



## **BYLAWS**

# **for the INTERNATIONAL ASSOCIATION FOR COGNITIVE PSYCHOTHERAPY**

### ARTICLE I - Name

The name of the association shall be the "International Association for Cognitive Psychotherapy", also referred to herein as IACP and the Association.

### ARTICLE II - Objectives

The objective of the Association is to advance the theory and practice of Cognitive Psychotherapy. In furtherance of this objective, the Association shall be active in:

1. encouraging the development of the conceptual and scientific basis of cognitive psychotherapy as an empirical approach to applied problems;
2. facilitating the appropriate utilization and growth of cognitive psychotherapy as a professional activity;
3. serving as a resource and information center for matters related to cognitive psychotherapy;
4. promoting regular World Congresses of Cognitive Therapy, either as solo events or in conjunction with another compatible world congress.

### ARTICLE III - Membership

Membership of IACP shall be open to professionals and students (in disciplines such as psychology, psychiatry, social work, medicine, nursing, dentistry, rehabilitation, guidance,

pastoral counselling, general medical practice, education), whose interests meet the objectives of the Association and whose work promises to further these objectives.

Applicants for membership of the Association shall submit such information in support of their application as the Board of Directors shall require. A Membership Committee, elected by a simple vote of the Board of Directors, shall vote on applications for membership and refer suitable applicants for confirmation to the Board of Directors.

The IACP is primarily an interest group and membership does not confer any professional status. Members may not use their membership to infer any such professional status.

Any member may be suspended for a period or expelled from the Association for cause including but not limited to violation of any of the rules of the Association, or for public conduct prejudicial to the best interest of the IACP. Expulsion will necessitate proof of representation of one's membership in IACP as certification of one's qualifications as a cognitive psychotherapist or researcher, proof of substantial misrepresentation on the membership application form, proof of moral turpitude, or conviction for criminal or other serious legal offenses.

Suspension or expulsion shall require 2/3 vote of the Board of Directors of the Association. A statement of charges shall have been mailed, registered, to the last known address of the member so charged at least 30 days prior to the action of the Board of Directors. The statement shall also include a notice of the time and place where the Board of Directors shall meet to take action of the charge. The member so charged shall have, at that time and place, an opportunity to present his or her defense.

The three classes of membership are:

1. Full member (designated member). Qualifications for full membership may be waived at the discretion of the Board of Directors. Only full members have voting privileges.
  - a. Qualifications for full membership. The completion of the appropriate professional degree designated for practice in one's specialty.
2. Student membership is available to any individual who is enrolled in a program of study leading to a professional degree.
3. Affiliate membership. Any individual who is not a full member of IACP but is a full member of another organization that is affiliated with the IACP.

#### ARTICLE IV - Meetings

1. General meetings. A general meeting of the members of the Association shall be held during the periodically scheduled World Congresses for the principal purpose of exchanging information and communication between the members and the Board of Directors. An attempt will be made to maintain a triennial schedule, barring scheduling or organizational difficulties.

2. Special meetings. The Board of Directors may call special meetings to discuss Association matters with the membership during international conferences (such as EABCT, AABT, etc) which are likely to be of interest to the membership. The Board of Directors is required to call such a meeting within 12 months of a written request by 25 members.

At general and special meetings, the presence of not less than five percent of full members shall constitute a quorum and shall be necessary to conduct official business. The total number of full members is defined as the number of full members whose yearly dues are paid in full within three months after such payments are due. In the case where less than three months has expired between the day of dues notices and the date upon which total membership is being determined then the total membership shall be the number of members whose dues are fully paid for the previous year. Notice in writing and the Agenda of General and Special Meetings shall be sent to all full members, student members, and affiliated organizations no less than six weeks prior to the meeting.

#### ARTICLE V - Voting

Voting at all meetings shall be by show of hands, except for election of officers and for change in the by-laws.

Postal ballots will be conducted for the election of officers of the Association and for a change in the bylaws. These ballots will be mailed to the members (at their last known addresses) at least four weeks prior to the indicated deadline for submission of the ballots. In the case of election of officers, members will be invited to submit nominations at least four weeks before the ballot papers are mailed.

The process of conducting the election of officers shall be the responsibility of the Committee on Nominations and Elections. No member of this Committee shall be a candidate for office or have inordinate interest in a question or change in bylaws put to vote by the membership. Any member of this Committee challenged by a 2/3 vote of the Board of Directors shall be dismissed from the Committee.

#### ARTICLE VI - Publications

The Association may engage in the publication of journals and similar matter related to its purposes.

1. The Journal of Cognitive Psychotherapy is designated as the official journal of the Association.
2. The International Cognitive Therapy Newsletter shall be designated as the official newsletter of the organization.

#### ARTICLE VII - Parliamentary Procedure

Unless otherwise stated in these bylaws, all meetings shall be conducted in accordance with

Robert's Rules of Order.

