

**HANDBOOK FOR THE  
DIVISION 22 STUDENT LEADERSHIP NETWORK  
AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY**

ARTICLE I. NAME

Section 1: Name

- A. The name of this program shall be the Division 22 Student Leadership Network (SLN).

ARTICLE II. PURPOSE & OBJECTIVES

Section 1: Purpose

- A. The primacy purpose of the Division 22 SLN is to form and manage a network of Campus Chapters dedicated to promoting the mission and objectives of Division 22, and to communicate student feedback to Division 22. The SLN was created in response to increased interest from students for more training, networking, and professional development opportunities in the field of rehabilitation psychology.

Section 2: Objectives

- A. To increase awareness among psychology students about APA Division 22 and issues related to individuals with disability and chronic illnesses.
- B. To serve as a medium through which Division 22 can communicate with students.
- C. To inform students about training, research, and leadership opportunities available through APA Division 22.
- D. To increase student membership and participation in Division 22, and in events sponsored by Division 22.
- E. To assist Division 22 committees in disseminating important information about training and professional issues related to the field of rehabilitation psychology.
- F. To promote exposure to training in rehabilitation psychology for students of all levels.
- G. To provide a network of forums at the local and national level for students to discuss, debate, and provide feedback on a variety of issues related to rehabilitation psychology.

Article III. PROGRAM STRUCTURE & RESPONSIBILITIES

Section 1: Structure and Responsibilities of the SLN Committee

- A. The SLN Committee will consist of five (5) members:
  - i. The current Student Representatives to the Division 22 Executive Committee. The term of office shall be dependent on the term of the current Student Representative.
  - ii. The immediate past Student Representative to the Division 22 Executive Committee. The term of office shall be dependent on the term of the current Student Representative.
  - iii. One full member of Division 22, as defined by the Division bylaws. The term of office for this position shall be a minimum of one year, with a maximum of three years upon agreement from other committee members.
  - iv. Two pre- or post-doctoral student members of Division 22, as defined by the Division bylaws. The term of office for this position shall be a minimum of one year, with a maximum of three years upon agreement from other committee members.
- B. Responsibilities of the SLN Committee include:
  - i. Development and future revisions of the SLN Handbook.
  - ii. Review of Campus Chapter applications and annual reports.
  - iii. Maintaining an up-to-date registry of all Campus Chapters, including Chapter Chairs and Chapter Faculty Sponsors.

**HANDBOOK FOR THE  
DIVISION 22 STUDENT LEADERSHIP NETWORK  
AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY**

- iv. Managing communication with Campus Chapters and coordinating with the Division 22 Communications Committee to manage communication with Division members.
- v. Collaborating with the Communications Committee to manage a special section of the Division 22 website. The SLN Committee will generate content for the website and provide recommendations for website design.
- vi. Assessing the needs of Campus Chapters and forwarding questions/concerns to the Division 22 Executive Committee.
- vii. Providing bi-annual program summaries to be included in the Student Representative Report to the Division 22 Executive Committee at the Mid-Winter and APA Convention Executive Committee meetings.

