

**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 by encouraging 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. APA membership is not required.
  - 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. The minimum requirement for acceptance to Member status shall be the receipt of the doctoral degree based in part upon a psychological dissertation or the doctoral degree based on other evidence of proficiency in psychological scholarship from a program primarily psychological in content. The doctoral degree must have been conferred by a graduate or professional school that is regionally accredited or that has achieved such accreditation within five years of the year the doctoral degree was granted or that is one of equivalent standing outside the United States.
  - 2. **Fellows** of the Society [hereinafter referred to as "Fellow(s)"] shall be Fellows of APA, 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.
  - 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. **Post baccalaureate Affiliates** are persons with an interest in addiction psychology who have completed an undergraduate bachelor's degree at an accredited college or university and are currently working, volunteering, or interning in research or other service at a college, university, or other non-profit or private sector institution.
  - c. **Student Affiliates** include graduate and undergraduate students interested in the areas of substance use disorders and addictive behaviors.
- B. 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.
- C. 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.
- D. Any person voluntarily terminating membership under subsections 1 or 2 of Section C of this article may rejoin the Society at any time by submitting a membership application to APA and paying Society dues.
- E. Any person whose membership is terminated under subsection 3 of Section C of this article may rejoin the Society by reestablishing their qualifications for membership and 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 APA meeting following his/her election. It shall be the duty of the President-Elect to fulfill 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 APA 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 APA 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 APA 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. 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.
- B. The Board of Directors of the Society shall consist 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.
- C. 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 APA meeting following election or appointment.
- D. 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 Council of Representatives shall be recalled in reverse order of their having been declared elected to decrease disruption as earlier elected Council Representatives are more likely to be in the midst of advancing the Society's initiatives.
- E. The terms of office of recalled Council Representatives shall terminate upon recall by the Board of Directors.
- F. 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.
- G. 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. Keesey's rules will be followed for parliamentary procedure.

- H. For Board of Director meetings, a quorum shall be a majority of voting officers (as specified in Article III, section M). A quorum is required to hold an official vote on the Society's business with a majority vote of those present at the meeting required for a proposal to pass. A tie vote does not pass.
- I. Standing committee chairs (as specified in Article V) and other appointed Society positions (such as liaisons to other Societies) may attend and participate in meetings of the Board of Directors, at the discretion of the President.

## 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. In accordance with student interest, each committee will include a minimum of two student members (or one student in the case of committees with only one non-student member).
  - 1. **Membership Committee**, which shall serve under the guidance of the Membership Committee Chair. The mission of the Division 50 Membership Committee is to enhance the recruitment of new members, retain existing members, and ensure a diverse and inclusive membership. Initiatives and deliverables include tracking Division 50 membership numbers; collaborating across Division 50 committees on initiatives to create an inclusive professional community; providing students, early-career scientists, psychologists, and other professionals in related fields with Division 50 membership information and opportunities; promoting Division 50 membership and engagement; and advocating for equitable and inclusive membership categories and fees to ensure membership opportunities across the career timeline. The Membership Committee welcomes all Division 50 members and affiliates. There are no caps on overall committee membership or student member participation. At least 2 students will serve on the committee. The Membership Committee Chair is appointed as noted in Article V and serves a 2-year term, starting in August. For other Membership Committee Members, there is a suggested (but not required) time commitment of one year. Membership Committee accepts new members on a rolling basis.
  - 2. **Nominations and Elections Committee**, which shall serve under the guidance of the Nominations and Elections Committee Chair. The Nominations and Elections Committee facilitates the annual APA Division 50 Officers and State, Provincial, and Territorial Association (SPTA) elections. Each year, this committee is responsible for identifying candidates for open elected board positions and implementing election procedures. These include: obtaining and distributing candidate position statements, soliciting and tabulating candidate nominations from Division 50 members, and identifying nominees that qualify for the ballot. The Chair coordinates these efforts in collaboration with APA Elections Office, who collects and tallies the votes. The Nominations and Elections Committee then disseminates election results amongst the Division's members and Board. This committee consists of one full member with a Ph.D. or equivalent who serves as chair, and one to two graduate-student members who serve as student representatives. The chair serves a two-year term, which begins after the annual APA convention. Graduate-student members each serve a two-year term and are

considered/on-boarded on a rolling basis.