## ARTICLE VIII - The Board of Directors

1. The Board of Directors: The governing body of this Association shall be the Board of Directors, herein called the Board. It is comprised as follows:

1.1 Aaron T. Beck, Honorary President for Life

1.2 Six elected officers: President, Past-President, President-Elect, Secretary-Treasurer, and two Representatives-at-Large.

2. Term of Office: The term of office of an elected Director will be the interval between World Congresses. This is normally three years.

3. Vacancies: The Board may fill any vacancy by electing a voting member of the Association to complete the unexpired terms, except in the case of an officer where the provisions of Article IX-4 shall apply. A Director so chosen for a partial term of office of less than two years may serve a successive full term of office if elected thereto.

4. Quorum of the Board: A majority of the members of the Board will constitute a quorum. Decisions by the Board will be determined by a simple majority vote of those present except where otherwise stated. A Director who is unable to attend a meeting may vote on any issue to be presented to the meeting by written notice mailed to the President five days before the day of the meeting.

5. Action Between Meetings: Action taken with the consent of a majority of Directors shall constitute a valid action of the Board and shall be reported at the next regular meeting of such Board.

6. Meetings of the Board: Meetings of the Board shall be held no less than one time during each administrative year at such time and at such place as the Board may prescribe. One of these meetings must be held during the periodically scheduled World Congress. Other meetings of the Board may be called by the President or at the request of any three Directors by notice mailed, delivered, telephoned, or telegraphed to each member of the Board, not less than one week before the meeting is held. The President may invite other persons to attend any Board meeting ex officio.

## ARTICLE IX - Officers

1. Officers: The officers are President, President-Elect, Past-President, Secretary-Treasurer, two Representatives-at-Large, and Newsletter Editor.

2. Term of Office: The interval between World Congresses. A Director may serve consecutive terms in the same office.

3. Qualifications for Office: Any voting member of the Association in good standing shall be eligible for nomination and election to any elected office.

4. Vacancies: If the office of President-Elect becomes vacant, a special election will be held and the successful candidate will be installed as President or President-Elect as the case may be, within three months of when the vacancy occurred. If the office of Secretary-Treasurer becomes vacant with more than one year remaining in the term of office, a special election will be held and the successful candidate will be installed as Secretary-Treasurer within three months of when the vacancy occurred to serve the remainder of the term. If the office of Representative-at-Large becomes vacant with less than one year remaining in the term of office, the Board may appoint a voting member of the Association to fill the position for the balance of the term.

5. Duties of Officers: The duties of officers will be as hereinafter specified or otherwise as provide by law.

5.1 President: The President presides at and schedules meetings of the Board, and general and special meetings of the Association. The President, after consultation with the Secretary-General, shall prepare the agendas for said meetings. The President may make nominations for approval by the Board for any appointive position which must be filled except as otherwise stated. The President shall not hold any other position of the Board while in office. The President shall be responsible in all matters, stated or implied, that are related to the welfare, stature, and proper operation of the Association. The President shall perform such other duties as are necessary incident to the office of President or as may be prescribed by the Board.

5.2 President-Elect: In the President's absence at any meeting except the Board meeting during the World Congress, the President-Elect shall preside. In case of absence, disability, or resignation of the President, the President-Elect shall perform the duties of the President. The President-Elect shall work as closely as possible with the President on all executive matters.

5.3 Past-President: The Past-President shall preside at all Board meetings during the World Congress in the absence of the President and at all meetings in the absence of both the President and the President-Elect.

5.4 Secretary-Treasurer: The Secretary-Treasurer is responsible for the receipt, custody, and disbursement of all funds and securities of the Association. The Secretary-Treasurer shall make a written and oral report of the financial condition of the periodically scheduled convention. The Secretary-Treasurer shall chair the Finance Committee. The Secretary-Treasurer shall receive the auditor's report and submit to the President an annual financial report, detailing monies received and expended. The Secretary-Treasurer may be delegated to the Executive Secretary or a designated to the Executive Secretary or a designated member of the office staff.

5.5 Newsletter Editor: The Newsletter-Editor will be responsible for production of a regular newsletter to be mailed to members with the International Journal of Cognitive Therapy.

#### ARTICLE X - Compensation

No Director, officer, or committee member shall receive compensation for services rendered in that capacity. All approved Association related expenses will be reimbursed by the Association.

#### ARTICLE XI - Dues

IACP will charge membership dues annually. These dues are normally payable within four weeks of renewal notification.

The amount of these dues, including charges to associate members will be determined by the Board.

An initiation fee may be charged to new members. The amount of this fee will be determined by the Board of Directors. The initiation fee will be waived for student members. The dues will include an annual subscription to the IACP journal and newsletter.

#### ARTICLE XII - Amendments

These bylaws may be amended by a simple majority vote by mail ballot of eligible members. Periodically the Board of Directors shall review the bylaws and recommend to the membership any needed changes. Any full member of the Association may recommend bylaw changes to the Board.