards and distributes them to members of the Convention Paper Awards Committee.
- 4) **July 1:** -The Convention Paper Awards Committee determines who gets what award. It shall be appropriate for the Convention Paper Awards Committee to send its nominees to the EC for ratification before proceeding.
- 5) **By July 15:** The slate of winners should be determined. In the past, we have kept the names of winners secret until they are announced at the convention. The Convention Paper Awards Committee Chair:
 - a) Arranges to have the certificates for each award printed; to be given at the APA Social hour or business meeting or presentation session.
 - b) Invites winners (and, in fact, may invite anyone that applied for an award) to attend the business meeting or social hour where the awards are announced and certificates are presented. If a monetary award is associated with the award, the Awards chair informs the winner about how to get the check (e.g., submit original receipts to the D30 treasurer covering the amount of the award).
 - c) Arranges for the preparation of the plaque to be presented by the incoming President to the outgoing President at the APA Meeting (this typically occurs at the business meeting).
- 6) **At the Convention:** At the Business Meeting or social hour, the Awards Committee Chair announces the award winners.
- 7) **September 1:** As a final act of selfless devotion to the Division, the Awards Committee Chair supplies the editor of the Division *Bulletin* with:
 - a) an announcement of who won what awards (both convention paper and distinguished

contributions awards); b) works with the incoming Awards chair and program chair so that a description of the Convention Paper Awards are included in the next year's call for papers, and announcement of the Division Awards (both paper presentation and Distinguished); c) works with the incoming awards chair so that a request for nominations for the following year's Distinguished awards are sent out promptly (deadline November 1); d) works with the secretary to ensure that the *New Awards Committee Chairperson's* correct contact information is listed on the website. Rev. 9/99, 8/02, 9/03, 8/05; 9/14

Procedure for Distinguished Contributions Awards (& the Hilgard Award)

These three awards are given for extraordinary contributions to the field of hypnosis. Since the Distinguished Contributions awards are given to luminaries in the field of hypnosis, they may be awarded only occasionally, **with a recommended maximum of one awarded for any given year.** Nominators should send a one or two page summary of the candidate's contributions to hypnosis and an up-to-date vitae of the candidate.

For the Hilgard award, the Chair of the Award Committee requests a summary of the dissertation (e.g., suggested maximum of 20-25 double spaced pages, excluding tables, figures, and references). A letter of support from the dissertation advisor may be solicited. These materials are then shared with members of the committee. This award need not be given out every year.

- 1) **September 15:** Each year the Awards Chair (acting as chair of the Distinguished Contributions Awards Committee) solicits nominations for the following awards: *Distinguished Contributions to Scientific Hypnosis; Distinguished Contributions to Professional Hypnosis; the Early Career Award; and the Hilgard Dissertation award.* The call for nominations should be sent out to all members of D30 via the Listserv and/or via the Bulletin.
- 2) **November 1:** The deadline for submission of nominations is November 1 of the year prior to presentation. Each year the Awards Chair (acting as chair of the Distinguished Contributions Awards Committee) collects all nominations for the award to be given for that year.
- 3) **December 1:** The Distinguished Contributions Awards Committee submits its recommendations for the awards to the EC and arranges for the EC to vote on the recommended slate of nominations.
- 4) **December 10:** The Distinguished Contributions Awards Committee Chairperson notifies the award winner(s) and asks if the winner(s) would like to present an Invited Address at the upcoming APA Convention.
- 5) **December 15:** The Distinguished Contributions Awards Committee Chairperson notifies

the Program Chair as to the winner(s) of the Award(s) and the title of the address(es). If there is a cash award that year (e.g., The Early Career Award, Hilgard Award) the Awards Committee Chairperson also notifies the Division Treasurer to anticipate the monetary award.

6) **June 1:** The Awards Committee Chairperson orders the plaques for the Hilgard Award and Distinguished Contribution Award(s) to be presented (see Appendix C for example). A company that we have used in the past is: Nobil's Sports & Trophies, 8 1/2 E. Seminary St., Norwalk, OH 44857. Phone: 419-668-4197.

7) **July 15:** By July 15 the Awards Committee Chairperson mails the plaques to the President of the Division or arranges for them to be mailed to winners not attending APA, or physically transports them to the convention.

8) **At the Convention:** The Division President (i.e., outgoing) typically serves as the Chair of the Invited Address where the awardee presents or designates someone to do so. He/she introduces the award winner, presents the plaque, and introduces the talk.

9) **September 1:** The Awards Committee Chair sends to the Division *Bulletin* editor the names of winners of all the awards (i.e., convention, Hilgard, and distinguished awards). The outgoing Award Chair should also help ensure that the new Awards Chair issues the call for nominations for next year's Distinguished Awards in time for the November 1 deadline.

Rev.8/01; 2/04; 8/05; 2/07; Rev. 9/14

Additional Procedural Details for the E. R. Hilgard Award

- 1) The procedures and timeline outlined above for our Distinguished Awards extend to the selection of the Hilgard award winner. Because we want to schedule the winner for next year's APA convention, the selection process needs to be completed by December.
- 2) It is required that the Hilgard winner presents their work at APA in order to receive the monetary component of the Hilgard award. The EC has decided that if the winner cannot attend the APA convention following the announcement of the award, they can earn the monetary award if they present at the following year's convention. This gives the award winner two conventions in which to present their work in order to receive the monetary component of the award. *(It is often easiest from the standpoint of the treasurer to have the winner submit travel-related expenses in excess of the award and that the "monetary award" comes in the form of reimbursed travel expenses).*
- 3) At the convention, the awards chair (or President) presents the plaque and informs the winner how to secure the honorarium (\$300).

Rev. 2/07; 2/10; Rev. 9/14

EDITOR: *Psychological Hypnosis: A Bulletin of Division 30* (5 year term)

Psychological Hypnosis is published three times a year and is sent to all members and student affiliates of the division. *Psychological Hypnosis* is the primary material benefit many of our members receive for their dues, and therefore should be both very dependable (in terms of regular publication) and appealing. Regular publication is also important because of time-sensitive information that appears in certain issues. Publication deadlines and information that must appear in particular issues are listed below:

Fall issue (published in October): Contains minutes of Executive Committee meetings from the APA Convention and Call for Papers for next year's convention. In addition, it contains the CALL FOR NOMINATIONS; it may also contain abstracts of award winning papers from the immediate past convention.

Winter-Spring issue (published in March): No time sensitive information. In the past, reports on the Division 30 Midwinter Executive Committee Meetings have been published.

Summer issue (published in July): Contains the Division 30 convention program.

Besides the content listed above, several regular features appear (subject to variation at the discretion of the editor.) These include, but are not limited to:

From The Editor's Desk -- commentary.

Science/Practice Interface -- reports of clinically relevant uses of hypnosis.

Pioneers -- contributions by pioneers in the field of hypnosis.

Presidential Column -- comments from the President of Division 30.

Notes and News -- announcements of interest to Division 30 members.

