

**Bylaws of the Society of Addiction Psychology  
Division 50 of the American Psychological Association**

Article I

NAME AND PURPOSE

- A. The name of this organization is the Society of Addiction Psychology of the American Psychological Association (APA), hereinafter referred to as the "Society." The Division was formerly known as the Division on Addictions of the American Psychological Association. The Society promotes advances in research, professional training, and clinical practice within the broad range of addictive behaviors including alcohol, drugs, gambling, eating, sex, and spending.
- B. The Society is organized exclusively for charitable, educational, and scientific purposes.
- C. The purposes of the Society include, but are not necessarily limited to, the promotion of human welfare through encouragement of scientific and professional activities and communication among psychologists and others working in any capacity in the areas of substance abuse or dependence, and/or other addictive behaviors.
- D. Work in the areas of substance abuse, dependence or other addictive behaviors includes, but is not necessarily limited to, education, administration, prevention, treatment, and research.

Article II

MEMBERSHIP

- A. Membership in the Society shall consist of four classes: Members, Fellows, Associates, and Affiliates.
  - 1. Members of the Society (hereinafter referred to as "Member(s)") shall be persons who are eligible for membership of APA and who have an interest in the field of substance abuse, dependence, or other addictive behaviors.
  - 2. Fellows of the Society (hereinafter referred to as "Fellow(s)") shall be Fellows of APA and shall have been Members of the Society for at least one year and who have, upon recommendation of the Society's Fellowship Committee and the APA Membership Committee, been nominated and approved for Fellow status by APA in accordance with the procedures set forth in the APA bylaws and Association Rules and have been forwarded to the APA Membership Committee for recommendation and to the APA council of Representatives for ratification.
  - 3. Associates of the Society (hereinafter referred to as "Associates") shall be persons who are Associate Members of APA and who have an interest in the field of substance abuse, dependence, or other addictive behaviors. Associates, who have earned the right to vote in APA by virtue of five consecutive years as an Associate Member of the association, shall also have earned the right to vote in the Society.
  - 4. Affiliates of the Society are not Members of the APA but are individuals sufficiently interested in the work and aims of the Society to wish to join based on one of the following criteria:
    - a. Professional Affiliates are individuals who are not eligible for membership in APA but who are from disciplines bearing an interest central to the Society.
    - b. Student Affiliates are graduate or undergraduate student taking courses in psychology.
- B. Members, Fellows, Associates, and Affiliates shall be entitled to attend and to participate in all meetings of the Society Membership; to receive such publications as the Board of Directors may

from time to time determine and, as prescribed in Article VIII, Section A, to be eligible to serve on Boards and committees of the Society.

- C. Members and Fellows shall be eligible to hold office in the Society.
- D. Members, Fellow, and Associates who have remained as Associates in good standing for at least five (5) years shall be entitled to vote in all regular and special elections and on Membership referenda; each shall be entitled to one vote
- E. Termination of Membership in the Society may be accomplished in one of the following ways.
  - 1. Resignation in writing to the Membership Chair;
  - 2. Failure to pay the dues and assessment for two (2) consecutive years;
  - 3. Failure to meet the criteria for the Membership designation that the individual holds;
  - 4. Expulsion from the Society for cause by a vote of two-thirds of the Board of Directors following an appropriate opportunity for hearing.
- F. Any person whose Membership has been terminated under subsections 1 or 2 of Section E of this article may reapply for Membership following 100 days from the date on which termination became effective.

