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

BYLAWS

Chapter 1

Name

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

Chapter 2

Purposes and Goals

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

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

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

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

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

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

Chapter 3

Composition of the Board of Directors ("Board")

Officers

The Board shall consist of no fewer than nine but no more than 13 ABFP Specialists, one of whom shall be the President of the American Academy of Forensic Psychology (AAFP). Board members shall be in good standing with ABFP and AAFP and maintain a professional license in good standing within their state(s) of practice (i.e., no restriction, suspension, or revocation of practice). The number of members will depend on the duties and volume of work. The composition of the Board shall broadly represent forensic psychology, with special preference afforded to inclusion of an Early Career Psychologist (i.e., earned doctoral degree no more than 10 years ago). Each elected member shall have one vote on any single matter brought before the Board.

a. Ordinarily, the Board shall be composed of no more than the following offices, and Board members may serve in more than one office at a time without approval by the Board:

    1. President;
    2. President-Elect;
    3. Immediate Past-President;
    4. Recording Secretary;
    5. Corresponding Secretary;
    6. Treasurer;
    7. National Chair of Examinations;
    8. Chair, Practice Sample Reviews;
    9. Faculty Chair;
    10. Credential Reviewer;
    11. BOT Representative and Maintenance of Certification (MOC) Coordinator; and
    12. President of AAFP

b. With the exception of the BOT Representative, who shall serve a term of no less than 4 years in that position, Board officers shall be appointed for 1-year terms.

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

d. Each Board Member, with the exception the ABFP Executive Director, shall be entitled to one (1) vote on all matters brought before the Board.

Special Members of the Board

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

The Board shall nominate one Specialist for the position of ABFP representative to the ABPP BOT. These nominees shall be selected from board members who have experience serving on professional boards and will promote the interests of ABFP and ABPP. ABPP then approves the nominee to be the representative.

Terms of Office

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

Vacancies on the Board

a. Whenever any member vacancy occurs by other than the expiration of term, the vacancy may be filled by appointment by the President with the advice and consent of the Board or following the election

procedure described in Chapter 5, Section 2 (Nomination and Election of Members).

Removal of Members

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

Chapter 4

Functions of the Board of Directors ("Board")

The Board:

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

Chapter 5

Officers and Officer Elections

Section1: Officers

The President shall:

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

The President-Elect shall:

a. act under the direction of the President, subject to the authority of the Board as a whole;
b. conduct all Board meetings and perform all duties of the President in their absence;
c. supervise the nomination of ABFP Specialists to the Board and the election of members to offices by the Board;
d. serve on the AAFP Elections Committee, as dictated by the AAFP Bylaws; and
e. become President at the end of their term as President-Elect.

The Immediate Past-President shall:

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

The Recording Secretary shall:

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

The Corresponding Secretary shall:

a. act under the direction of the President, subject to the authority of the Board as a whole;
b. serve as the official contact for candidates pursuing Specialty Certification in Forensic Psychology;
c. ensure candidates have paid an initial fee to cover the costs of the written examination;
d. assist in scheduling the written examination;
e. notify candidates of the results of the written examination, and notify ABPP of same;
f. notify candidates who have passed the written examination of the requirements for submission of the practice samples; and
g. respond to candidates' questions concerning any aspects of the Specialty Certification process.

The Treasurer shall:

a. act under the direction of the President, subject to the authority of the Board as a whole;
b. keep, or cause to be kept, accurate books of account, recording therein the amounts of funds of the corporation and indicating disbursements made;
c. notify the Board of all obligations against its assets, and submit all Board expenses to ABPP;
d. provide semi-annual and annual reports regarding the financial position of the corporation no later than 30 days before scheduled Board meetings;
e. in anticipation of Board meeting expenses and whenever notified of a budget deficit, request funds from the Treasurer of AAFP; and
f. when directed to do so by the Board, render, or cause to be rendered, an account of all transactions of the Board.

The National Chair of Examinations shall:

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

The Chair, Practice Sample Reviews shall:

a. act under the direction of the President, subject to the authority of the Board as a whole;
b. receive practice samples from candidates and review them for adherence to technical requirements;
c. assign practice samples to examination faculty for review;
d. summarize examination results for review;
e. communicate to candidates the faculty's non-approval of practice samples for use in the oral examination; and
f. make recommendations to the Board for changes to such processes as warranted.

The Faculty Chair shall:

a. act under the direction of the President, subject to the authority of the Board as a whole;
b. recruit, train, and ensure the ongoing quality assurance of examination faculty;
c. gather and analyze data to improve the reliability/validity of the practice sample review process: and

d. make recommendations to the Board for changes to such processes as warranted.

The Credential Reviewer shall:

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

The BOT Representative shall:

a. act under the direction of the President, subject to the authority of the Board as a whole;
b. attend all meetings of the ABPP BOT;
c. provide semi-annual reports to the Board regarding BOT meetings and other ABPP Central Office business; and
d. oversee all efforts related to Maintenance of Certification.