Finally, one or two special features appear in each volume. These articles have been initiated by the editor or by members, and have included a clinical case conference with expert commentary, and invited main papers.

Additional Information re: *Psychological Hypnosis*:

1. Mailings to Student Affiliates. Student affiliates of Division 30 should receive the newsletter.

Since APA only maintains mailing lists for members, not affiliates, Division 30 must maintain its own mailing list for students. The Bulletin Editor shall work with APA to ensure that student affiliates receive the Bulletin.

2. Advertising Policy. *Psychological Hypnosis* has accepted paid mail inserts of hypnosis-relevant material. Announcements include information on activities of members and meetings likely to be of interest to members. Production of books, videotapes, workshops, etc. by members or organizations may be announced.

ETHICS & CONDUCT COMMITTEE

The primary function of the Ethics & Conduct Committee is to advise and counsel interested persons on general issues of policy matters and concerns. It does not consider complaints about specific individuals and their behavior. Rather, any persons bringing such complaints or concerns should be encouraged to contact the APA Ethics Office directly, and /or the appropriate governing body. In other words, the committee is not a conduit to the APA Committee for complaints against specific individuals, and such complaints should not be directed through Division 30. Unsolicited, written concerns about individuals should be returned to the complaining person (or destroyed) along with the encouragement that they contact the APA Ethics Office directly.

Rev. 8/03

FELLOWS

The chairperson of the Fellows Committee encourages and accepts nominations for Fellow status within the Division, and instructs applicants on how to submit materials through the APA online portal. In soliciting nominations, the chair needs to be aware of deadlines established by APA.

The Fellows Committee develops a consensus on nominations. The recommendations of the Fellows Committee then need to be ratified by the E.C.; following this, the committee forwards the nomination(s) and all supporting data to the APA Member Services Committee. By a 2002 E.C. vote, it was decided that: (1) the committee consist of a minimum of three members; (2) that they all are to be Fellows of Division 30 as well as Fellows of APA. This is to be regarded as an established practice.

Rev. 8/99, 8/02, 8/07

LEGISLATION

The Legislation Chairperson may be appointed by the President of the Division. One goal for the committee is to conduct activities that will allow the Division to interface with the Practice Directorate section on Legal and Regulatory Affairs. The Legislation Committee is comprised of the Chair and any committee members that have expressed interest in the work of the committee and a desire to be a formal part of it. Members are appointed by the Chair. The Legislation Committee focuses on aspects of state or federal legislation that might impact psychology, specifically that might impact hypnosis. The Chair of the Legislation Committee serves to direct the work of the committee.

The Federal Advocacy Coordinator (FAC) is a separate position affiliated with the committee. The FAC attends the annual State Leadership Conference (SLC) in Washington and lobbies congress. The FAC also networks with other FACs, state associations, and divisions within APA. The FAC serves as liaison between Division 30 and state associations as well as other divisions of APA.

In order to preserve continuity, the Executive Committee recommends that the position(s) be a multi-year appointment (length not determined).

Rev. 12/99, 9/00

MEMBER SERVICES

The Member Services Committee Chair receives inquiries from APA members and student affiliates regarding membership in Division 30, and responds by sending an application for membership. Some inquiries are made directly to APA, and are forwarded to the Member Services Committee Chair for response. Upon receiving the completed application form, the Chair forwards the names and APA numbers of APA members who are joining the Division to the APA Office of Division Services. Membership fees are forwarded to the Division Treasurer. Since APA does not keep records of Student Affiliates of the Division, APA International Affiliates who are Members of the Division, and non-APA Fellows, Members, and Associates of the Division, the Member Services Chair will maintain the names and contact information of these people, and send them renewal notices as appropriate. When each issue of the Division 30 bulletin is about to be printed, the Member Services Chair will send mailing labels with the names and addresses of APA International Affiliates who are members of the Division, non-APA Fellows, Members, and Associates of the Division, and all Student Affiliates of the Division, to the appropriate personnel in the APA printing office. About March 15 of each year, when the Nominations Chair has informed Member Services that the slate of nominees has been submitted to APA, the Member Services Chair will send mailing labels of APA International Affiliates who are Members of the Division, and of non-APA Fellows and Members of the Division, and of persons who have been non-APA Associates of the Division for five years or more, to the appropriate personnel (presently Garnett Coad) in APA Division Services; Division Services will then send them appropriate ballots (they are not eligible to vote for APA Council Representative).

At the request of the E.C., the Member Services Committee Chair will survey resignees from the Division and provide a report at the Outgoing Executive Committee meeting. The Member Services Chair will send a postcard to Division 30 members who have resigned from APA to remind them that they can still be members of the Division without being an APA member.

The mailing expenses of the Membership activities are reimbursed by the Division Treasurer on a quarterly basis. The Member Services Committee Chair serves a three-year term. The Member Services Chair is also responsible for issuing membership certificates to new members.

Rev. 1/02; 8/02; 8/05

NOMINATIONS COMMITTEE (Past President; 1 year term)

According to new by-Laws, the Chair of the Nominations Committee will not be an elected position as it was in the past; rather, the **Past-President** of the Division will serve as the Chair. In addition, the Chair will select one or two members or Fellows of the Division to serve on this committee. Typically, this has included members who have been active in the Division over a long period and served on the Executive Committee and thus are aware of the Division's current needs and are in the best position to make recommendations regarding potential candidates.

APA By-Laws mandate contested elections wherever feasible (and require them for APA Council Representative); however, it has always been the policy of the Division to ensure that all positions are elected through contest. The Nominations Committee must keep abreast of which of the Executive Officers' terms are expiring. Thus, the positions on the ballot vary from year to year.

It is also important that the Nominations Chair consults with the President and be aware of any interim appointments so that contested elections for such posts can be conducted during the next election cycle.

APA determines the deadlines for ballots (typically in March or April). It is the duty of the Nominations Committee to determine the willingness of each nominee to serve and to be listed on the ballot. The Nominations Chair should also get statements from all of the candidates within one month of their acceptance of the nomination (APA has a required format for candidate statements). The Nominations Chair should ensure that candidate statements appear in the Bulletin ahead of balloting. APA Division Services will then send appropriate ballots to these members of the Division.

Rev. 9/00; 8/05; Rev. 9/14

Who should be nominated is an interesting question. The long term health of the Division requires both the Nominations Committee and the President in his/her appointments to develop a balance of promoting the inclusion of young, new, and previously less active members, with efforts to encourage currently active members to serve in positions of greater responsibility, and to endeavor to retain the active involvement of older members who may have served on the Executive Committee or as Officers in the past, but who haven't been active for several years due to the natural rotation of offices. Coordination of the Nominations Committee with the process of Presidential appointments can best facilitate this ongoing process.

Another responsibility of the Nominations Committee is to coordinate with the President the

nomination of Division Members and Fellows to the various boards and committees of the APA to ensure the Division's continued representation throughout the APA, and likewise to encourage the continued professional development of Division members. The chair should also check with either the Member Services Chair or the Treasurer to make certain that all names placed in nomination are *current* Division 30 members.