### Article III

#### OFFICERS

- A. The officers of the Society [hereinafter referred to as "Officers(s)"] shall be as follows: President, President-Elect (who shall be considered the Vice President), Past President, Secretary, Treasurer, three Members-At-Large, and Council Representative(s) to APA. The Officers of the Society shall be elected by the voting Membership.
- B. There shall be two student representatives, each serving two years, appointed by the Board of Directors. Their terms shall be staggered such that one student representative is replaced each year. Thus one student representative will be in the first year of his/her term and the other in the second year of his/her term at any time. Each student representative shall be a voting member of the Board of Directors in his/her second year of service, and thus there shall be no more than one student voting on the Board at any time.
- C. The President shall be a Member or Fellow who has just completed his/her one-year term as President-Elect and shall serve for one (1) year. It shall be the duty of the President to preside at all meeting of the Society Membership and Board of Director as Chairperson, and perform such other duties consistent with the Bylaws and that he/she or the Board of Directors shall deem necessary and/or appropriate to the functioning of the Society.
- D. The President-Elect shall be a Member or Fellow and shall serve for one (1) year. He/she shall take office at the close of the annual meeting following his/her election. It shall be the duty of the President-Elect to fulfill any and all duties of the President in the event that the President is absent or otherwise unable to fulfill such duties. The president-elect shall also perform such other duties as may be prescribed by the president or the Board of Directors.
- E. The Past President shall be the most recently retired President of the Society and shall serve for one year.
- F. The Treasurer shall be a Member or Fellow and shall serve a three (3) year term. He/she will take office at the close of the annual meeting following his/her election. The duties of the treasurer shall be to collect dues and special assessments; to keep financial records; to reimburse members and third parties for approved Society expenses, and to prepare annual financial reports and tax returns.
- G. The Secretary shall be a Member or Fellow and shall serve a three (3) year term. He/she will take office at the close of the annual meeting following his/her election. The duties of the secretary shall be to keep Society archives and records of all meetings of the Society, and to issue calls and notices of meetings.

- H. The three Members-at-large shall be Members or Fellows and each shall serve a three-year term. Their term shall be staggered so that one Member-at-large is replaced each year. The Members-at-large will represent the views and interests of the Society Membership to the Board of Directors. A Member-at-large will take office at the close of the annual meeting following his/her election.
- I. Any officer of the Society may delegate any of his/her duties to another Member provided that such delegations shall not relieve the Officer of primary responsibility for such duties.
- J. Any Officer of the Society may be removed from office prior to the expiration of his/her term for cause. Removal shall occur by a vote of two-thirds (2/3) of the remaining Members of the Board of Directors. The Officer shall first be provided with an appropriate opportunity for hearing.
- K. Any Officer may resign at any time by giving written notice thereof to the chairperson of the Board of Directors. Such resignation to become affective upon receipt. Resignation by an Officer shall also include automatic resignation from the Board of Directors.
- L. In the event of the death, resignation, removal, disability, or any other condition that would prevent a board Member from carrying out his/her duties under these Bylaws, the Board of Directors shall, by majority vote, appoint another Member to fulfill the unexpired term of such Board Member.
- M. Voting members of the Board are: current president, past president, president-elect, members-at -large, secretary, treasurer, council representative (s), and one student representative (the latter as specified in Article III, Section B of these Bylaws).

#### Article IV

##### BOARD OF DIRECTORS

- A. There shall be a Board of Directors of the Society that consists of the:
  - 1. Society Officers as specified in Article III of these Bylaws;
  - 2. Representatives elected to the APA Council of Representatives as specified in Article IV, Section C of these Bylaws;
  - 3. Three Members-at -Large, one of whom shall be elected each year for a three-year term.

Unless otherwise specified in these Bylaws, Members of the Board of Directors shall be elected by the voting Membership of the Society.
- B. In addition to those Officers as specified in Article VI, Section A, Members of the Board of Directors shall assume office at the close of the annual meeting following election or appointment.
- C. The Society shall elect each year that number of Representatives to the APA Council needed to fill the vacancies created by the ending of the term(s) of incumbent Representative(s) and/or vacancies created by the annual APA appointment ballot. The council representatives to APA shall be Members of Fellows of the Society and shall be elected to terms of three years. Elections shall be conducted according to APA Bylaw provisions. The number of Council Representatives to be elected by the Society shall be determined by APA in accordance with its apportionment procedures. In the event that APA allocates fewer seats to the Society for Council Representative seats, the Board of Directors shall recall the appropriate number of Council Representatives. The terms of office of recalled Council Representatives shall terminate upon recall by the Board of Directors. In the event that APA allocates additional Council Representative seats to the Society, the Board of Directors shall initiate an election to fill the newly allocated seats.
- D. The Board of Directors shall be the governing body of the Society; shall manage, control and direct it's affairs and property; and shall have and may exercise all the powers necessary to carry out all of it's purposes as specified in the Society's Articles of Incorporation, these Bylaws and the "nonprofit Corporation Act" of the state in which the Society is incorporated at that particular time. Any duty or power not otherwise specifically delegated to any other person, board, or committee under these Bylaws or by the Board of Directors shall be deemed to reside in the Board of Directors.