Section 2: Nomination and Election of Members

a. Nominations for membership shall occur each year under the direction of the President-Elect.
b. Nominees shall be ABFP Specialists in good standing with ABPP.
c. Nominations shall be solicited from each ABFP Specialist. The solicitation shall contain a description of the nomination election procedures.
d. The President-Elect shall confirm each nominee's willingness to serve before finalizing the nomination.
e. There shall be at least two nominees for every vacant Board position, if possible.
f. Once the slate is composed, a ballot shall be provided to each Board member. Following a discussion of the nominees, Board members shall independently rank order their preferences for the ABFP Specialists on the ballot. No nominee shall be present during the discussion of candidates or allowed to vote.
g. The first preference shall receive a score of 1, the second a score of 2, the third a score of 3, and so forth. If one nominee is unranked, the nominee shall be given a score equal to the total number of nominees. If two nominees are unranked, both shall be assigned a rank that is the average of the unassigned ranks.
h. The ranks shall be summed by the President-Elect. The nominee(s) receiving the lowest sum of scores shall be the new Board member(s).

In the event that two or more nominees tie for a single vacancy, the Board shall repeat the processes described in Sections 5.2(f) through 5.2(h). If, following a second vote, two or more nominees remain tied for a single vacancy, the President shall appoint one of them to serve as the new Board member.

Section 3: Nomination and Election of President-Elect

a. The President shall request nominations for the next year's President-Elect from the current board members. All board members who have served on the board for at least two years are eligible to run for President-Elect.
b. The President shall confirm each nominee's willingness to serve before finalizing the nomination.
c. All nominees shall provide their CV to the President who will then distribute it to the other board members ahead of the board meeting when the election will occur.
d. During the board meeting, each nominee shall outline what they would like to accomplish during their Presidency. The other board members may then ask questions of the nominees. The nominees shall be excluded from hearing the other nominees' speeches.
e. A ballot shall be provided to each Board member. Following a discussion of the nominees, Board members shall select their choice for next year's President-Elect. No nominee shall be present during the discussion of candidates or allowed to vote.
f. The votes shall be summed by the President.

In the event that two or more nominees tie for a single vacancy, the Board shall repeat the processes described in Sections 5.3(d) through 5.3(f). If, following a second vote, two or more nominees remain tied for a single vacancy, the President shall appoint one of them to serve as the new President-Elect.

Chapter 6

Executive Director

Appointment of Executive Director (ED)

a. The Board may elect a Specialist to serve as ED for an initial term of 6 years.
b. Nominees for ED shall be ABFP Specialists in good standing with ABFP and AAFP.
c. Nominations shall be solicited from each ABFP Specialist. The solicitation shall contain a description of the nomination and election procedures.
d. The President shall determine each nominee's willingness to serve before finalizing the nomination.
e. Once the slate is composed, a ballot shall be provided to each Board member. Following a discussion of the nominees, each Board member

shall independently rank order their preference for the candidates on the ballot.

f. The first preference shall receive a score of 1, the second a score of 2, the third a score of 3, and so forth. If one nominee is unranked, they shall be given a score equal to the total number of nominees. If two nominees are unranked, both shall be assigned a rank that is the average of the unassigned ranks.
g. The ranks shall be summed by the President. The nominee(s) receiving the lowest sum of scores shall be the new ED. In the event that two or more nominees tie for the ED vacancy, the Board shall repeat the processes described in (e) through (f). If, following a second vote, two or more nominees remained tied, the President shall appoint one of them to serve as the new ED.

Qualifications of the ED

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

Salary/Renumeration

a. The ED may be compensated. Any renumeration shall be determined by and revised at the discretion of the Board.

Duties of the ED

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

Reappointment of ED

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

Discontinuation of the Position of the ED

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

Removal of the ED

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

Chapter 7

Committees

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

Chapter 8

Meetings/Quorums

Meetings of the Board

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

Other Participation via Electronic Means

a. Board members may participate in a meeting by electronic means. Participation in this fashion shall be deemed the equivalent of a Board member's physical presence at that meeting.
b. During any interval between meetings of the Board, the Board shall have the authority to take action as necessary, via any medium of communication chosen by the President, to conduct the business and manage the affairs of the Organization, in accordance with these Bylaws and with the policies of the Organization.

Quorum

a. A quorum for all meetings of the Board shall consist of a majority of Board members currently in office. The actions of the majority of the Board present at a meeting at which a quorum is present shall constitute actions of the full

Board. When a quorum is not present, the members in attendance shall act as a committee of the whole, but their actions shall be subject to a majority vote of the Board.

Procedures

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

Maintenance of Records

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

Records Maintained by Officers

a. Each Officer of the Board shall make reasonable efforts to maintain records relevant to fulfill the duties of their office.

Chapter 9

Income and Properties

The registered office of ABFP shall be established by a majority vote of the Board. The Board may establish additional offices in any other state of the United States.

Chapter 10

Liabilities of the Board of Directors ("Board")

Third-Party Action

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

Chapter 11

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

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

Chapter 12

Ethical Standards

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

Chapter 13

Amendments

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

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.

Logo

The Board, at its pleasure, may design a logo to represent ABFP on its promotional literature, stationery, etc.