By agreement of the Executive Committee at the January 10, 1997 Mid-Winter Meeting, for logistical reasons, the Nominations Committee Chair has been delegated the duty of telephone or email notification of newly elected officers. Rev. 8/05; 9/14

It is strongly encouraged that candidates for President of the division *work their way up* through various positions within the division and not begin their membership on the executive committee by running for the office of president. This helps to ensure that the President has a good understanding of the various roles and functions of the executive committee and how the division operates, and also encourages interest for executive committee roles other than president.

See cover of this manual for accessing possible "templates" used previously.

Added 9/14

At the EC convention meeting in 2016, it was agreed that the Nominations Chair should report the list of candidates that applied for various posts, along with a brief description of their qualifications (including leadership service to Division 30 or elsewhere), and explain to the EC the final slate of candidates nominated for open offices. The EC shall ratify the slate of nominations *before* the list is sent to APA for balloting. Added 8/2016

EDUCATION AND TRAINING COMMITTEE

The education & training chairperson plans and organizes the Division workshops for upcoming APA Conventions. This includes securing guest presenters. A list of duties of the chair is included in Appendix E. It is important that information on the D30 webpage is current (e.g., contact information of the Education and Training Committee chairperson; continuing educational opportunities).

Rev. 4/10; 3/15

STUDENT TRAVEL AWARDS CHAIR

Appointed by the President, the Chair of the Student Travel Awards committee is responsible for notifying students participating in Division 30 convention programming about financial assistance offered from the division to offset convention-related expenses. Eligibility requirements include the following: (a) the student must be an author or co-author of an APA/D30 paper or poster; (b) the student must attend the conference; (c) the student must turn in original receipts of travel related expenses to our treasurer. Applicants should arrange for their department chair to verify their student status by sending an email to the Student Travel Awards Chair. A "student" is defined as someone who, at the time of the application, is enrolled in undergraduate or graduate school or is in their pre-doctoral internship year. Post docs are not eligible for the award. Authorship order and presenter status may influence the amount of the award.

See cover of this manual for accessing "templates" used in previous years.

Added 2/15

During the mid-winter meeting, 2015, the EC voted to increase the Student Travel Award money pool to \$3,000 (with a maximum award of \$500 per student).

4/9/15

APPENDIX A

A Chronological Summary of the Award Chair's Responsibilities

(Note that the Awards Chair is chair of two committees: The *Distinguished Award Committee* and the *Convention Paper Awards Committee*) See the **Awards Chair** section of this manual!

September 15: *The current Awards Chair* shall make a call for nominations of our

Distinguished Awards and, the Hilgard Award. An email containing the following elements should be sent to D30 members via the member Listserv.

- a listing of the individual awards:

1. *Division of Psychological Hypnosis Award for Distinguished Contributions to Scientific Hypnosis.*

2. *Division of Psychological Hypnosis Award for Distinguished Contributions to Professional Hypnosis.*

3. *Division of Psychological Hypnosis Award for Early Career Contributions* (for those holding their Ph.D. for less than 10 years).

4. *The E.R. Hilgard Award for Best Graduate Level Academic Thesis Award.*

- Nominations for the Distinguished Awards should include a letter of support attesting to the candidate's contributions to the field and the candidate's current vitae.

- Nominations for the Hilgard award should include a summary of the dissertation (e.g., a maximum of 25 double spaced pages, excluding figures, tables, references). The candidate should secure a letter of support from the candidate's advisor (or from others in the hypnosis field) and detail whether the work has been published.

Timeline

November 1: Deadline for nominations for the above awards. The Distinguished Awards Committee deliberates over nominations.

December 1: Slate of recommended winners are sent to the EC for ratification.

December 10: Winners are notified and the Distinguished Award Winners are asked to present an invited address at the upcoming APA convention. The Hilgard award winner is also asked to present at the next APA convention; however, this presentation may be part of a regular presentation session and not an invited address depending on scheduling time.

December 15: The program chair is notified about who will be presenting so that they can be

scheduled in the upcoming program. The winners' names and titles of talks should be forwarded onto the program chair.

February 15: Working with the program chair, a notice about the Convention Paper Awards should be sent to all first authors presenting at APA. The deadline for these awards should be listed, along with any paper format requirements set by the committee (see regular section on Awards Chair for additional details). Notice of convention awards should also be sent to the Bulletin Editor so that it appears in the Winter/Spring issue.

May: The Convention Paper Awards Committee should be established (see regular section on Awards Chair for additional details).

June 1: Deadline for Convention Paper Awards. The Convention Paper Awards Committee deliberates.

June 1: Plaques are ordered. We award plaques for the following: *Distinguished Scientific Contributions; Distinguished Professional Contributions; Early Career Award; and the Hilgard Award.* The Chair should also secure the plaque for the *President* (the incoming-President will award this plaque as a thank you to the President at the APA convention). See section 6 of *Procedures* section in the Awards Chair section for details.

July 1: Slate of convention award winners are finalized, and sent to the EC for approval.

July 15: Award list is finalized and certificates are printed.

Before the Convention: Arrange for plaques and certificates to be transported to the convention. Plaque winners (who already know that they have won) may be mailed to those unable to attend this year's convention. Convention paper award winners (i.e., certificate winners) are kept secret until the convention.

Post-Convention:

September 1: The *Previous Year's Award Chair* assists the new Award's Chair to ensure that deadlines are followed. The Bulletin editor should be reminded of the past award winners (both at the Convention and the Distinguished award winners) so that the names are published in the post-convention issue of the Bulletin. The program chair should also include a description of the convention awards in their upcoming call for APA programming.

Rev. 9/14

APPENDIX B

DUTIES OF SYMPOSIA CHAIRS

It is important to keep a few things in mind when charged with the appointment of chairing a symposium.

(1) **Introducing the participants:** The chair should *briefly* introduce each of the speakers. The chair should take the time beforehand to meet each of the participants and find out their titles and institutional affiliations. He/she can introduce each speaker as they come up, or review their credentials, affiliations, and titles of their papers before the symposium, giving a brief preview of the format of the talks.

(2) **The Chair is the time keeper:** It is important to notify the participants in advance of how long they will have to speak. Remember, symposia end 10 minutes before the hour. This gives the people time to clear the room and the next group time to enter and sit down. The chair also has the responsibility of keeping each participant in touch with how their time is progressing as it winds down. This can be accomplished by casually flashing a small note to catch the eye of the presenter. Three notices are useful: One notice should be presented at the half way point which simply says 'half way'; a second notice is useful at 'five minutes;' finally, a final notice lets the presenters know to rap their talk up, presented with one minute to go, which reads '1 minute.'

What to do if the presenter continues to talk after the final minute has passed: If they don't acknowledge clear signs such as pointing at your watch with a concerned look on your face, show them a clear note indicating that time is up.