- E. The president of the Society shall serve as the chairperson of the Board of Directors. In his/her absence, the President-Elect shall serve as the Chairperson of the Board of Directors, followed in succession by the Secretary, Treasurer, and the Past President.
- F. The Board of Directors shall meet (in person or via teleconference or other electronic medium) as frequently as required to conduct Society business, with a minimum of two meetings per year.
- G. For Board of Director meetings, a quorum shall be a majority of voting officers (as specified in Article III, section M).
- H. Standing committee chairs (as specified in Article V) and other appointed Society positions (such as liaisons to other Societies, convention program chair, the Society Federal Advocacy Coordinator) may attend and participate in meetings of the Board of Directors
- I. A director may resign from the Board of Directors at any time by giving written notice thereof to the Chairperson; such resignation shall become effective upon receipt.
- J. Resignation by a Director shall also include automatic resignation from any office of the Society held by the Director.

#### Article V

#### COMMITTEES

- A. Members, Fellows, Associates, and Affiliates of the Society may serve as voting Members of Boards and committees, provided that a majority of the Members of each Board or Committee shall be Members of the Society, however, the Board of Directors shall appoint Members to serve on Society Boards and Committees.
- B. Standing committees of the Society may be established by the Board of Directors. Chairs of standing committees may be appointed by the President in consultation with the Board of Directors.
  - 1. Membership Committee, which shall serve under the guidance of the Membership Chair.
  - 2. Nominations and Elections Committee, which shall serve under the guidance of the Elections Supervisor.
  - 3. Education and Training Committee, which shall serve under the guidance of the Education and Committee Chair.
  - 4. Fellows and Awards Committee, which shall serve under the guidance of the Fellows Chair.
  - 5. Science Advisory Committee, which shall serve under the guidance of the Science Advisory Committee Chair.
  - 6. Advocacy and Policy Committee, which shall involve, whenever practicable, a Society Federal Advocacy Coordinator, and which shall serve under the guidance of the Advocacy and Policy Committee Chair.
  - 7. Practice Committee, which shall serve under the guidance of the Practice Chair.
- C. Standing committee chairs shall serve two (2) year terms that may be renewed by the Board of Directors. Committee chairs will take office at the close of the annual meeting following their appointment.
- D. The president or the Board of Directors may appoint such additional committees (e.g., ad hoc committees), boards, program chairs and Editors as may further the purposes of the Society. This may include the formation of standing committees with other Societies to represent common interests.
- E. Each standing committee chair will be required to submit a summary of activities and progress to the Board on twice-annual basis: by the February Board meeting and the August Board meeting.

## Article VI

### MEETING AND VOTING OF THE SOCIETY

- A. The annual meeting of the Society will be held in conjunction with the APA annual convention.
- B. Other meetings of the Society may be called as are considered appropriate and feasible by action of a majority of the Board of Directors.
- C. The Board may decide to obtain a vote from the membership on an ad hoc basis, which can occur via electronic means (e.g., email) or other means, as long as such voting is consistent with APA guidelines on voting. If such a vote is taken, a minimum of 10% of the membership shall be considered a quorum.
- D. Written notice of the date, time and place of all meetings of the Society, annual or other, shall be given to the Membership at least 30 days prior to such meetings (such notice shall be deemed to be valid if it is published in the Society's Journal, Newsletter, Website, and/or any existing Society listserves, and distributed to the Membership of the Society within the required time period).

