

1 The American Board of Forensic Psychology (ABFP)
2 A Member Board of The American Board of Professional Psychology (ABPP), Inc.

3
4 BYLAWS

5
6 Chapter 1

7
8 Name

9
10 The name and title by which this organization shall be known is the American Board
11 of Forensic Psychology (ABFP) (also referred to as “the Organization”). ABFP is
12 affiliated with the American Board of Professional Psychology (ABPP) (also referred
13 to as “the Corporation”) as a Member Specialty Board, with representation through
14 a Board of Trustees (BOT). These Bylaws are consistent with those of ABPP, and
15 ABFP has signed the Articles of Agreement between ABPP and ABFP (January 17,
16 2007) in accord with the ABPP Affiliations Manual.

17
18 Chapter 2

19
20 Purposes and Goals

21
22 To serve the public and the profession by ensuring that psychologists certified by
23 ABFP in forensic psychology have completed and maintain the education, training,
24 experience, and standard ethical requirements of this specialty. These requirements
25 include an examination designed to assess the competencies required to provide
26 quality forensic psychology services and routine demonstration that these
27 competencies and ethical standards are maintained.

28
29 The mission of ABFP, a non-profit corporation under the law of the Commonwealth
30 of Pennsylvania, is to protect the consumers of forensic psychology services. It shall
31 do this by:

- 32
33 a. establishing, promoting, and revising, as necessary, standards and
34 qualifications for those who practice forensic psychology;
35 b. certifying as ABFP Specialists those voluntary applicants who qualify under
36 the standards established by the ABFP Board of Directors (hereinafter
37 referred to as “Board”); and
38 c. identifying for the public, psychologists who have demonstrated an
39 advanced level of competency in forensic psychology practice

40
41 The Board shall review its mission no less than every 3 years at a regularly
42 scheduled board meeting. It may revise its mission as long as the revision advances
43 forensic psychology as a profession and promotes activities for a non-profit entity
44 under the United States Tax Code.

46 ABFP is recognized as a Specialty Board among the other Specialty Boards that
47 comprise ABPP. Therefore, ABFP shall abide by the rules and policies of ABPP as
48 they exist now or as they are promulgated in the future.

49
50 ABFP may choose to exist independently of ABPP based upon a finding that its goals
51 and objectives will be more readily advanced by emancipation from ABPP. To
52 withdraw, consent from at least three-fourths of all ABFP Specialists is required.

53 54 Chapter 3

55 56 Composition of the Board of Directors ("Board")

57 58 Officers

59
60 The Board shall consist of no fewer than nine but no more than 11 ABFP Specialists,
61 one of whom shall be the President of the American Academy of Forensic
62 Psychology (AAFP). Board members shall be in good standing with ABFP and AAFP,
63 and maintain a professional license in good standing within their state(s) of practice
64 (i.e., no restriction, suspension, or revocation of practice). The number of members
65 will depend on the duties and volume of work. The composition of the Board shall
66 broadly represent forensic psychology, with special preference afforded to inclusion
67 of an Early Career Psychologist (i.e., earned doctoral degree no more than 10 years
68 ago). Each elected member shall have one vote on any single matter brought before
69 the Board.

- 70
71 a. Ordinarily, the Board shall be composed of no more than the following
72 offices, and Board members may serve in more than one office at a time
73 without approval by the Board:
74
75 1. President;
76 2. President-Elect;
77 3. Immediate Past-President;
78 4. Recording Secretary;
79 5. Corresponding Secretary;
80 6. Treasurer;
81 7. National Chair of Examinations;
82 8. Chair, Practice Sample Reviews;
83 9. Credential Reviewer;
84 10. BOT Representative and Maintenance of Certification (MOC) Coordinator;
85 and
86 11. President of AAFP
87
88 b. With the exception of the BOT Representative, who shall serve a term of no
89 less than 4 years in that position, Board officers shall be appointed for 1-year
90 terms.