3. **Education and Training Committee**, which shall serve under the guidance of the Education and Training Committee Chair. The Education and Training Committee (ETC) aims to enhance understanding, education, and training in addiction psychology among psychologists, psychologists-in-training, other helping professionals, and the public. ETC efforts are intended to promote the development of competence in understanding and treating individuals with substance use disorders and addictive behaviors. Specifically, the ETC is invested in helping others to study, treat, and destigmatize substance use and addictive behaviors. Committee efforts to enhance education and training in addictions include, but are not limited to, supporting and participating in the development and implementation of education and training programs and resources. The committee is responsible for maintaining the Division's status as an American Psychological Association (APA) approved provider of live and home-study continuing education programs and fosters quality in addiction psychology training by evaluating Division sponsored continuing education opportunities to ensure they meet rigorous APA standards. The committee consists of approximately 6-10 full members, one of whom serves as chair of the Committee, and at least two student members. All committee members are recruited via the Division 50 listserv and serve two-year terms, beginning after the annual APA convention.
4. **Fellows and Awards Committee**, which shall serve under the guidance of the Fellows and Awards Committee Chair. The Fellows and Awards Committee 1) solicits, evaluates, and awards Division 50 Awards for scholarly achievement, training, and public service, 2) solicits and evaluates nominations for Division 50 Fellows, and 3) communicates with members to encourage them to vote in the apportionment ballot for divisional seats on APA's Council of Representatives. The Committee solicits nominations for the Division 50 Awards and Fellows in the fall. Some awards are awarded yearly, and others are awarded every 2 years (see the Society website for schedule). Nominations consist of letters of support and the candidate's CV. Materials are due in January of the conference year. The committee selects awardees by consensus. Awardees are announced in the Spring Issue of SoAP Box and plaques are handed out during the Division 50 Business Meeting at the APA Conference. The Committee is comprised of a Chair, selected by an incoming President, and two senior members of the Society who are appointed by the committee Chair. All members of the Committee are Fellows of Division 50. Appointments start in the fall, are for two years, with an option to renew. The Chair is responsible for organizing the plaques and having them available at the conference. Fellow applicants are directed to an APA website to complete applications, which are evaluated by the Committee in January each year. The Committee Chair writes letters of support for meritorious applications. Fellow applications are then evaluated by the APA Fellows Committee for further adjudication.
5. **Finance and Budget Committee**, which shall serve under the guidance of the Finance and Budget Committee Chair. The Finance and Budget Committee manages the Division's investments and makes recommendations to the Board about the allocation of Division funds. The Committee, with the Division's treasurer, annually draft a proposed calendar year budget, which is then voted on and ratified by the Division's Board. All final investment and spending decisions are made by the Board, however, the Finance and Budget Committee can approve additional expenditures associated with approved budget line items up to 10% of the budgeted cost without approval of the Board. The committee consists of no less than three full members, one of whom serves as the chair and one of whom is the Division's current Treasurer. The committee also includes two student representatives who are student members of the Division. The committee chair serves a two-year term. Committee members may serve a maximum term of five years. Student representatives serve a two-year term. The Committee chairperson and members are appointed by the Board as needed. One new student is

appointed by the Finance and Budget Committee each year at the time of the APA Convention.