By speaking with the presenters before hand and showing them notes along the way, you can usually avoid problems with time, allowing everyone enough time to speak. However, on occasion, presenters will disregard these signals and notes and continue talking with no sign of easing up, even after being informed that time is up. At that point, you might want to whisper to the presenter that they really must rap it up so the other presenters will have enough time to speak.

Don't be shy! Sometimes the chair is a student while the speaker is a well noted scholar. The responsibility is still with the student chairing the symposium to be the keeper of the time. Even if this means pushing the noted scholar along.

(3) **Helping with slides, A/V, and other presentation materials:** The chair should find out what needs the presenters have with regards to the use of presentation materials and try to help out in

anyway they can (e.g., work with APA re: PowerPoint slide presentations, computer, or A/V needs)

(4) **Monitoring and facilitating discussion**: If the audience members attempt to ask questions during one of the presentations, the chair will often need to make a brief statement instructing people to hold their questions until after the formal presentation of the paper is completed. If time is rushed and it is not clear that all presenters will get enough time, then all questions should be held to the end of the symposium. At that point the chair can facilitate discussion by opening the floor to questions. The chair facilitates discussion by repeating questions aloud so other audience members can hear, and directing the questions to the appropriate panel members. At this point the chair must often bring the microphone from person to person on the panel if sufficient microphones are not already provided. Essentially, the chair does what is needed to make this part (and all parts) of the symposium run as smoothly as possible.

Symposium chairs should remember to mention (at the beginning and/or end of each symposium) that Division brochures and the bulletin of the Division (Psychological Hypnosis) are available (and free), and generally encourage membership in the Division.

(plaque award templates)

THE AMERICAN PSYCHOLOGICAL ASSOCIATION
DIVISION 30 AWARD FOR
DISTINGUISHED CONTRIBUTIONS
TO SCIENTIFIC HYPNOSIS

IS BESTOWED UPON

JANE I. WORKER

IN RECOGNITION OF EMINENT AND
ENDURING CONTRIBUTIONS TO THE
ADVANCEMENT OF SCIENTIFIC HYPNOSIS

AUGUST 2010

THE AMERICAN PSYCHOLOGICAL ASSOCIATION
DIVISION 30 AWARD FOR
DISTINGUISHED CONTRIBUTIONS
TO PROFESSIONAL HYPNOSIS

IS BESTOWED UPON

JOHN B. DOUGH

IN RECOGNITION OF EMINENT AND
ENDURING CONTRIBUTIONS TO THE
ADVANCEMENT OF PROFESSIONAL HYPNOSIS

AUGUST 2013

THE AMERICAN PSYCHOLOGICAL ASSOCIATION
DIVISION 30 AWARD FOR
EARLY CAREER CONTRIBUTIONS

IS BESTOWED UPON
JAMES C. WILDE

IN RECOGNITION OF
GROUND-BREAKING EARLY CAREER
CONTRIBUTIONS TO THE ADVANCEMENT
OF SCIENTIFIC HYPNOSIS

AUGUST 2015

AMERICAN PSYCHOLOGICAL ASSOCIATION

Division 30: Society of Psychological Hypnosis

Bylaws of Division 30

as amended, June, 2004

ARTICLE I - NAME AND PURPOSE

Section 1. The name of this Division shall be *APA Division 30: Society of Psychological Hypnosis*.

Section 2. The purpose of this Division shall be to:

- A) Bring together into one body all individuals who fulfill our membership criteria and who are interested in hypnosis;
- B) Stimulate the exchange of scientific information among those psychologists interested in hypnosis;
- C) Contribute toward and stimulate appropriate teaching of hypnosis to qualified psychologists;
- D) Stimulate research into the nature of hypnosis;
- E) Promote the development of standards for practice and research;
- F) Concern itself with public, professional or other issues which affect and are affected by hypnosis

ARTICLE II - MEMBERSHIP

Section 1. The Division shall consist of four classes of members: fellows, members, associates and student affiliates.

Section 2. Members shall be persons who have expressed appropriate interest in either the scientific or professional uses of hypnosis, or both, as attested to by the completion of a formal application blank and payment of appropriate dues, and are: members of the American Psychological Association, or psychologists who, while not members of the

American Psychological Association, are qualified to be members or international affiliates of the American Psychological Association, or any individual not qualifying for membership in Division 30 but who has made exceptional contributions to the field of hypnosis and is sponsored for full membership by a current full member or fellow of Division 30, subject to final approval of the Executive Committee.

Section 3. Fellows shall be persons who are eligible for fellowship status in the American Psychological Association and who provide evidence of outstanding experience in either research or clinical practice or both with hypnosis over a period of five years according to criteria set forth by the Executive Committee of the Division.

Rev. 6/00, 5/01

Section 4. Associates shall be persons who have expressed a scientific or professional interest in hypnosis by completing the appropriate application blank and paying the requisite dues, and are associate members of the American Psychological Association, or would qualify for associate membership in the American Psychological Association, or any individual who is licensed by a state or country as a psychologist. Associates may not hold office in the Division but shall enjoy all other rights and privileges of membership consistent with the Bylaws of the American Psychological Association. After five consecutive years of membership in Division 30 and/or the American Psychological Association, Associate Members may vote.

Section 5. Student affiliates shall be persons who are eligible for participation in the American Psychological Association as student affiliates and who have a scientific or professional interest in hypnosis as attested to by an appropriate faculty member of the college or university in which the student is enrolled. Student affiliates may not vote or hold office in the Division but may attend and participate in meetings and receive all publications of the Division.

Section 6. Applicants for each class of membership shall submit their applications to the Member Services Committee on such form as may be provided for that purpose by that committee.

Section 7. Those applicants for status as members and associates shall automatically be approved by the Member Services Committee and their names transmitted to the Executive Committee prior to June 1st of each year. Applications for initial fellow status shall be submitted by the Chairperson of the Committee on Fellows directly to the Member Services Committee of the American Psychological Association prior to June 1st of the year with an informing letter to the President of the Division. Applications by members of the Division who are already fellows of other divisions shall be forwarded directly to the Secretary of the Division for final approval by the Executive Committee. Recommendations for election as a student affiliate shall similarly be submitted to Secretary of the Division.

ARTICLE III - OFFICERS

Section 1. The officers of the Division shall consist of a president, president-elect, secretary, and a treasurer. All officers shall serve until their term of office has expired or until their successors are duly qualified and installed.

Section 2. The president shall be a member or fellow of the Division who has served as president-elect in the immediately preceding year or who has been elected to fill the vacant office of the president-elect. The president shall preside at all meetings of the Division and shall carry out those duties that are ordinarily performed by an organizational chief executive. The president shall carry out such other duties as may be assigned to him/her from time to time by the Executive Committee. The president shall serve for a term of one year.

Section 3. The president-elect shall be a member or fellow of the Division who is elected annually in the year before he/she shall take office as president. The president-elect shall serve as the presiding officer of the Division in the absence of the president and shall perform such other duties as are required of him/her by the president or the Executive Committee.