- 91 c. With the exception of the President, President-Elect, and Immediate Past
92 President, who during their current tenure as members shall serve no more
93 than 1 year in office, officers may be re-elected to office for multiple terms.
94

95 Special Members of the Board
96

97 The Board, at its discretion, may invite any member of the professional, scientific,
98 legal, or government communities to serve as a Special Member in an advisory
99 capacity; as a liaison to other Specialty boards or other organizations; or to
100 perform other duties at the pleasure of the Board. Special Members are not elected
101 and shall not have a Board vote. Their term of service shall be at the discretion of
102 the Board.
103

104 The Board shall nominate two Specialists, if possible, for the position of ABFP
105 representative to the ABPP BOT. These nominees shall be selected from board
106 members who have experience serving on professional boards and will promote
107 the interests of ABFP and ABPP. ABPP then selects one of those nominees to be the
108 representative.
109

110 Terms of Office
111

- 112 a. Each Board member, with the exception of the BOT Representative, shall
113 be elected to serve on the Board for a term of 6 years. No member shall
114 serve more than a single 6-year term consecutively. At the end of term, the
115 member must rotate off the Board for a period of at least 6 years before
116 being re-elected to the Board.
117 b. The BOT Representative shall serve for a term of 4 years and be eligible to
118 serve a second 4-year term.
119 c. Ordinarily, Board terms shall be staggered so that one or two members are
120 elected each year, thus ensuring that membership shall include members
121 with varying years of experience on the Board.
122 d. Ordinarily, terms of office correspond to calendar years. Each member's
123 term of office ordinarily begins the first day of January following election.
124 At the Board's expense, newly elected members shall be invited to attend
125 the Semi-Annual Meeting when held in person that precedes their terms of
126 office. They shall participate as non-voting members.
127 e. Exceptions may be afforded to the AAFP President, not elected by the
128 Board, whose nomination, election, and term length are consistent with
129 those as set forth in AAFP Bylaws.
130

131 Vacancies on the Board
132

- 133 a. Whenever any member vacancy occurs by other than the expiration of
134 term, the vacancy may be filled for the balance of the term by
135 appointment by the President with the advice and consent of the Board.
136
137

138 Removal of Members

139

- 140 a. A specialist who holds an active position on the examination faculty or Board
141 of Directors may be removed from their office, with cause, by a majority vote
142 of Board members present at any Annual, Semi-Annual, or Special Meeting at
143 which a quorum is present. Voting for removal from office shall be conducted
144 by secret ballot. A member shall be removed automatically if their
145 professional license in any state has been suspended or revoked; if expelled
146 from the American Psychological Association; and/or if ABFP Specialist
147 status has been revoked.

148

149

Chapter 4

150

151

Functions of the Board of Directors ("Board")

152

153 The Board:

154

- 155 a. shall be responsible for establishing and implementing corporate policies
156 and objectives;
- 157 b. shall exercise full legal control over corporate investments and properties;
- 158 c. shall oversee the conduct of all corporate business affairs;
- 159 d. may enter into contracts on behalf of the corporation, or authorize others to;
- 160 e. may appoint ABFP Specialists to conduct pre-specified aspects of its business,
161 at the direction of and under the supervision of the appropriate office of the
162 Board; and,
- 163 f. shall promulgate policies and procedures that establish qualifications for the
164 ABFP Certificate; detail the Board's credentialing activities; specify
165 requirements for the certification, revocation, and reinstatement of ABFP
166 Specialist status; and describe other activities undertaken by the Board.

167

168

Chapter 5

169

170

Officers and Officer Elections

171

172 The President shall:

173

- 174 a. preside over all meetings of the Board;
- 175 b. appoint all committees and committee chairs; and
- 176 c. perform such other duties as may be appropriate to the office.

