



APTi Bylaws

*The Association for
Psychological Type
International*

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ARTICLE I: THE NAME AND LOCATION

SECTION 1: NAME

The name of the corporation is Association for Psychological Type International hereinafter referred to as “APTi” or “the Association.”

SECTION 2: LOCATION

The principal office of the corporation shall be located at the international headquarters in Bethesda, MD; but international, national, regional, or other meetings of the Association and/or its Board of Directors or Executive Committee may be held at any place designated by the Board of Directors.

ARTICLE II: DEFINITIONS

SECTION 1: MEMBERSHIP, CATEGORIES, AND QUALIFICATIONS

GENERAL MEMBERSHIP

Any individual with an interest in psychological type may become and remain a general member of APTi upon application and payment of dues and continued adherence to the Association’s ethical principles (see Article XI). A general member shall be eligible to attend meetings of the Association, vote, hold office, serve on committees, and enjoy any and all rights and privileges of general membership as may be defined in the Bylaws. The Board of Directors may also establish classes within the general membership (i.e., student, couple) and can establish dues from time to time for each class.

OTHER CATEGORIES OF MEMBERSHIP

Corporation, institutional, honorary, certification, and other forms of membership may be established as provided in the Bylaws or in Board policies.

ARTICLE III: MEETING OF MEMBERSHIP

SECTION 1: GENERAL MEMBERSHIP MEETINGS

General membership meetings of the Association shall be held at least biennially at such time and in such place as shall be designated by the Board of Directors. Such meetings shall include election of officers as provided in Article IV of these Bylaws, other business needing to come before the membership of the Association, and/or educational programs.

SECTION 2: SPECIAL MEETINGS

Special meetings of the Association may be called at any time by the Board of Directors or upon written request of one-third (1/3) of the members.



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SECTION 3: NOTICE OF MEETINGS

Written notice of each meeting of the members shall be given by the Director authorized by the Board to call the meeting, at least thirty (30) days before such meeting, to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member of the Association for the purpose of notice. Such notice shall specify the place, day, and hour of the meeting, and in the case of a special meeting, the purpose of the meeting. Notification shall generally be made through the Association newsletter.

SECTION 4: QUORUM

A quorum for a general membership meeting shall consist of not less than twenty-five (25) members present in person or by proxy. For the purpose of passing amendments to the Articles of Incorporation, a two-thirds (2/3) majority of members present in person or by proxy shall be required. A simple majority of members present in any meeting shall be required for any other official business of the Association, including elections and expenditures of money. Actions necessary to perform ministerial functions may be approved by the Board of Directors.

SECTION 5: PROXIES

At all meetings of members, each member may vote in person or by proxy. All proxies shall be presented in writing to the person presiding at the meeting, naming the voting member authorized to cast the proxy vote, the subject area and/or any restrictions, the signature of the member authorizing the proxy, and the date when such proxy may be voided. Every proxy shall be revocable, and shall automatically cease when membership terminates.

SECTION 6: VOTING

Each member, as defined in Article II, shall have one (1) vote. Individuals within a firm or corporation may obtain one vote, in addition to the one (1) vote authorized per firm or corporation, for each additional dues payment. Such additional votes shall be limited to the number of persons in the firm or corporation.

ARTICLE IV: BOARD OF DIRECTORS

SECTION 1: DIRECTORS, TERMS OF OFFICE, AND FUNCTIONS

The affairs of the Association shall be managed by a Board of Directors, hereinafter referred to as "the Board," which shall consist of no less than seven (7) and no more than nineteen (19) Directors, as stipulated in the Articles of Incorporation. The actual current number of Directors, their terms of office, and their functions and duties shall be stipulated by the Board as the needs of the Association require. These stipulations shall be recorded in the manual of Board policies. The Board shall appoint from among its current Directors whatever corporate officers are required by law to be designated by specific titles.



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SECTION 2: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, the President-Elect, the Director in charge of the Association's finances, and other Directors who are designated by the Board.

SECTION 3: REMOVAL AND RESIGNATION OF ELECTED DIRECTORS

Any Director may be removed from the Board with or without cause by a majority vote of the members of the Association at a special meeting called for this purpose, or for cause by a vote of the Board of Directors following procedures outlined in Article VII, Section 2.b of these Bylaws. In the event of death, resignation, or removal of any Director, a successor shall be selected by the remaining members of the Board to serve the unexpired term of the predecessor.

Any Director may resign at any time by giving written notice to the President of the Board. Such resignation shall take effect on the date of receipt of such notice or any later time specified therein and, unless specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 4: COMPENSATION

No Director shall receive compensation for any service rendered to the Association as a Director. However, any Director may be reimbursed for actual expenses incurred in the performance of duties as a Director. Nothing herein shall preclude a Director from serving the Association in any other capacity and receiving compensation for such services as approved by the Board.