A) In the event that the president shall not be able to serve a full term for any reason, the president-elect shall succeed to the presidency immediately and shall serve as president during the unexpired term of the president as well as the term for which he/she was

elected.

- B) In the event that neither the president nor the president-elect is able to serve, the Executive Committee shall designate an interim president. The positions of both president and president-elect shall then appear on the next election ballot.

Section 4. The secretary shall be a member or fellow of the Division elected by the members of the Division and shall serve for a term of three years. The secretary shall keep the minutes and records of all meetings of the Division, shall publish all decisions of the Executive Committee, shall prepare and mail nominating ballots, shall inform new members of all types and officers of their election, and shall maintain the bylaws of the Division. In the event that the secretary cannot complete the term of office, the president, with the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

Section 5. The treasurer shall be a member or a fellow of the Division elected by the membership for a term of three years, in years alternate to the election of the secretary. The treasurer's primary function is to prepare an annual budget which shall be submitted for approval to the Executive Committee and to the membership at the annual meeting. The treasurer shall also bill and collect dues, disburse funds in accordance with the Division's approved budget, keep records and receipts of incomes and disbursements and when necessary, arrange an annual audit of the financial records of the Association. In the event that the treasurer cannot complete his/her term, the president, with the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers of the Division, the immediate past president of the Division, the Division's representative or representatives to the Council of Representatives of the American Psychological Association, and three members-at-large elected by the Division.

- A) Members-at-large shall be members or fellows of the Division, who shall be elected for three year terms. In the event that a member-at-large cannot complete his/her term of

office, the president, with the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

- B) Between business meetings of the Division, the Executive Committee shall serve as the legislative body of the Division and is empowered to act for the Division.

ARTICLE V - STANDING COMMITTEES

Section 1. The president, in consultation with the Executive Committee, shall appoint chairpersons of such standing committees as are noted in this article and such other special committees as shall be required for proper functioning of the Division. The president or the Executive Committee may on occasion assign a particular duty to a committee in addition to those specifically noted in this article.

Section 2. Standing Committees shall be: Nominations (and Elections), Program*, Legislation*, Member Services*, Fellows*, Scientific Affairs, Professional Affairs, Ethics and Conduct*, and Awards. With the exception of the Program Committee, members of each committee shall be appointed by the committee's chairperson. (appointed)

Section 3. The committee on Nominations and Elections shall consist of the immediate past president, who shall serve as chairperson and one or more members or fellows.

- A) The Committee shall cause to be distributed by the secretary of the Division a nominating ballot to all classes of membership who have voting privileges. The nominating ballot shall be considered advisory and final decisions concerning nominations shall be made by the Committee itself.
- B) The Committee shall make every effort to have a contested election for every vacant position.
- C) Nominating ballots shall be returned directly to the chairperson of the Committee.
- D) The dates of transmission of nominating ballots and deadline for their return shall be established in accordance with the rules of the Committee on Elections of the American Psychological Association.

Section 4. Program Committee shall be charged with arranging programs for all meetings of the Division especially the Annual Convention of the American Psychological Association. It shall consist of three members or fellows, as follows: A Chair who shall have been the Chair-elect in the previous year; a Chair-elect, designated by the President-elect of the Division and appointed by the President; the immediate past Chair of the committee. All members of the Program Committee shall serve in their capacities for a term of one year.

Section 5. The division Ethics and Conduct committee is charged with the responsibility to advise and counsel interested persons on general issues of policy and conduct related to hypnosis. It does not consider complaints about specific individuals and their behavior. The committee shall proceed in accordance with the bylaws of the division and with the code of ethics of the American Psychological Association. It will inform complainants that concerns about individuals may be made to APA's ethics committee and/or other appropriate licensure boards.

Section 6. Legislative Committee is charged with responsibility for monitoring the development of legislation at state and federal levels which is relevant to the practice of hypnosis and to draw up such appropriate standards for the conduct of hypnosis as may seem appropriate from time to time.

Section 7. Committee on Fellows shall solicit nominations for advancement from member to fellow status and shall determine if candidates meet the necessary criteria. Recommendations of the Committee shall be forwarded by its chairperson directly to the APA Member Services Committee when appropriate and/or to the Executive Committee of the Division.

Section 8. The Awards committee shall consist of the Previous Past President, who shall be the Chairperson, and at least two and no more than three members or fellows.

Section 9. The Division shall publish a bulletin. The editor of the bulletin shall be appointed by the

President in consultation with the Executive Committee, for a term of five years.

ARTICLE VI - MEETINGS

All meetings of the Division or its committees shall be conducted according to Kessey's Modern Parliamentary Procedures, except where they are in conflict with these bylaws or with the bylaws of the American Psychological Association.

Section 1. A quorum at all meetings shall be those members and fellows present.

ARTICLE VII - AMENDMENTS

Section 1. These bylaws may be amended only by a two-thirds majority of those members and fellows voting in a mail ballot.

Section 2. Bylaw amendment may be proposed by the Executive Committee or by a written petition signed by not less than 15% of the Division membership according to the most recent count of the Member Services Committee of the American Psychological Association.

Section 3. Proposed amendments shall be mailed as soon as possible by the secretary to the most recent post office address of record of each member and fellow. To be counted, returned amendment ballots must be received by the secretary within 31 days from the original date of mailing.

Section 4. Approved amendments become effective when the secretary's tallies are verified by the Executive Committee, usually at the next annual meeting of the Division, except when an emergency exists and is so noted in the proposed amendment.

ARTICLE VIII - DISCLAIMER

Nothing in these bylaws shall be construed as in opposition to the Constitution, Bylaws and Code of Ethics of the American Psychological Association.

ARTICLE IX - ENABLING CLAUSE

In order to provide for perennial election of various members of the Executive Committee in alternate years, terms of certain elected members must be altered in the first election only following the adoption of these bylaws.

Section 1. The first Division treasurer who takes office following the adoption of these bylaws shall serve for a term of three years. Thereafter, the provisions of Article III, Section 5 of these bylaws shall determine the term of the office of the treasurer.

Section 2. Of the first members-at-large of the Executive Committee to be elected following the adoption of these bylaws, one shall serve for a three year term, one shall serve for a two year term, and the remainder shall serve for a one year term. If necessary, the names of the members-at-large who shall serve for the various terms shall be determined by lot. Thereafter, the provisions of Article IV, Section 1, A, shall determine the terms of office of members-at-large.

Rev. 6/04

APPENDIX E

Duties of Education and Training Chair

The goal of the Division 30 continuing education program is to educate the profession about new and innovative clinical and research methods in hypnosis. The Chair of the Division 30 Education and Training committee is appointed by the President of Division 30. Primary responsibilities include developing and maintaining policies and procedures for providing continuing education. The following guidelines must be attended to in order to comply with APA requirements for approved sponsors of continuing education.