Section 2: Structure and Responsibilities of SLN Campus Chapters

- A. Each Campus Chapter will consist of the following members at their respective institutions:
  - i. One appointed Chapter Student Chair. The term of the Chapter Student Chair will be a minimum of one year, with the option to extend the term upon approval from the SLN Committee.
  - ii. One appointed Chapter Faculty Sponsor. The term of the Chapter Faculty Sponsor will be a minimum of two years, with the option to extend the term upon agreement from the SLN Committee.
  - iii. A minimum of two Chapter Members. Chapter Members can be any undergraduate or graduate-level student who participates in at least one Campus Chapter activity.
- B. Responsibilities of Campus Chapters include:
  - i. Recruiting students of all training levels to become Chapter Members and participate in Campus Chapter activities. To achieve and maintain active status, Campus Chapters must have a minimum of two members in addition to the Chapter Chair and Faculty Sponsor.
  - ii. Facilitating Campus Chapter activities to promote Division 22 membership and the field of Rehabilitation Psychology. To maintain active status, Chapters must hold at least one meeting/event per academic term. The SLN Committee suggests monthly meetings to maintain Chapter Member engagement.
  - iii. Informing students about training and legislative issues relevant to the general practice of psychology and Rehabilitation Psychology.
  - iv. Maintaining a record and email distribution list of Chapter Members. The email distribution list will serve to disseminate information about upcoming Campus Chapter, Division, local, regional, and national meetings or events.
  - v. Providing brief annual reports to the SLN Committee. Reports should summarize Campus Chapter activities since the previous report and include the current number of Chapter Members.

Article IV. MEMBERSHIP ELIGIBILITY & SELECTION PROCEDURES

Section 1: Membership Eligibility

- A. SLN Committee: All SLN Committee members must be current members (student, affiliate, or full) of Division 22 and demonstrate active interest in serving the goals of Division 22 and the SLN. Per Division bylaws, APA membership is encouraged for student and affiliate members and is required for full members. Board-certified from

**HANDBOOK FOR THE  
DIVISION 22 STUDENT LEADERSHIP NETWORK  
AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY**

the American Board of Rehabilitation Psychology (ABRP) is encouraged for full members.

- B. Campus Chapters:
- i. The Chapter Student Chair must be a current student in good standing in a graduate-level psychology program at the Campus Chapter's institution. Division 22 membership is required. APA membership is encouraged.
  - ii. The Chapter Faculty Sponsor must be an assistant- or associate-level professor in a graduate-level psychology program at the Campus Chapter's institution. Division 22 and APA membership is required. Board certification from the American Board of Rehabilitation Psychology (ABRP) is encouraged.
  - iii. Chapter Members must be current undergraduate or graduate students in good standing at the Campus Chapter's institution. Division 22 and APA membership is encouraged.

Section 2: Selection Procedures

- A. SLN Committee: The current and immediate past Student Representatives to the Executive Committee will be selected per Division 22 bylaws. The current and immediate past Student Representatives will be responsible for appointing the three (3) other committee members per the eligibility criteria described above.
- B. Campus Chapters: Applications for Campus Chapters (see Appendix) will be reviewed by the SLN Committee. A majority vote is required for approval.
- i. For a new Campus Chapter, the prospective Chapter Student Chair and Chapter Faculty Sponsors must complete a "New Campus Chapter" application form (See Appendix). Both the Student Chair and Faculty Sponsor must sign the form, agreeing to fulfill the duties of the Campus Chapter. Upon approval from the SLN Committee, Campus Chapters will be granted either active or pending status, depending on the number of Chapter Members at the time the application is submitted.
  - ii. For already established Campus Chapters, changes in the Student Chair or Faculty Sponsor must be submitted to the SLN Committee for approval using the "Change of Campus Chapter Leadership" form (See Appendix). All current and new leaders must sign the form to agree to the change in leadership.

ARTICLE V. MEETINGS & COMMUNICATION

Section 1: SLN Committee Meetings & Communication

- A. The SLN Committee will hold a minimum of four (4) meetings per year to delegate responsibilities and monitor fulfillment of the requirements discussed above. It is recommended that two (2) of these meetings occur during the Mid-Winter Rehabilitation Psychology Conference in February and the annual APA Convention in August. Other meetings should occur in the spring and fall over teleconference or videoconference.
- B. Regular communication via email is recommended to maintain SLN activities.
- C. The Student Representative to the Executive Committee must submit a bi-annual report to the Division 22 Executive Committee detailing SLN activities.
- D. The SLN Committee will collaborate with the Division 22 Communications Committee to establish a section on the Division 22 website for SLN-related information.