SECTION 5: ACTION TAKEN WITHOUT A MEETING

The Executive Committee shall be empowered to act on behalf of the Board in the interim between annual meetings of the Board and shall have the right to take any action in the absence of a meeting which they could take at a meeting of the Board by obtaining either the written approval or a voice vote of approval of a majority of the Executive Committee. Any action so approved shall have the same effect as though taken at a meeting of the Board.

SECTION 6: QUORUM

A simple majority of the Directors shall constitute a quorum, and official action may only be taken upon affirmative vote of a majority of those Directors present and voting.



ARTICLE V: NOMINATION AND ELECTION OF DIRECTORS

SECTION 1: NOMINATING COMMITTEE

A Director of the Board shall oversee a Nominating Committee, whose purpose is to invite qualified nominees to run for positions on the Board. At least half (50%) of this committee shall consist of members of the Association who are not currently Directors.

SECTION 2: NOMINATION PROCESS

Members may self-nominate or encourage others to run for office. Members' names may appear on the ballot if they meet the qualifications required for the position they are seeking and have completed procedures established by the Nominating Committee.

SECTION 3: QUALIFICATIONS

- A) Qualifications required for nomination to all Board positions:
- At least one (1) year of current continuous membership in the Association;
 - Previous involvement in the organizational aspects of the Association at the chapter, regional, national, or international level;
 - Willingness to commit the necessary time to fulfill the responsibilities of the position.
- B) The Board of Directors may stipulate additional qualifications for specific Directors.

SECTION 4: ELECTIONS

- A) Directors shall be elected by mail-in ballot or by electronic ballot, except those Directors designated by the Board to be elected or appointed by appropriate bodies representative of the mission of the Association (i.e. the Director of Regions and Chapters, and the Director of Interest Areas). A ballot shall be sent to each current member of the Association, postmarked at least thirty (30) days prior to the date when the ballots are opened, and addressed to the member's address last appearing on the books of the Association or supplied by the member for the purpose of the ballot mailing.
- B) Each member of the Association may cast one (1) vote for each position to be filled. Balloting procedures shall be determined by the Board of Directors. A quorum for the purposes of the election shall consist of those official ballots received from the membership. The nominees receiving the most votes for each position will be elected.
- C) A group of three (3) Association members appointed by the Nominating Committee to serve as tellers will be responsible for ensuring the integrity of the vote counting. The date, time and location of the ballot-opening process will be announced on the ballot. Any interested Association members may attend to witness the ballot counting.



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SECTION 5: BOARD TENURE

No Director of the Association shall serve more than two (2) consecutive terms in the same position on the Board. No one shall serve more than eight (8) consecutive years on the Board.

ARTICLE VI: MEETING OF DIRECTORS

SECTION 1: NOTICE OF MEETINGS

Meetings of the Board shall be held at least annually at a day and time and place to be established annually by the Board and on file in the international headquarters office.

SECTION 2: SPECIAL MEETINGS

Meetings of the Board shall be held when called by the President of the Association, or by any five (5) Directors after not less than thirty (30) days' notice to each Director.

ARTICLE VII: POWERS AND DUTIES OF THE BOARD

SECTION 1: POWERS

The Board shall have the power to exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these Bylaws or by the Articles of Incorporation.

SECTION 2: DUTIES

It shall be the duty of the Board to:

- A) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the Association, or at any special meeting when such a statement is requested in writing by one-fourth (1/4) of the membership;
- B) Supervise all Directors, agents, and employees of the Association and see that their duties are properly performed. If question arises regarding performance of a Director including but not limited to misconduct, negligence, unlawfulness, dishonesty, or inattention to the business of the Association, supervision shall take the form of oral or written directives by the Directors. In the event that the supervision and directives prove unsuccessful in the opinion of three-fourths (3/4) of the Directors, then the Directors shall have the authority to remove the individual from the position and fill the position with another Director to fulfill an unexpired term or until such time as members can meet and initiate removal procedures as stated in Article IV of these Bylaws.

ARTICLE VIII: DUTIES OF DIRECTORS

The duties of Directors are stipulated in the **manual of Board policies???**.



ARTICLE IX: INDEMNIFICATION

The Association shall indemnify to the full extent authorized or permitted by the laws of the State of Maryland, as now in effect or as hereafter amended, any person made or threatened to be made a party to any proceeding (whether an action by or on behalf of the Association) by reason of the fact that such a person is or was a director, officer, or committee member of the Association.

This right of indemnification shall not be deemed exclusive of any other rights to which such person might be entitled apart from this Article IX. This indemnification shall continue once a person ceases to be a director, officer, or committee member and shall remain in effect for the benefit of the heirs, executors, administrators, and other legal representatives of such person.