177

178 The President-Elect shall:

179

- 180 a. act under the direction of the President, subject to the authority of the Board
181 as a whole;
- 182 b. conduct all Board meetings and perform all duties of the President in his or
183 her absence;

- 184 c. supervise the nomination of ABFP Specialists to the Board and the election of
185 members to offices by the Board;
186 d. serve on the AAFP Elections Committee, as dictated by the AAFP Bylaws; and
187 e. become President at the end of their term as President-Elect.
188

189 The Immediate Past-President shall:

- 190
191 a. serve as Immediate Past-President following their term as President;
192 b. act under the direction of the President, subject to the authority of the Board
193 as a whole;
194 c. provide advice on policies and activities of the Board; and
195 d. represent the Board in the continuation of activities as assigned by the
196 President.
197

198 The Recording Secretary shall:

- 199
200 a. act under the direction of the President, subject to the authority of the Board
201 as a whole;
202 b. attend all meetings of the Board and record the proceedings thereat;
203 c. provide the members with a draft of the proceeding minutes within 30 days
204 of any meeting; and
205 d. maintain and archive records of the Board and its proceedings.
206

207 The Corresponding Secretary shall:

- 208
209 a. act under the direction of the President, subject to the authority of the Board
210 as a whole;
211 b. serve as the official contact for candidates pursuing Specialty Certification in
212 Forensic Psychology;
213 c. ensure candidates have paid an initial fee to cover the costs of the written
214 examination;
215 d. assist in scheduling the written examination;
216 e. notify candidates of the results of the written examination, and notify ABPP
217 of same;
218 f. notify candidates who have passed the written examination of the
219 requirements for submission of the practice samples; and
220 g. respond to candidates' questions concerning any aspects of the Specialty
221 Certification process.
222

223 The Treasurer shall:

- 224
225 a. act under the direction of the President, subject to the authority of the Board
226 as a whole;
227 b. keep, or cause to be kept, accurate books of account, recording therein the
228 amounts of funds of the corporation and indicating disbursements made;
229 c. notify the Board of all obligations against its assets, and submit all Board
230 expenses to ABPP;

- 231 d. provide semi-annual and annual reports regarding the financial position of
232 the corporation no later than 30 days before scheduled Board meetings;
233 e. in anticipation of Board meeting expenses and whenever notified of a budget
234 deficit, request funds from the Treasurer of AAFP; and
235 f. when directed to do so by the Board, render, or cause to be rendered, an
236 account of all transactions of the Board.
237

238 The National Chair of Examinations shall:

- 239
- 240 a. act under the direction of the President, subject to the authority of the Board
 - 241 as a whole;
 - 242 b. inform applicants when their practice samples have been approved;
 - 243 c. have charge of the oral examination process and all related correspondence;
 - 244 d. continually monitor and administer the overall examination scheme,
 - 245 including the written and oral examination processes; and
 - 246 e. make recommendations to the Board for changes to such processes as
 - 247 warranted.
248

249 The Chair, Practice Sample Reviews shall:

- 250
- 251 a. act under the direction of the President, subject to the authority of the Board
 - 252 as a whole;
 - 253 b. receive practice samples from candidates and review them for adherence to
 - 254 technical requirements;
 - 255 c. assign practice samples to examination faculty for review;
 - 256 d. summarize examination results for review;
 - 257 e. communicate to candidates the faculty's non-approval of practice samples for
 - 258 use in the oral examination; and
 - 259 f. facilitate the onboarding process of new faculty.
260

261 The Credential Reviewer shall:

- 262
- 263 a. act under the direction of the President, subject to the authority of the Board
 - 264 as a whole;
 - 265 b. review applicants' materials to verify specific criteria for Specialty
 - 266 Certification are met;
 - 267 c. respond to applicants' questions regarding the credential review process;
 - 268 d. review materials sent by post-doctoral programs to verify criteria for 5-year
 - 269 post-doctoral experience waiver; and
 - 270 e. maintain and update the list of post-doctoral programs satisfying the 5-year
 - 271 post-doctoral experience waiver requirements.
272

273 The BOT Representative shall:

- 274
- 275 a. act under the direction of the President, subject to the authority of the Board
 - 276 as a whole;
 - 277 b. attend all meetings of the ABPP BOT;

- 278 c. provide semi-annual reports to the Board regarding BOT meetings and other
279 ABPP Central Office business; and
280 d. oversee all efforts related to Maintenance of Certification.