Section 2: Campus Chapter Meetings & Communication

**HANDBOOK FOR THE  
DIVISION 22 STUDENT LEADERSHIP NETWORK  
AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY**

- A. Chapter Student Chairs should meet regularly with their Chapter Faculty Sponsor to discuss and maintain Campus Chapter activities. Frequency of meetings will be left to the discretion of the Chapter Chair and Chapter Faculty Sponsor.
- B. Campus Chapters are required to hold at least one meeting/event per academic term to promote the goals of Division 22 and the SLN Program. Campus Chapters may work with the SLN Committee to generate ideas for event content.
- C. Regular communication between Chapter Chairs and Chapter Members via an email distribution list is recommended to maintain Campus Chapter activities.
- D. Each Chapter Student Chair, in collaboration with their Chapter Faculty Sponsor, must submit an annual report to the SLN Committee detailing Campus Chapter activities.
- E. All Chapter Members will be encouraged to attend the annual Mid-Winter Rehabilitation Psychology Conference and the APA Convention to network with other Chapter Members and the SLN Committee. Special events will be planned by the SLN Committee to encourage this networking.

**ARTICLE VI. DISSOLUTION PROCEDURES & FILLING OF VACANCIES**

Section 1: Dissolution Procedures

- A. The Division 22 Executive committee may, by two-thirds vote, dissolve the SLN Committee and its affiliated Campus Chapters. The Executive Committee is encouraged to discuss grievances or concerns with the SLN Committee prior to any formal dissolution efforts.
- B. The SLN Committee will assess each Campus Chapter on an annual basis to confirm that the Campus Chapter continues to meet active status criteria. If a Campus Chapter fails maintain active status criteria or fails to submit an annual report, the SLN Committee will provide a written warning of Campus Chapter temporary deactivation until active status criteria are re-established. If active status criteria are not met within one academic term, the Campus Chapter will be deactivated.

Section 2: Filling of Vacancies

- A. In the event of vacancy of one of the SLN Committee member positions, the remaining SLN committee members shall appoint a new member to fill the vacancy, per eligibility requirements previously discussed. The new member will fill the position for the remainder of the previous member's term.
- B. In the event of vacancy of one of the Campus Chapter positions, the Campus Chapter will be granted temporary deactivation while they make concerted efforts to fill the position. If the Campus Chapter is unable to fill the vacated position within one academic term, the Campus Chapter will be deactivated.

**ARTICLE VII. AMENDMENTS**

Section 1: Proposal of Amendments

- A. Amendments to the SLN Handbook may be proposed by any Division 22 member by submitting a written proposal to the SLN Committee.
- B. Proposals for amendments shall be considered at the next quarterly meeting of the SLN Committee or can be discussed via email. A majority vote is required for further consideration.

Section 2: Ratification of Amendments

- A. Upon approval by the SLN Committee, the proposal will be forwarded via email to all active Campus Chapters.

**HANDBOOK FOR THE  
DIVISION 22 STUDENT LEADERSHIP NETWORK  
AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY**

- B. At least 14 but no more than 45 days shall elapse between dissemination and vote on the proposal. Each Campus Chapter is allowed one vote.
- C. A two-thirds vote of responding Campus Chapters is required for the adoption of the amendment.
- D. Notification of the outcome of the voting shall be made to the Division 22 Executive Committee and Campus Chapters by the SLN Committee at the earliest opportunity.

# APPENDIX: NEW CAMPUS CHAPTER APPLICATION

## DIVISION 22 STUDENT LEADERSHIP NETWORK AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY

### NEW CAMPUS CHAPTER APPLICATION

*Instructions:* Please review the Student Leadership Network (SLN) Handbook for clarification of the structure of the SLN and duties of the Chapter Student Chair and Chapter Faculty Sponsor prior to completing this application. By completing and submitting this form, you agree to all responsibilities involved in establishing a new Campus Chapter. Please email completed applications and any questions to the Division 22 Student Representative (Abbey Hughes, abbeyjhughes@gmail.com).