ARTICLE X: QUALIFICATION PROGRAM

The Board of Directors is authorized to establish a program for training members and others to qualify them to use the Myers-Briggs Type Indicator. The Board is further authorized to appoint a Steering Committee and to delegate to it full authority to plan and supervise the program, within policy guidelines specified by the Board.

ARTICLE XI: ETHICAL PRINCIPLES

The Board of Directors shall establish a committee on ethics to be comprised of not less than five (5) members of APTi. This committee shall draft ethical principles and implementation procedures for the utilization of psychological type materials and application of psychological type theory. The ethical principles and implementation procedures shall take effect upon approval of the Board of Directors, subject to ratification by the general membership at a regular meeting. This committee shall be responsible for implementing and updating these ethical principles.

ARTICLE XII: REGIONS AND REGIONAL CHAIRS

There shall be regional chairs that shall coordinate APTi activities in their respective geographical areas. Each position is a two year term from October 1-September 30. The elected chair must be an APTi member in good standing for at least one year and elected according to the regional bylaws. The primary responsibilities include:

- Administer and coordinate the affairs of APTi within the region to promote growth and to develop local opportunities to serve the membership.
- Serve on APTi's Regions and Chapters Development Committee to represent the interests of regional members and chapters.
- Serve as liaison between APT national and local chapters in the region to share information and give input.
- Respond to needs and inquiries from chapters, individual members, and the public within the region; communicate needs to APT national as needed. Work collaboratively with other regions and APT staff. Review reports and correspondence as received; follow up as necessary.



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- Encourage and support chapter leadership, start new chapters, provide technical assistance to chapters, identify future leaders for region.
- Assist with applications for chapter recognition as needed. Ensure that chapters' annual renewal reports are completed on time; forward required information to APT headquarters. Follow-up on non-reporting or inactive chapters.
- Serve on APTi's Regions and Chapters Development Committee; attend related meetings and carry out assigned tasks.

The number of regional chairs, their general duties, and the definition of geographical areas shall be established by policy of the Board of Directors. Procedures for selection of regional chairs shall be established in regional operating policies.

ARTICLE XIII SUB-ENTITIES

The Board has the authority to establish chapters, interest areas, standing committees, task forces, and other sub-entities of the Association, and to adopt related policies and procedures as needed.

ARTICLE XIV: BOOKS AND RECORDS

The books, records, and papers of the Association shall at all times, during reasonable business hours and with proper notice, be subject to inspection by any member. The Articles of Incorporation and Bylaws of the Association shall be available for inspection by any member at the principal headquarters of APTi. One copy shall be provided upon request at no cost to any member.

ARTICLE XV DUES AND ASSESSMENTS

Dues and assessments shall be established by the Board of Directors.

ARTICLE XVII: ETHICAL PRINCIPLES

Section 1: Preamble

APTi members are dedicated to the use of psychological type theory to honor and enhance the dignity and individuality of people. They are committed to increasing their own and others' knowledge of psychological type theory and to use this knowledge to promote individual and social welfare. As practitioners of the theory of psychological type, APTi members therefore, conduct themselves according to the following principles:

- Principle I Administration and Dissemination of Results
- Principle II Guidelines for Interpretation of Results
- Principle III Practitioner Competence
- Principle IV Legal and Professional Responsibilities



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Principle I: Administration and Dissemination of Results

1. Information about a person's type should be acquired and used so as to be of maximum benefit to the individual.
2. The respondent to a type indicator should in all instances, be informed of the purpose and intended use of results prior to taking the instrument. Taking the instrument should be voluntary.
3. Identified type results (as distinguished from grouped data) may not be given to a person other than the individual taking the instrument, without the individual's prior permission.
4. In an organizational context, type information should be used to enhance individual and group satisfaction, rather than to restrict or limit individual or group functioning.
5. In providing type results to respondents, adequate information about psychological type theory and the individual's own indicated type, should be provided in a face-to face setting. Results should not be given in impersonal ways, such as through the mail.
6. Information regarding psychological type theory and type results may be given individually or in a group setting. However, individuals should be given an opportunity to clarify their indicated type with the practitioner. Practitioners are encouraged to provide, at a minimum, a full written description of the indicated type, such as is contained in "Introduction to Type".
7. In situations where type data are being used for research purposes only, providing individual results to respondents is not required. However, researchers are encouraged to provide the option for feedback based on individual request.

Principle II: Guidelines for Interpretation of Results

Both the letter and spirit of psychological type theory as oriented toward the appreciation and positive utilization of individual differences, should characterize the interpretation of type results to individuals and groups.