1. The committee will consist of the Chair of Education and Training; the President (or designate) and the upcoming program chair. The Chair of this committee reports to the President and the Executive Committee of Division 30.
2. The Chair of Division 30 Education and Training will maintain a notebook containing the most recent Criteria & Procedures Manual, any addenda to the Manual issued by the Sponsor Approval System, Instructions for Directors of APA-Approved Continuing Education Sponsors, the CE-SAS Newsletter, and memos to our organization issued by the Sponsor Approval System. This notebook will be kept in the office of the Chair of the Education and Training Committee Division 30, where the administrative staff, particularly the APA contact person, will have access to it during working hours. Additionally, any new incoming staff will be briefed on this information.
3. The Chair of the Division 30 Education and Training Committee is responsible for the administration of Division 30 continuing education activities. This includes maintaining all necessary records and documents.
4. Promotional and registration materials clearly define any prerequisites for registration. Checklists regarding the acknowledgement of these prerequisites are carefully reviewed by the Education and Training Committee Division 30 and the continuing education instructor.
5. Instructors must be competent and expert in the area they will teach. Some methods of determining instructors' teaching abilities include review of records of previous teaching

experiences, evaluations from previous teaching positions, personal knowledge of instructors' teaching abilities and references.

6. The Chair of the Education and Training Committee Division 30 will make arrangements so that the activities are accessible to all persons by conducting on-site visits or telephone interviews with the proposed site administrators. As a guide, the Chair will use the Access for the Disabled Checklist cited in the Sponsor Approval System Sample Packet.
7. The Chair of Education and Training Committee Division 30 works with the instructor for the program. A draft of educational objectives is developed.
8. Division 30 will offer its continuing education programs at hotels and/or conference centers and will require that these facilities are private enough to safeguard the confidentiality of sensitive materials.
9. We do not anticipate that our general continuing education activities will be stressful. Nonetheless, the Committee on Education and Training Division 30 will consult with all instructors prior to the delivery of coursework regarding such potential. If it is recommended, a notice will be included in promotional and registration materials.
10. APA Division 30 seeks to ensure that when confidential materials may be discussed or presented during a continuing education activity, the limits of confidentiality are reviewed with participants.
11. The Chair of the Education and Training Committee Division 30 maintains active files in a locked file cabinet. Materials are marked confidential and as non-patient records, and would be transferred to the next Chair. Class rosters, CE credit awards, case materials and work samples are also considered part of the confidential records. All such materials will be maintained for at least five years.
12. APA Division 30 adheres to APA's Ethical Principles of Psychologists in guarding against discrimination in selecting faculty or participants for continuing education activities, and makes every effort to maintain awareness of individual differences among persons such as gender, ethnic and religious backgrounds, etc. Faculty are hired for their expertise to meet specific needs of trainees and their availability. Participants are not asked to identify any

sensitive information and no selection is made on the basis of gender, race or other individual differences.

13. The Chair of the Education and Training Committee Division 30 will conduct periodic needs assessments and/or interest surveys. Recommendations from the Executive Committee of Division 30 and the Program Committee of Division 30 will also be solicited. Feedback from participants regarding the interest and relevancy of Division 30 offerings will be reviewed by the education and Training Committee Division 30.
14. At the conclusion of the continuing education activity, participants are asked to complete an evaluation form. Forms will be collected and the results shared with both the instructor and the Education and Training Committee Division 30. If participants wish to provide additional feedback, they will be encouraged to contact the Education and Training Committee Division 30 directly.
15. Participants with complaints will be advised to direct them to the director of the program involved. The grievance is addressed at this level if possible. If not, it is brought for resolution to the committee directly involved with the program. If the grievance is not satisfactorily resolved at this level, it is brought to the attention of the Executive Committee of Division 30. The participant who initiated the grievance is informed of the status of his/her complaint at all levels.
16. Evaluations will be reviewed by the Education and Training Committee Division 30 and feedback will be incorporated into the selection and planning of future offerings.

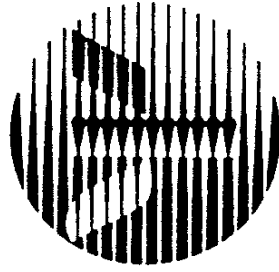
*American Psychological Association
Approved Continuing Education Sponsor*

In the interest of assuring quality continuing education for psychologists,

APA Division 30 - Hypnosis

has been awarded APA Approval.

The APA Sponsor Approval System is designed to facilitate psychologists' access to continuing education programming which meets APA standards.



The APA Approval is in effect

Beginning September 1996

Ending September 1998

Jo Linder-Crow, Ph.D.

Jo Linder-Crow, PhD

Director, Continuing Education

*Continuing Education
Sponsor Approval System*

APPENDIX F

CHRONOLOGICAL CALENDAR OF RESPONSIBILITIES

Note: This calendar has been revised numerous times (e.g., Rev. 2/00, 9/00, 8/02, 8/05; Rev. 2/15) and the deadlines for some activities may not be accurate. THIS IS TO BE USED AS AN APPROXIMATION OF DEADLINES FOR **SOME** OF THE REGULARLY OCCURRING ACTIVITIES. See Job Description for each Officer/Chairperson. **OFFICERS SHOULD ALWAYS CHECK WITH APA RE: DEADLINES.**

Month / Day	Activity	Officer
SEE APPENDICES	<i>Appendices A, E, and H provide detailed information RE: Awards Chair, Education and Training Chair, and Program Chair responsibilities and chronology of duties.</i>	AWARDS, EDUCATION & TRAINING, PROGRAM
AUGUST / Post- Convention	1. DIVISION 30 WEBSITE UPDATED WITH NEW OFFICERS 2. EC LISTSERV UPDATED WITH NEW OFFICERS	SECRETARY and/or WEBMASTER
Post- Convention	Individual reimbursement requests for convention related expenses must be submitted to treasurer (see appendix G for details); this includes award-winners, if they are due a monetary award. <i>APA requires original receipts!</i>	All Eligible TO: TREASURER
20	Convention award winners compiled and sent to <i>Psychological Hypnosis</i> editor; Past awards chair reminds new awards chair to ensure deadlines are met	AWARDS CHAIR
30	Div. 30 Treasurer submits any convention related Divisional expenses to DBIZ/Divisional services for reimbursement	TREASURER
SEPTEMBER / 1	Roster of newly elected and appointed division officers and committee chairs due. (Division Service Office)	SECRETARY