## Article VII

### NOMINATIONS AND ELECTIONS

- A. Nominations shall be made in the following manner:
  - 1. At least 120 days prior to the annual meeting of the Society at which a particular Officer is to be elected, any Member may submit to the Board of Directors a petition nominating any other Member for that office; provided, however, that such petition must be supported by the signatures of at least two-and-one-half percent (2 ½%) of Members, but no less than five (5) Members. Electronic signatures will be considered acceptable.
  - 2. At least 110 days prior to the annual meeting of the Society at which a particular Officer is to be elected, the Membership Chair shall certify to the Board of Directors the validity of each petition and the Membership status of any nominees and signatories on the nominating petitions.
- B. From those nominees certified to the Board of Directors by the Membership Chair, the Board of Directors shall prepare for the final election ballot a slate including the names of three (3) Members who received the greatest number of signatures on their respective nominating petitions. In the event that fewer than two (2) Members are nominated for any office pursuant to the provisions of paragraphs, A1 and A2 above, the Board of Directors may nominate a Member or Members for each office such that the final ballot contains the names of at least one (1), but no more than three (3) individuals for each position to be filled as of the close of the next annual meeting. If there is only one (1), then there shall be an opportunity for a write-in candidate.
- C. At least 100 days prior to the annual meeting of the Society, at which any Officer is to be elected, the Board of Directors shall have received written acceptance, either hard copy and/or electronically, the nomination from each nominee.
- D. At least 90 days prior to each annual meeting of the Society, the Elections Supervisor shall distribute to the Members ballots containing names of the nominees for each office to be filled at such meeting, any required validation procedures, the date by which completed ballots must be returned in order to be valid, and the name and electronic address/office address of the Elections Supervisor, to whom ballots should be returned.
- E. In the event of two (2) nominees for an office, the nominee who receives the votes of a simple majority of votes from ballots that are valid shall be elected to that office. In the event of three (3) nominees for an office, the nominee who receives the greatest number of votes from ballots that are valid shall be elected to the office. In the event of a tie, election shall occur by a majority vote of the Board of Directors excluding those Directors who may be nominees for that office.
- F. At least 30 days prior to each annual meeting of the Society, the Elections Supervisor shall report the results of the elections to the Board of Directors.
- G. The President of the Society shall announce the results of the elections at the annual meeting and via

other standard Society mechanisms (e.g., website, listserves).

### Article VIII

#### FINANCIALS

- A. Annual dues shall be those established each year by the APA Council of Representatives and disbursed to the Society by APA from APA dues.
- B. An annual or special assessment may be levied by vote of the Board of Directors.
- C. Once established by the Board of Directors, an annual assessment shall remain in force for each subsequent year unless modified by the Board.

### Article IX

#### AMENDMENTS

- A. Amendments to these Bylaws shall be proposed as follows:
  - 1. By a majority vote of the Board of Directors; or
  - 2. By petition, signed by at least four percent (4%) of the voting Members, such petition to be sent to and validated by the Secretary. Electronic signatures will be accepted.
- B. At least 30 days prior to the date by which ballots containing proposed amendments are to be returned in order to be valid and counted, the Secretary shall provide to the Membership for the Society, in writing, electronically and/or in hard copy, the text of such proposed amendment together with any explanatory statement deemed necessary and useful by those persons proposing the amendment (such notice shall be deemed to be valid if it is published in Society publications, such as a journal, newsletter, listserves, and/or on the Society website) and distributed to the Membership of the Society within the required time period.
- C. An amendment to these Bylaws shall be approved by the Members by an affirmative vote of two-thirds of the ballots that are valid and returned by mail or electronically, as provided in Article IX, Section D of these Bylaws.
- D. In the event of a mail or electronic ballot, the Secretary shall include with the notice provided for in Article IX, Section B, an appropriate ballot for each proposed amendment, the date by which ballot must be returned in order to be counted, and the name and address of the person to whom ballots should be returned.
- E. Within 60 days of final action taken on any proposed amendment, in accordance with the foregoing sections of this article, the Secretary shall notify the Membership, through Society publications (such as a journal, newsletter, Society listserves, and/or the Society website) or by a separate mailing or electronic communication, of such final action.