1. Type attributes should be described in non-judgmental or positive terms and as tendencies rather than imperatives. Words like "preference", tendency", "strength", and "inclination", are consistent with psychological type theory. Explicit reference should be made to the inherent value of all types.
2. Respondents should be informed that psychological type theory reflects an individual's preferences, and not abilities, intelligence, or likelihood of success. Consequently, the practitioner should not counsel a person toward or away from a particular career, activity or personal relationship, based solely upon type information.
3. The individual receiving type results is considered the judge of whether the type description "fits" or not. Where the individual disagrees with the description associated with reported scores, the practitioner should help the person identify the most suitable type description.



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4. In providing information about psychological type theory to individuals and groups, care should be taken not to state or imply that type explains everything, but rather is one important component of very complex human personalities.
5. Interpreters of psychological type theory should be sensitive to their own type biases. They should exert every effort not to communicate type biases to respondents.
6. Practitioners should interpret type information within the limits of currently available knowledge. They should be careful not to make inferences regarding type or the scores on any type indicator which go beyond data.
7. Practitioners should not use psychological type indicators whose reliability and validity have not been demonstrated, or use parts of demonstrably reliable and valid type indicators unless the parts themselves have been demonstrated to be reliable and valid.
8. Data collection for the purpose of demonstrating the reliability or validity of a psychological type indicator or part of a psychological type indicator is acceptable provided that the experimental nature of the use is clearly communicated to the respondents, and in all reporting of the results.

Principle III: Practitioner Competence

Practitioners of psychological type theory do so within the confines of their own knowledge, competence and roles.

1. In using psychological type theory, practitioners should accurately represent their competence and experience to clients.
2. Due to continuing advances in the understanding and application of psychological type theory, practitioners are strongly urged to update their knowledge and experience through reading, conference and workshop attendance, or other available means.

Principle IV: Legal and Professional Responsibilities

Practitioners of psychological type theory assume specific professional and legal obligations and responsibilities.

1. APTi members should not violate copyright laws by reproducing and distributing, in whole or in part, published instruments and materials related to psychological type theory.
2. APTi members as practitioners of psychological type theory abide by federal and state laws relating to the conduct of professionals using psychological instruments.
3. Membership in the Association for Psychological Type may not be used to imply professional competence or qualifications.
4. The use of the APTi membership directory is not permitted for advertising or sales purposes without obtaining prior written permission from APTi headquarters, according to board policy.
5. APTi members, as practitioners of psychological type theory, accept the obligation to educate others who misrepresent or otherwise misuse the concepts of psychological type theory to the detriment of others.



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6. APTi members welcome and encourage theoretical diversity in their continuing exploration of psychological type theory, and avoid stating or implying that any particular theoretical preference is “correct”.

Principle V: Implementation of Ethical Principles

A major function of APTi is to encourage the ethical and appropriate use of psychological type theory by providing education, training and research results to members. Where an apparent violation of the present Ethical Principles occurs, one may initially assume inadequate knowledge as a possible factor. Therefore, as stated in Principle IV, Number 5, members should attempt to educate the individual involved by providing information relevant to the alleged inappropriate activity or use.

Where such personal effort fails to resolve the issue, a member should bring the matter to the attention of the Ethics Committee.

The Ethics Committee will provide a standard form for recording the alleged violation. Should the committee determine that the matter requires its attention; the member alleged to be in violation of the Ethical Principles will be contacted so that clarification of the issue and ultimate satisfactory resolution may occur.

Should no resolution occur after all avenues have been explored, and the member involved indicates that he/she will persist in the violation, the Ethics Committee, by a 2/3 vote of committee members, will request that the member resign from the Association for Psychological Type.

Principle VI: Article of Incorporation Relevant to Ethical Principles

Article II of the Articles of Incorporation of APTi states:

“The purpose of this organization is to foster the study of psychological type and to encourage its application in various areas of human affairs including, but not limited to, the promotion of personal and interpersonal growth and development. To this end, it is the purpose of the organization to promote research, conduct educational activities, arrange for the appearance of authorities in the areas of psychology and psychological types, provide educational materials and otherwise seek to expand public and professional awareness in the general areas of psychology and psychological type theory.”

Principle VII: Ethical Principles

Article X of the Bylaws to the Articles of Incorporation states:

“The Board of Directors shall establish a committee on ethics to be comprised of not less than five (5) members of APTi. This committee shall draft ethical principles and implementation procedures for the utilization of MBTI materials and application of psychological type theory. The ethical principles and implementation procedures shall take effect upon approval of the Board of Directors subject to ratification by the general membership at a regular meeting. This committee shall be responsible for implementing and updating of these ethical principles.”



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ARTICLE XVI: AMENDMENTS

These Bylaws may be amended based on a vote by the Board of Directors.