281
282 Nomination and Election of Members

- 283
284 a. Nominations for membership shall occur each year under the direction of the
285 President-Elect.
286 b. Nominees shall be ABFP Specialists in good standing with ABPP.
287 c. Nominations shall be solicited from each ABFP Specialist. The solicitation
288 shall contain a description of the nomination election procedures.
289 d. The President-Elect shall determine each nominee's willingness to serve
290 before finalizing the nomination.
291 e. There shall be at least two nominees for every vacant Board position, if
292 possible.
293 f. Once the slate is composed, a ballot shall be provided to each Board member.
294 Following a discussion of the nominees, Board members shall independently
295 rank order their preferences for the ABFP Specialists on the ballot. No
296 nominee shall be present during the discussion of candidates or allowed to
297 vote.
298 g. The first preference shall receive a score of 1, the second a score of 2, the
299 third a score of 3, and so forth. If one nominee is unranked, the nominee shall
300 be given a score equal to the total number of nominees. If two nominees are
301 unranked, both shall be assigned a rank that is the average of the unassigned
302 ranks.

303
304 The ranks shall be summed by the President-Elect. The nominee(s) receiving the
305 lowest sum of scores shall be the new Board member(s). In the event that two or
306 more nominees tie for a single vacancy, the Board shall repeat the processes
307 described in Sections 5.3(f) through 5.3(h). If, following a second vote, two or more
308 nominees remain tied for a single vacancy, the President shall appoint one of them
309 to serve as the new Board member.

310
311 Chapter 6

312
313 Executive Director

314
315 Appointment of Executive Director (ED)

- 316
317 a. The Board may elect a Specialist to serve as ED for an initial term of 6 years.
318 b. Nominees for ED shall be ABFP Specialists in good standing with ABFP and
319 AAFP.
320 c. Nominations shall be solicited from each ABFP Specialist. The solicitation
321 shall contain a description of the nomination and election procedures.
322 d. The President shall determine each nominee's willingness to serve before
323 finalizing the nomination.

- 324 e. Once the slate is composed, a ballot shall be provided to each Board
325 member. Following a discussion of the nominees, each Board member
326 shall independently rank order their preference for the candidates on
327 the ballot.
- 328 f. The first preference shall receive a score of 1, the second a score of 2, the
329 third a score of 3, and so forth. If one nominee is unranked, they shall be
330 given a score equal to the total number of nominees. If two nominees are
331 unranked, both shall be assigned a rank that is the average of the unassigned
332 ranks.
- 333 g. The ranks shall be summed by the President. The nominee(s) receiving the
334 lowest sum of scores shall be the new ED. In the event that two or more
335 nominees tie for the ED vacancy, the Board shall repeat the processes
336 described in (e) through (f). If, following a second vote, two or more
337 nominees remained tied, the President shall appoint one of them to serve as
338 the new ED.

339

340 Qualifications of the ED

341

- 342 a. The ED shall be an ABFP Specialist with recognizable and documented
343 administrative and business skills.

344

345 Salary/Renumeration

346

- 347 a. The ED may be compensated. Any remuneration shall be determined by and
348 revised at the discretion of the Board.

349

350 Duties of the ED

351

- 352 a. The ED shall oversee the registered office of the Board and the records
353 contained therein;
- 354 b. execute contracts on behalf of the Board at its discretion;
- 355 c. attend Board meetings as a non-voting member whenever feasible;
- 356 d. submit a report on the activities of their office for every Board meeting;
- 357 e. be responsible to the Board through the President; and,
- 358 f. assume such additional responsibilities as may be determined by the Board.