6. **Diversity, Equity, and Inclusion (DEI) Committee**, which shall serve under the guidance of the DEI Committee Chair. The mission of the DEI Committee of APA Division 50 is to ensure that Division 50 leads with a lens of social and racial/ethnic justice and equity. The goal of the DEI Committee is to create an inclusive and diverse community in addiction psychology where members feel supported, can thrive in their education, research, and practice, and can further enrich and expand a diversity umbrella for future generations. The DEI Committee works toward these goals by: 1) Embedding DEI focused values into Division 50 policies (as well as APA more broadly) to maximize accountability and more equitable systems; 2) Increasing the Division's profile of research on diversity, inclusion, equity and social justice issues; 3) Focus on recruitment and retention of under-represented groups to enrich Division 50; and 4) Educating the Division, APA more broadly, and the public on matters relating to diversity, equity, and inclusion. The DEI Committee will consist of a Chair (appointed by the Board for a two-year term) and will accommodate up to 20 members (made up of academic and professionals across their career trajectories, and ideally at least two students). All members (outside of the Chair) are asked to serve a minimum of a one-year commitment. The Chair will continually evaluate DEI member composition to ensure equitable representation, and will approve membership among those who apply. The DEI Committee will accept members on a rolling basis, and any interested party must provide a statement of intent to the Chair prior to joining the committee.
7. **Outreach and Dissemination Committee**, which shall serve under the guidance of the Outreach and Dissemination Committee Chair. The Outreach and Dissemination Committee seeks to: 1) engage with the addiction treatment community; and 2) increase dissemination of addiction research to psychologists, behavioral health professionals, addiction counselors, and the public. This committee actively promotes a reciprocal collaboration between clinicians and researchers by including representative members from both professional practice and academic settings. The Outreach and Dissemination Committee works closely with the Education and Training Committee to develop new initiatives (e.g., webinars), encourage professional involvement (e.g., Fellow applications, Addiction Psychology ABPP credential), and support ongoing projects (e.g., "Clinical Pearls," monthly conference calls). The committee consists of no less than three full members, one of whom serves as Chair of the committee for a two-year term starting immediately after the annual APA convention. The committee also includes student representatives who are student members of Division 50. Student representatives serve a one-year term with one new student selected each year at the time of the annual APA Convention.
8. **APA Convention Program Committee**, which shall serve under the guidance of the APA Convention Program Committee Chair. The American Psychological Association (APA) Convention Committee plans Division 50 programming at APA. The annual APA meeting draws thousands of psychologists from across the country annually. The meeting focuses on a variety of topics pertaining to the entire field of psychology. The purpose of the committee is to manage and plan Division 50-specific activities related to the annual meeting, including but not limited to, releasing a call for proposals, recruiting qualified reviewers in the field of addictions, marketing the meeting to potential attendees and Division 50 members, creating the program schedule, obtaining and submitting information from all symposia presenters for continuing education (CE) credit evaluation, creating the CE program, tracking CE attendance, sending out CE certificates following the meeting, planning and coordinating the annual mentorship lunch, and planning Division 50 social activities at the convention. The APA committee chairs share key meeting details for the meeting with the Board. The APA Committee consists of two full members, who serve as co-chairs of the meeting for a two-year term, starting in August following the annual APA convention. The new co-chair/future

chair is selected by the current chair and Board. The immediate past-chair serves to assist the current chair and co-chair in the convention planning. Student members shall serve a one-year term that is renewable beginning at the end of the APA convention.

