

**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 (SoAP) of the American Psychological Association (APA), hereinafter referred to as the "Society." The Society promotes advances in research, professional training, education, and clinical practice within the broad range of substance use disorders (SUDs) and addictive behaviors.
- 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, others working in the areas of substance use disorders and addictive behaviors, and the general public.
- D. Work in the areas of substance use disorders and 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 have an interest in the areas of substance use disorders and 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 "Associate(s)") shall be persons who are Associate Members of APA and who have an interest in the areas of substance use disorders and addictive behaviors. Associates, who have earned the right to vote in APA shall also have earned the right to vote in the Society.
 - 4. **Affiliates** of the Society are not Members of APA but are individuals sufficiently interested in the work and aims of the Society who wish to join, as follows:

- a. **Professional Affiliates** are individuals who are not members of APA but who are from disciplines bearing an interest central to the Society.
 - b. **Student Affiliates** include graduate and undergraduate students interested in the areas of substance use disorders and addictive behaviors.
- B. Members, Fellows, Associates, and Affiliates shall be entitled to attend and to participate in all society membership meetings; to receive such publications as the Board of Directors may from time to time determine, and; as prescribed in Article VIII, Section A, 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 with voting privileges 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 or by notifying APA;
 2. Failure to pay annual dues or assessments;
 3. Failure to meet the criteria for the membership designation held by the individual;
 4. Expulsion from the Society for cause by a vote of two-thirds of the Board of Directors following an appropriate opportunity for an appeal hearing.
- F. Any person voluntarily terminating membership under subsections 1 or 2 of Section E of this article may rejoin the Society at any time by submitting a membership application to APA and paying Society dues.

Article III

OFFICERS

- A. The officers of the Society [hereinafter referred to as "Officers(s)"] shall be as follows: President, President-Elect, Past President, Secretary, Treasurer, four Members-At-Large (one each for Science, Public Interest, Early Career Psychologists, and Practice), 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 year. It shall be the duty of the President to preside at all meetings of the Society membership and Board of Directors 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 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-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-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. Three **Members-at-Large** (one each for Science, Public Interest, and Practice) shall be Members or Fellows and each shall serve a three-year term. Their term shall be staggered so that one Member-at-Large (MAL) is replaced each year. The fourth MAL (for Early Career Psychologists) shall serve a two-year term. The Members-at-Large will represent the views and interests of the Society membership to the Board of Directors, provide advice to Society Committees, and assist with other tasks as needed. Members-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 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: 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.

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 apportionment ballot. The Council Representatives to APA shall be Members or 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 with the most recently elected Council Representatives recalled first. The terms of office of recalled Council Representatives shall terminate upon recall by the Board of Directors.
- D. The Board of Directors shall be the governing body of the Society; shall manage, control and direct its affairs and property; and shall have and may exercise all the powers necessary to carry out all of its 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 member, 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 Past President, Secretary, and Treasurer.
- 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's Federal Advocacy Coordinator) may attend and participate in meetings of the Board of Directors, at the discretion of the President.
- 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 Committee Chair.
 - 2. **Nominations and Elections Committee**, which shall serve under the guidance of the Nominations and Elections Committee Chair.
 - 3. **Education and Training Committee**, which shall serve under the guidance of the Education and Training Committee Chair.
 - 4. **Fellows and Awards Committee**, which shall serve under the guidance of the Fellows and Awards Committee Chair.
 - 5. **Finance and Budget Committee**, which shall serve under the guidance of the Finance and Budget Committee Chair.
 - 6. **Diversity Committee**, which shall serve under the guidance of the Diversity Committee Chair.
 - 7. **Outreach Committee**, which shall serve under the guidance of the Outreach Committee Chair.
 - 8. **APA Convention Program Committee**, which shall serve under the guidance of the APA Program Committee Chair.
 - 9. **Collaborative Perspectives on Addictions (CPA) Program Committee**, which shall serve under the guidance of the CPA Program Committee Chair.
 - 10. **Technology and Communications Committee**, which shall serve under the guidance of the Technology and Communications Committee Chair.
 - 11. **Grant Review Committee**, which shall serve under the guidance of the Grant Review Committee 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.
- 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 listservs, 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. Any member may submit to the Board of Directors a petition nominating any other member for an 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 Nominations and Elections Committee Chair 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 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 Nominations and Elections Committee Chair 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, listservs).

Article VIII

FINANCIALS

- A. Annual Society assessments (i.e., dues) shall be established each year by the Board of Directors, approved by APA, and disbursed to the Society by APA.
- B. 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, listservs, 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.