GENERAL INFORMATION	
Campus Chapter Information	
Name of Institution:	
Program & Department:	
Student Chair Contact Information	
Name (Last, First, MI):	
Year in Program:	Anticipated Degree/Graduation Date:
Preferred Mailing Address:	
Preferred Email Address:	Preferred Telephone Number:
Faculty Sponsor Contact Information	
Name (Last, First, MI):	
Current Professional Title:	Degree(s)/Year Obtained:
Please list any licensures or other professional credentials (e.g., ABRP):	
Preferred Email Address:	Preferred Telephone Number:
Campus Chapter Member Information	
Have you recruited at least two (2) prospective Student Members for your Campus Chapter? <input type="checkbox"/> Yes (your Campus Chapter will be granted active status) <input type="checkbox"/> No (your Campus Chapter will be granted pending status until you recruit two Student Members)	

## APPENDIX: NEW CAMPUS CHAPTER APPLICATION

### CAMPUS CHAPTER STUDENT CHAIR AGREEMENT

Please read each of the following statements and type your initials in the space provided to the left of each statement. By initialing, you accept the position of Division 22 SLN Campus Chapter Student Chair and the responsibilities of the position as outlined in the *SLN Handbook*.

Initials Statement

---

I certify that my institution does not currently participate in the Division 22 SLN Campus Chapter program and that I agree to serve as my institution's first Campus Chapter Student Chair.

As a new Campus Chapter Student Chair, I have read and understand the *SLN Handbook* and its contents. I have identified a Campus Chapter Faculty Sponsor and have recruited two (2) prospective Student Members.

I agree to abide by all outlined duties and responsibilities outlined in the *SLN Handbook*. Should I no longer be able to fulfill this role, I will provide immediate notification to the Campus Chapter Faculty Sponsor and to the SLN Committee, and, if necessary, assist in locating an appropriate replacement.

I understand that if I do not abide by these duties and responsibilities, the SLN Committee reserves the right to provide warning, followed by temporary deactivation of the Campus Chapter. If there are continued difficulties, I understand that the SLN Committee reserves the right to deactivate the Campus Chapter.

If requested to provide additional documentation to the SLN Committee, I will do so in a timely and thorough manner.

I understand that this is a leadership position, that I am acting as a role model for my Campus Chapter Members, and that I am representing the interests of APA Division 22.

I agree to keep in regular contact with my Campus Chapter Faculty Sponsor to update him or her regarding chapter issues. I agree to facilitate a minimum of one Campus Chapter meeting/event per academic term. I agree to submit an annual report to the SLN Committee detailing the activities and number of Student Members involved in my Campus Chapter.

I am a current graduate psychology student in good standing at my institution. I am also a current member of APA Division 22 – Rehabilitation Psychology.

My most current contact information is as listed above. If any of my contact information or my chapter's contact information changes, I will notify the SLN Committee.

In lieu of a signature, please type your full name below in agreement of the terms listed above and those contained in the *SLN Handbook*.

---

Name (First, MI, Last)

Date (mm/dd/yy)

## APPENDIX: NEW CAMPUS CHAPTER APPLICATION

### NEW CAMPUS CHAPTER FACULTY SPONSOR AGREEMENT

Please read each of the following statements and type your initials in the space provided to the left of each statement. By initialing, you accept the position of Division 22 SLN Campus Chapter Faculty Sponsor and the duties and responsibilities of the position as outlined in the *SLN Handbook*.

Initials Statement

---

I certify that my institution does not currently participate in the Division 22 SLN Campus Chapter program and that I agree to serve as my institution's first Campus Chapter Faculty Sponsor.

As a new Campus Chapter Faculty Chair, I have read and understand the *SLN Handbook* and its contents. My Campus Chapter has a prospective Campus Chapter Student Chair who is in good standing at this institution and who has recruited at least two (2) prospective Student Members.