359

360 Reappointment of ED

361

- 362 a. The first term of the ED shall be for a period of 6 years. Upon completion of
363 the initial 6-year term, the ED can be reappointed for 3 additional years by a
364 majority vote of the Board. At the expiration of this 3-year term, the ED can
365 be reappointed for one additional 3-year term. In no case shall any one
366 person serve as ED for more than 12 years.

367

368 Discontinuation of the Position of the ED

369

- 370 a. The position of ED may be terminated upon majority vote of the Board.

371 Removal of the ED

372

- 373 a. The ED may be removed by a majority vote of Board members present at
374 any Annual, Semi-Annual, or Special Meeting at which a quorum is present.
375 An ED shall be removed automatically upon revocation of Specialist Status.

376

377

Chapter 7

378

379

Committees

380

381 The President may appoint committees, composed of and chaired by ABFP
382 Specialists, to study, recommend, or implement policies of the Board. An ad hoc
383 committee shall serve until the President determines that its purpose is satisfied
384 or eliminated.

385

386

Chapter 8

387

388

Meetings/Quorums

389

390 Meetings of the Board

391

- 392 a. Regular Meetings: The Board shall hold two meetings per year, each
393 approximately 6 months apart. The time and place of each meeting is
394 designated by the Board. Board Meetings may be conducted via telephone,
395 conference call, videoconference, or other means of communication that
396 permit simultaneous live aural communication.
- 397 b. Special Meetings: A Special Meeting of the Board may be called by the
398 President. Ordinarily, each Member of the Board shall be provided with 20
399 days' notice of such a meeting via telephone, electronic mail, or first-class
400 mail.

401

402 Teleconferencing

403

- 404 a. One or more Board members may participate in a meeting of the Board via
405 telephone conference call or another method of communication that permits
406 simultaneous live communication. Such participation constitutes in-person
407 presence.

408

409 Quorum

410

- 411 a. A quorum for all meetings of the Board shall consist of a majority of Board
412 members currently in office present physically or through another medium
413 that permits simultaneous live communication. The actions of the majority of
414 the Board present at a meeting at which a quorum is present shall constitute
415 actions of the full Board. When a quorum is not present, the members in
416 attendance shall act as a committee of the whole, but their actions shall be

417 subject to a majority vote of the Board. There shall be no voting by proxy or
418 in absentia.

419

420 Procedures

421

422 a. The rules contained in the most recent revision of *Keeseey's Modern*
423 *Parliamentary Procedure* shall govern the Board in all cases to which they are
424 applicable, except when inconsistent with these Bylaws.

425

426 Maintenance of Records

427

- 428 a. The registered office shall maintain or archive all records of the Board,
429 including minutes of all the meetings;
- 430 b. copies of all financial statements and other data pertaining to the Board's
431 financial status;
- 432 c. originals of all documents pertaining to the Board's incorporated status;
- 433 d. a master copy of the directory of ABFP Specialists;
- 434 e. resolutions of the Board;
- 435 f. data pertaining to the outcome of the Board's examination process for ABFP
436 Specialists; and
- 437 g. a copy of the corporate seal.

438

439 Records Maintained by Officers

440

441 a. Each Officer of the Board shall make reasonable efforts to maintain records
442 relevant to fulfill the duties of his or her office.

443

444

Chapter 9

445

446

Income and Properties

447

448 The registered office of ABFP shall be established by a majority vote of the Board.

449 The Board may establish additional offices in any other state of the United States.

450

451

Chapter 10

452

453

Liabilities of the Board of Directors ("Board")

454

455 Third-Party Action

456

457 ABPP/ABFP assumes no liability in the unusual event of litigation against a board
458 or faculty member in the course of board or faculty-related activities. Board and
459 faculty members should recognize the potential of claims or litigation against
460 board and faculty members; therefore, they are encouraged to check with their
461 professional liability company to ensure personal professional coverage.