15	Awards chair makes call for nominations for Distinguished awards, early career award, and Hilgard Award (with deadline of Nov. 1 set for nominations).	AWARDS CHAIR
(25) <i>Deadline set by Editor</i>	Submissions due for <i>Psychological Hypnosis</i> , Fall Bulletin (preferably by e-mail). These include: summary of outgoing & incoming executive committee meetings (from Secretary); President's column (from President); call for nominations (from Past-President); call for papers (from program chair); title and abstract of papers and individuals who got awards (from awards chair); Student Travel awards and convention awards for next year (new awards chair); and anything else that is time sensitive and should appear in the Fall issue.	ATTN: EVERYONE! To: Editor
	Distinguished Awards Committee formed	AWARDS CHAIR
OCTOBER (APA re: date when ballots sent out)	SEND E-Notice to all D30 MEMBERS using the Members' Listserv. This notice to allot votes to Div. 30 should go out just prior to the APA Ballots being distributed – Check with APA Executive Office. <i>Does APA still use vote tally to determine Division Status (or the number of Reps) within Council?</i>	COUNCIL REP. and/or SECRETARY
	Call for programs/presentations for next year's convention (work with president to solicit speakers for invited addresses or special programming (e.g., lab reports); include convention paper awards in call for papers (AWARDS CHAIR) and student travel award notice (STUDENT TRAVEL AWARDS CHAIR).	PROGRAM CHAIR Also, Awards & Student Travel Awards Chair
NOVEMBER	Deadline for submitting proposals for CE Committee to co-sponsor workshops during the convention;	PRESIDENT

	If hosting an “in person” D30 midwinter meeting, arrange for any APA staff to visit the meeting.	
	Contact APA Convention services office before January if division wants to sponsor a CE (Pre-Convention) workshop	PRESIDENT and/or PROGRAM CHAIR
DECEMBER	“Call for Nominations to APA” – standing and continuing boards and committees is mailed to each division, state and provincial association, and board and committee chairs.	NOMINATIONS CHAIR
1	Slate of Distinguished Awards & Hilgard award winners sent to EC for ratification	AWARDS CHAIR
10	Distinguished Award winners (& Hilgard) are notified and asked to present at upcoming convention (include program chair in this communication)	AWARDS CHAIR
15	Program Chair is notified re: who will attend in order to schedule presentations from list of Distinguished award winners (& Hilgard winner)	AWARDS & PROGRAM CHAIRS
/20	Request committee reports for January/February Midwinter Meeting	PRESIDENT And/or SECRETARY
JANUARY	Division program for the annual convention including all sessions, business meetings and social hours due to convention office	PROGRAM CHAIR
	PROCEDURES for nomination and election of Fellows sent to Fellows Chair (<i>Feb., 2015: see online instructions</i>); EC to ratify recommendations <i>BEFORE</i> submitting slate to APA.	FELLOWS

10	Officers submit reports to SECRETARY for upcoming Midwinter Meeting	ALL OFFICERS and COMM. CHAIRS
15	Treasurer to obtain year-end financial reports from Divisional Services, and summarize for Executive Committee.	TREASURER
15	Plan Midwinter Meeting	PRESIDENT and/or SECRETARY
FEBRUARY	Slate of candidates (including candidate statements) for Division officers and Council Rep. sent to APA (<i>Note: APA sets deadlines</i>)	NOMINATIONS CHAIR
	CE sponsored workshops; to be approved by APA	PROGRAM and/or MEMBERSHIP
15	Notice of Convention Awards (how to apply/deadlines) sent to all 1 st authors scheduled to present at APA convention (<i>Awards chair sends information to Program chair to send to all first author presenters</i>). Student Travel Awards Notice sent out to all first author presenters	AWARDS, PROGRAM & Student Travel Awards CHAIR
15	Submissions for <i>Psychological Hypnosis</i> Spring issue	TO: EDITOR
MARCH / 1	APA CBIZ Accounting/Divisional Services submits a Tax Workbook to the Division 30 Treasurer and the Treasurer must review and provide details as specified by CBIZ	TREASURER
	Update member directory	MEMBERSHIP CHAIR
APRIL / 10	The Div. 30 Treasurer must complete review of Tax Workbook and submit to CBIZ by April 10	TREASURER

April	APA requests list of Distinguished Award winners (and Hilgard) for September issue of APA Monitor.	AWARDS CHAIR
MAY	Convention Paper Awards Committee Formed	AWARDS CHAIR
/15	Submissions due for <i>Psychological Hypnosis</i> , Summer Issue. This issue should include the convention programming for D30 and information about convention business and social events.	EVERYONE; TO: EDITOR PROGRAM CHAIR
	Student travel award deadline (usually late May sometime)	Student Travel Awards CHAIR
JUNE / 1	Name of upcoming program chair submitted to Convention Office (APA determines this deadline); incoming program chair to work with existing chair on program events	PRESIDENT / PROGRAM CHAIR
1	Award (& outgoing Presidential) Plaques are ordered	AWARDS
JULY / 1	Slate of Convention Award Winners finalized and sent to EC for approval	AWARDS CHAIR
1	Report on recommendation of APA Member Services Committee with respect to initial Fellows nominees sent to the division (f/Members Services Office); Official announcement is during Council Rep Meeting.	To FELLOWS CHAIR (?)
15	Award list ratified by EC; certificates printed for announcement at convention	AWARDS CHAIR
15	Officers submit reports for August EC meeting at APA convention; chairs submit reports; outgoing and incoming Presidential Reports	EVERYONE (TO: SECRETARY)

15	Treasurer to request 1 st and 2 nd Quarter Financial Reports from CBIZ/Divisional Services and prepare report for the EC and business meetings at the annual convention.	TREASURER
15	Reminder to invite any interim Officers (that were appointed by the President) to EC meeting at convention	PRESIDENT
20	Award plaques, certificates arranged to be transported to convention (can mail plaques to winners not attending APA)	AWARDS CHAIR
APA CONVENTION		

Remember: Appendices A, E, and H provide detailed information RE: Awards Chair, Education and Training Chair, and Program Chair responsibilities and chronology of duties.

APPENDIX G

DIVISION 30 REIMBURSEMENT POLICIES AND PROCEDURES

Meeting: Pre-convention meeting

Who is Reimbursed:

Outgoing and Incoming Members of the Executive Committee (President, President-Elect, Past President, Past-Past President, Secretary, Treasurer, Members-at-Large, APA Council Representative); also, the Bulletin Editor, Program Chair(s), Member Services Chair, Chair of the P&P, & Student Rep (if invited/contributes to meeting).

What is Reimbursed: Convention related expenses up to \$250. President receives an additional stipend up to \$1,000.

Who reimburses: Division 30

What to submit: Clear, scanned copies of bills/receipts. (original bills/receipts may be required by APA for tardy submissions).

Note: if foreign currency is involved (e.g., meetings held in Canada) and you paid by credit card, submit also your credit card statement so APA can give the same exchange rate your card company gave.

Note: if you are submitting the original bill through another division, include a brief note saying so; APA needs only one original on file for audit purposes.

Note: if you are submitting your credit card statement, you may want to black out your credit card number to protect your privacy. Or, you may pay by check.

Where to submit: Division 30 Treasurer

Rev. 9/14; \$250 amount updated 8/16; Past-Past President added 8/19.

Meeting: APA annual meeting:

Speakers in the Division 30 program will not normally be paid honoraria. Exceptions require a vote by the Executive Committee. Presidential funds may be used for this purpose.

Note: APA provides 2 free registrations. The President in consultation with the Program Chairs will allot these. Invited speakers who are not APA members do not have to register.