I agree to abide by all outlined duties and responsibilities outlined in the *SLN Handbook*. Should I no longer be able to fulfill this role, I will provide immediate notification to the Campus Chapter Student Chair and to the SLN Committee, and, if necessary, assist in locating an appropriate replacement.

I understand that if I do not abide by these duties and responsibilities, the SLN Committee reserves the right to provide warning, followed by temporary deactivation of the Campus Chapter. If there are continued difficulties, I understand that the SLN Committee reserves the right to deactivate the Campus Chapter.

I agree to keep in regular contact with my Campus Chapter Student Chair to mentor him or her regarding chapter activities. I agree to work with the Student Chair to facilitate a minimum of one Campus Chapter meeting/event per academic term. I understand that the Student Chair is required to submit an annual report to the SLN Committee detailing the activities and number of Student Members involved in my Campus Chapter.

I am a current assistant- or associate-level professor in a graduate psychology program at my institution. I am also a current member of APA Division 22 – Rehabilitation Psychology and of APA.

My most current contact information is as listed above. If any of my contact information or my chapter's contact information changes, I will notify the SLN Committee.

In lieu of a signature, please type your full name below in agreement of the terms listed above and those contained in the *SLN Handbook*.

---

Name (First, MI, Last)

Date (mm/dd/yy)



# APPENDIX: CAMPUS CHAPTER CHANGE OF LEADERSHIP APPLICATION

## DIVISION 22 STUDENT LEADERSHIP NETWORK AMERICAN PSYCHOLOGICAL ASSOCIATION, DIVISION 22 – REHABILITATION PSYCHOLOGY

### CAMPUS CHAPTER CHANGE OF LEADERSHIP APPLICATION

*Instructions:* Please review the Student Leadership Network (SLN) Handbook for clarification of the structure of the SLN and duties of the Chapter Student Chair and Chapter Faculty Sponsor prior to completing this application. By completing and submitting this form, you agree to a change of leadership in your Campus Chapter. Please email completed applications or questions to the Division 22 Student Representative (Abbey Hughes, abbeyjhughes@gmail.com).

GENERAL INFORMATION	
Type of Leadership Change (select only one)	
<input type="checkbox"/> Change in Campus Chapter Student Chair <input type="checkbox"/> Change in Campus Chapter Faculty Sponsor <input type="checkbox"/> Change in both Student Chair and Faculty Sponsor	
Campus Chapter Information	
Name of Institution:	
Program & Department:	
Current Campus Chapter Student Chair:	
Current Campus Chapter Faculty Sponsor:	
New Student Chair Contact Information (skip if N/A)	
Name (Last, First, MI):	
Year in Program:	Anticipated Degree/Graduation Date:
Preferred Mailing Address:	
Preferred Email Address:	Preferred Telephone Number:
New Faculty Sponsor Contact Information (skip if N/A)	
Name (Last, First, MI):	
Current Professional Title:	Degree(s)/Year Obtained:
Please list any licensures or other professional credentials (e.g., ABRP):	
Preferred Email Address:	Preferred Telephone Number:

## APPENDIX: CAMPUS CHAPTER CHANGE OF LEADERSHIP APPLICATION

### CHANGE OF CAMPUS CHAPTER LEADERSHIP AGREEMENT

*A change in Campus Chapter leadership must be agreed upon by the current and new Student Chair and/or Faculty Sponsor. Please read each of the following statements and type your initials in the space provided to the left of each statement. By initialing, you agree to the responsibilities of the position as outlined in the SLN Handbook.*

#### **To be Completed by the New Campus Chapter Student Chair (Skip if N/A)**

Initials Statement

---

I certify that my institution currently participates in the Division 22 SLN Campus Chapter program and that I will serve as my institution's new Campus Chapter Student Chair. I have discussed this change in leadership with the current Student Chair and Faculty Sponsor.