462

463

464 Chapter 11

465
466 Indemnification of Directors, Executive Officer, Employees and Board-certified
467 Specialists

468
469 The American Board of Professional Psychology (ABPP) (“Corporation”) carries a
470 Directors & Officers Liability Insurance Policy. To the extent covered by said policy,
471 each trustee and officer of an ABPP-affiliated Specialty Board who is officially
472 engaged in Specialty Board business shall be considered to be engaged in
473 Corporation business, and shall be indemnified by the Corporation against all costs
474 and expenses (including counsel fees) actually and necessarily incurred by or
475 imposed on them in connection with the defense of any action, suit, or proceeding in
476 which they may be involved or to which they may be made a party by reason of
477 them being or having been such trustee or Specialty Board officer, except in relation
478 to matters as to which they shall be finally adjudged in such action, suit, or
479 proceeding to be liable for dishonesty, willful neglect, or default. Such costs and
480 expenses shall include amounts reasonably paid in settlement for the purpose of
481 curtailing the costs of litigation and as covered by the liability policy. The foregoing
482 right of indemnification shall not be exclusive of any other rights to which they may
483 be entitled as a matter of law or by agreement, by law, or otherwise. Any
484 indemnification, however, shall not exceed the monetary limits of any insurance
485 policy carried for such purposes by the Corporation regardless of the absolute
486 monetary amount incurred by an individual trustee or Specialty Board officer
487 engaged in Corporation business. The Corporation shall make a copy of the
488 Directors & Officers Liability Insurance Policy available to trustees and Specialty
489 Board officers who request to review the policy so that the requesting individual
490 may determine what, if any, additional coverage that individual might desire to
491 obtain independent from the Corporation. The cost of any such additional coverage
492 will be the individual’s responsibility.

493
494 Chapter 12

495
496 Ethical Standards

497
498 The American Psychological Association’s current ethics code applies to the
499 psychologist members of the Board in their work on behalf of the Board.

500
501 Chapter 13

502
503 Amendments

504
505 These Bylaws may be amended in whole or in part at any regular or Special
506 Meeting of the Board upon the approval of at least a majority of the entire Board
507 at a Board meeting or by electronic or regular mail ballot, provided that all
508 members of the Board have been notified in writing of proposed changes not less
509 than 20 days prior to the date of action.

511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557

Chapter 14

Conflicts of Interest

It is the policy of the Corporation and the Board that no contract or transaction between the corporation and one or more of its members or officers, or between the corporation and any other corporation, partnership, association, or other organization in which one or more of its members are directors or officers, or have financial interest, or in which any member or officer has any other conflict of interest, shall be authorized or entered into unless the material facts as to their interest in the contract or transaction are disclosed or are known to the Board, and the Board in good faith authorizes the contract or transaction by an affirmative vote of a majority of the members other than the interested member(s). Interested members may be counted in determining the presence of a quorum at a meeting of the Board which authorizes the contract or transaction.

Chapter 15

Dissolution

In the event of dissolution or winding-up of the corporation, the corporation's assets, after all debts and expenses have been paid or provided for, shall be distributed in the manner provided by statute or in its Articles of Incorporation.

Chapter 16

Right of Inspection

Each Board member shall, upon written demand under oath stating the purpose thereof, have a right to examine, in person or by agent or attorney during the usual hours for business for any proper purpose, the books and records of account, and records of the proceedings of the Board and to make copies and extracts thereof.

Chapter 17

Corporate Seal and Logo

Corporate Seal

- a. The corporate seal shall be circular in form and shall state: "American Board of Forensic Psychology, Inc., 1978."
- b. The seal may be used by any person authorized by the Board to conduct the Board's business.

558 Logo
559
560 The Board, at its pleasure, may design a logo to represent ABFP on its promotional
561 literature, stationery, etc.