Meeting: Leadership Conference

Who is reimbursed: President, President-Elect

What is reimbursed (by APA):

Airfare for 1 "primary representative of the Division" Food is provided by the APA during the meeting.

(By the division): lodging, transportation for the other representative.

(By the division if we choose): ground transportation, extra food, etc.

What to submit: APA will make the arrangements for travel and lodging. If the division chooses to reimburse extra expenses, submit original bills/receipts.

Where to submit: (if the division chooses to reimburse extras): Division 30 Treasurer. (If you travel to the meeting in your own vehicle, APA will reimburse mileage, parking, tolls; not to exceed \$100): APA.

Rev. 8/03

Meeting: Program Chair Conference

Who is reimbursed: 1 Program Chair

What is reimbursed: transportation and 1 night's lodging in the APA-designated hotel. Food is provided during the meeting.

Who reimburses: APA

What to submit: You will make the arrangements through APA and so will have nothing to submit.

Where to submit: APA will make the arrangements. If you use your own vehicle to attend the conference, see note under Leadership conference.

Meeting: Midwinter meeting in Washington, DC (when necessary)

Who is reimbursed: members of the Executive Committee, Bulletin Editor, Chair of the P&P

What is reimbursed: \$200 towards transportation to the meeting; plus one night's stay in the APA-designated hotel or your choice of hotels not to exceed the price of the APA-designated hotel.

Who reimburses: Division 30

What to submit: original bills/receipts

Where to submit: Division 30 Treasurer

Meeting: Council of Representatives (COR) Winter Meeting

Who is Reimbursed: COR rep

What is Reimbursed: Airfare and lodging for the COR rep will be reimbursed by the Division, unless APA will cover these expenses. The COR should check with APA to get the APA negotiated hotel discount. An additional \$100 towards food and/or ground transportation will be reimbursed by the Division.

What to Submit: original bills/receipts

Where to Submit: Division 30 Treasurer

Approved at the Midwinter Meeting of the Executive Committee, January 1997; revised January 1998; January 2002; March 2003; February 2004; October 2014.

APPENDIX H

Division 30 Program Chair - Steps to plan APA Convention

1. Incoming Program Chair (PC) should attend the APA information training session for new Chairs at the APA event/retreat for program chairs.
2. APA creates a Listserv for all Program Chairs (PCs). Check that you are on this site and begin to monitor for convention communications.
3. PC should form their Program Committee and/or Review Committee.
4. PC sends “Call for Program” to IJCEH, Member Listserv and other publications and social media outlets in the early fall. Coordinate with the Awards Chair to include information from the Awards Committee.
5. Program Chair sends e-mails, phone calls, or other form of communication to potential participants/addressees/workshop presenters in early fall.
6. APA will send the Program Chair instruction materials on how to use the program convention Data Base and social hour guidelines in early fall.
7. Participants will enter their submissions electronically into the APA Convention Data Base. APA sets a deadline for these submissions - usually in December. As Program Chair, you can still accept submissions up to your early January deadline for submitting your entire program via the Data Base, however you will be entering the names and abstract data on these late submissions yourself into the APA Data Base. The APA Data Base will automatically e-mail an acknowledgement back to the 1st author. A copy of the submission is also e- mailed to the PC.
8. PC can retrieve abstracts from the Data Base and forward to their Review Committee for discussion and acceptance.
9. Awards Chair gives the PC the *Distinguished Contributions* award list (and the Hilgard winner, if applicable) by early December so that the award addresses can be promptly scheduled.
10. PC should have their Program formatted by APA’s deadline (often in December/January). This includes who will be the Invited Address Speakers, Awards Recipients, Social Hour time, and Conversation Hours. Coordinate with other Program Chairs for Cross Cutting hours or Co-Listing hours via the Program Chair Listserv. *APA may continue to tweak program listings through April or May so don’t assume that the version submitted is “official” until APA deems it to be so.*

11. PC enters Division 30 convention program into APA Data Base. Allow at least 40 hours of your time to enter information for a program of 25 substantive hours. More time for larger programs. APA suggests a one to two week time range. APA will set a deadline usually at the end of January.
12. PC sends e-mail notice and/or mail notice to 1st authors that their paper is accepted. The APA Data Base has an option to generate an e-mail message. Or the PC can generate their own message. Note: Information about *Convention Paper awards and Student Travel awards should be sent out to all 1st authors.*
13. PC identifies which sessions to offer for continuing Education Credits. Division 30 offers their own Continuing Education Credits (CE's). You will enter this into APA's CE web site. PC may want to ask someone (possibly the Membership Chair) to manage the CE's. for Division 30. This includes collecting objectives and descriptions of the sessions, and recording the registrations at the convention.
14. PC writes a Convention Update Article for the Bulletin with the intent to create excitement about attending Division 30 programming at APA. Send this to the Bulletin Editor by editor's deadline for the winter/spring issue.
15. PC coordinates with Awards Chair to post student travel awards notice by e-mailed early March. (*See point number 12 above*). *The information about convention awards and student travel awards might be sent more than once to ensure presenters are aware of the awards and to encourage applications.*
16. PC sends e- mail notice to participants to remind them about the APA schedule Cards. (APA sends these cards to the participants with their session date, location and time. These cards are to be returned by participants directly to APA with editorial corrections and to confirm A/V equipment needs.)
17. PC sends Division 30 Program sent to Bulletin Editor by his/her deadline for the summer issue. In addition to listing the entire program, all "unofficial" gatherings (e.g., off-site social hour or, if applicable, any non-APA scheduled "drop in sessions") should be highlighted.
18. PC posts program to Division 30 Website and to EC and Membership List-serves once finalized by APA (e.g., late May). Several Program Directorates like the Science Directorates and Grad Psych will contact the PC for the Division Program Listings between May and June
19. PC contacts hotels for catering info and plans social hour festivities. APA will send the PC the names of the hotel catering managers. (The Social Hour time and location was booked when the Division Program was submitted to APA in January. At this point

the PC is ordering the menu for the official social hour and or/ any offsite social hours plans which are planed outside of the official APA program). *In consultation with the President and/or EC, the social hour may be “official” (meaning that it is scheduled via APA and held “on site”) or “unofficial” (meaning that the PC arranges the social hour gathering at an “off-site” location). Unofficial gatherings are often much cheaper. [One creative social hour festivity was held at a local restaurant where attendees received a limited choice of meal options and a couple of complimentary drinks; other “unofficial” events involved renting a room in a hotel and having food/beverages brought into the room or garden area. Any “unofficial” event needs to be publicized because it will not be listed within APA’s official program]*

20. PC arranges for division brochures to be printed and distributed at convention events, including sending some (usually about 50) to APA Division Services about 6 weeks prior to the convention. APA will send you a request along with the mailing address and contact person.
21. After the convention, PC writes a convention summary article for the Bulletin by Editor’s deadline – usually in late September. This could be coordinated with the Awards Chair’s report in a single article on “convention highlights.”