As a new Campus Chapter Student Chair, I have read and understand the *SLN Handbook* and its contents.

I agree to abide by all outlined duties and responsibilities outlined in the *SLN Handbook*. Should I no longer be able to fulfill this role, I will provide immediate notification to the Campus Chapter Faculty Sponsor and to the SLN Committee, and, if necessary, assist in locating an appropriate replacement.

I understand that if I do not abide by these duties and responsibilities, the SLN Committee reserves the right to provide warning, followed by temporary deactivation of the Campus Chapter. If there are continued difficulties, I understand that the SLN Committee reserves the right to deactivate the Campus Chapter.

If requested to provide additional documentation to the SLN Committee, I will do so in a timely and thorough manner.

I understand that this is a leadership position, that I am acting as a role model for my Campus Chapter Members, and that I am representing the interests of APA Division 22.

I agree to keep in regular contact with my Campus Chapter Faculty Sponsor to update him or her regarding chapter issues. I agree to facilitate a minimum of one Campus Chapter meeting/event per academic term. I agree to submit an annual report to the SLN Committee detailing the activities and number of Student Members involved in my Campus Chapter.

I am a current graduate psychology student in good standing at my institution. I am also a current member of APA Division 22 – Rehabilitation Psychology.

My most current contact information is as listed above. If any of my contact information or my chapter's contact information changes, I will notify the SLN Committee.

#### **To be Completed by the New Campus Chapter Faculty Sponsor (Skip if N/A)**

---

I certify that my institution currently participates in the Division 22 SLN Campus Chapter program and that I agree to serve as my institution's new Campus Chapter Faculty Sponsor. I have discussed this change in leadership with the current Student Chair and Faculty Sponsor.

## APPENDIX: CAMPUS CHAPTER CHANGE OF LEADERSHIP APPLICATION

As a new Campus Chapter Faculty Chair, I have read and understand the *SLN Handbook* and its contents.

I agree to abide by all outlined duties and responsibilities outlined in the *SLN Handbook*. Should I no longer be able to fulfill this role, I will provide immediate notification to the Campus Chapter Student Chair and to the SLN Committee, and, if necessary, assist in locating an appropriate replacement.

I understand that if I do not abide by these duties and responsibilities, the SLN Committee reserves the right to provide warning, followed by temporary deactivation of the Campus Chapter. If there are continued difficulties, I understand that the SLN Committee reserves the right to deactivate the Campus Chapter.

I agree to keep in regular contact with my Campus Chapter Student Chair to mentor him or her regarding chapter activities. I agree to work with the Student Chair to facilitate a minimum of one Campus Chapter meeting/event per academic term. I understand that the Student Chair is required to submit an annual report to the SLN Committee detailing the activities and number of Student Members involved in my Campus Chapter.

I am a current assistant- or associate-level professor in a graduate psychology program at my institution. I am also a current member of APA Division 22 – Rehabilitation Psychology and of APA.

My most current contact information is as listed above. If any of my contact information or my chapter's contact information changes, I will notify the SLN Committee.

A change in Campus Chapter Leadership requires agreement by all parties listed below. In lieu of a signature, please type your full name below in agreement of the terms listed above and those contained in the *SLN Handbook*.

### NEW CAMPUS CHAPTER STUDENT CHAIR (SKIP IF N/A)

\_\_\_\_\_  
Name (First, MI, Last) Date (mm/dd/yy)

### NEW CAMPUS CHAPTER FACULTY SPONSOR (SKIP IF N/A)

\_\_\_\_\_  
Name (First, MI, Last) Date (mm/dd/yy)

### CURRENT CAMPUS CHAPTER STUDENT CHAIR

\_\_\_\_\_  
Name (First, MI, Last) Date (mm/dd/yy)

### CURRENT CAMPUS CHAPTER FACULTY SPONSOR

\_\_\_\_\_  
Name (First, MI, Last) Date (mm/dd/yy)