9. **Collaborative Perspectives on Addictions (CPA) Program Committee**, which shall serve under the guidance of the CPA Program Committee Chair. The Collaborative Perspectives on Addiction (CPA) Annual Meeting Committee plans the Division's annual mid-year conference. The CPA committee Chairs share key meeting and budget details for the meeting with the Board. The purpose of the committee is to manage and plan all aspects of the annual meeting, including but not limited to, selecting a location for the meeting, securing a space for the conference, negotiating relevant contracts, releasing a call for papers, recruiting qualified reviewers in the field of addictions, marketing the meeting to potential attendees and Division 50 members, recruiting conference sponsors, identifying and inviting keynote speakers, soliciting award nominations, coordinating with vendors, creating the program schedule, obtaining and submitting information from all symposia presenters for continuing education (CE) credit evaluation, creating the CE program, tracking CE attendance, sending out CE certificates following the meeting, planning and coordinating the annual mentorship lunch, planning meeting social activities, tracking attendee registration, and creating a budget for the meeting. The CPA Committee consists of three full members, two of whom serve as co-chairs of the meeting, and one of whom serves as the logistics chair of the meeting. The Committee also includes a student trainee chair who supports meeting planning and coordination. Members serve on the committee for a two-year term. Committee members typically attend the annual meeting and begin assisting with the conference and providing service including abstract review, meeting component planning (e.g., mentorship lunch), and award review, among others. Potential committee members transition into various roles (e.g., Award Coordinator, Symposium Review Coordinator), and then transition to leadership roles on the committee.
10. **Technology and Communications Committee**, which shall serve under the guidance of the Technology and Communications Committee Chair. The Technology and Communications committee manages the Society website and fosters communication by Society members across digital platforms, including regular updates of the News and Announcements section of the website and posting of content relevant to Society members via our social media platforms (Twitter, Facebook). The committee consists of a Society member as the Chair and at least 4 student representatives. The Chair manages the website and any updates or changes to website content, including working with the Web Developer to add functionality and make sure the site is updated with the latest security protocols. The Chair also supervises the student representatives, who post information on our News and Announcements section of the website and our social media accounts, and who organize virtual poster sessions at the APA and CPA meetings. The Chair serves a two-year term, which is renewable. The student representatives serve a one-year term, which is renewable. Members are recruited to the committee and begin work on the committee on a rolling basis.
11. **Grant Review Committee**, which shall serve under the guidance of the Grant Review Committee Chair. The Grant Review Committee solicits applications and manages the review and administration of the Society grants awarded to graduate students and early career investigators. The early career grants are reviewed in the Fall and student grants in the late Spring/Early Summer. The student/early career representatives put out requests for applications, screen and manage the incoming applications, invite reviewers, and prepare the applications for review. The Committee Chair manages the review meetings. Following funding, the financial aspects of funded applications are managed by the student/early career representatives. The committee consists of a Chair and four representatives: Two graduate representatives for the student grants and two early career



representatives for the early career grants. The representatives serve 2-year terms with representatives beginning their terms immediately after the annual APA convention.

12. **Student Committee** shall serve under the guidance of the Student Committee Chair. The mission of the Student Committee is to, in collaboration with other Division committees, evaluate, organize, and carry-out initiatives focused on recruiting and engaging student members of the Division. It aims to promote greater awareness of the benefits of membership in Division 50 for graduate students and works to expand those benefits. It represents the interests and concerns of its student members throughout the division and promotes communication among graduate students engaged in addiction psychology. A specific focus is the development of resources and mechanisms to support the professional and career development of graduate students. The Senior Student Representative serves a one-year term as chair of the committee, with the Junior Student Representative serving a one-year term as chair-elect. The committee will be open to other student members joining on a rolling basis.
- C. Standing committee chairs shall serve two (2) year terms that may be renewed by the Board of Directors. Committee chair positions are appointed by the President with approval by the Board of Directors. Committee chairs will take office at the close of the annual APA 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. Ad hoc committees shall be reviewed at the annual meeting by the outgoing President, in consultation with the incoming President, to determine if the ad hoc committee shall terminate or be reconstituted for the subsequent year.
- 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.
- F. A bylaws review Committee will be appointed every five (5) years or, if necessary, earlier to review all functions of the Society, including standing committees. Standing committees that are no longer relevant will be dissolved by the Board of Directors. During this review, ad hoc committees may become standing committees and added to the Bylaws by the approval of the Board of Directors.
- G. The Board of Directors is empowered to authorize the formation of task forces to accomplish short-term goals of the Society. Each task force shall be appointed for up to one (1) year and shall present a final written report at the annual meeting of the year in which it has been established. The existence of the task force shall terminate at the annual meeting unless the outgoing President, in consultation with the incoming President, chooses to reconstitute the task force for the subsequent year.

## 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 SoAP Box, 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 Nomination and Elections Committee 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 Nomination and Elections 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 Nomination and Elections 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 write-in candidates.
- 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, of 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.