



**Association for  
Academic Psychiatry**

# BYLAWS

Revised 2023

*Approved  
AAP Business Meeting*

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# Bylaws of the Association for Academic Psychiatry

## Article 1 - Name

The name of the organization is the Association for Academic Psychiatry hereafter referred to as "AAP." AAP is a nonprofit professional association incorporated under Chapter 180 of the Massachusetts General Laws.

## Article 2 - Vision and Mission Statements

### ***Vision***

*The Association for Academic Psychiatry is an international organization of diverse current and future psychiatric educators, clinical teachers, researchers, clinicians and academic leaders that encourage and inspire excellence in psychiatric education in service of the highest quality mental health care.*

### ***Mission***

*The mission of the Association for Academic Psychiatry is to promote career development and advancement, instructional development, scholarship, innovation, research, leadership, and trainee and faculty wellness in psychiatric education, through collegial dialogue, collaboration, and mentorship.*

## Article 3 - Purposes

The purposes of the Association shall be the furtherance of educational, scientific, and charitable purposes through the sponsoring of educational and professional activities, including, in some instances, distribution of funds to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, for such purposes and specifically to:

- A. Provide a forum for exchange of ideas concerning education, leadership, mentoring, and professional development in psychiatry at the medical school, graduate, post-graduate, and faculty levels;
- B. Promote innovation and improved methods in psychiatric education and approaches to leadership, mentoring, and professional development in academic psychiatry;
- C. Foster the recruitment, development, and support of professionals as teachers, mentors, and leaders of psychiatry;
- D. Serve as an advisory group on educational matters and approaches to leadership, mentoring, and professional development in academic psychiatry within training centers and with other organizations;
- E. With other professional organizations, sponsor an academic, peer-reviewed journal focusing on psychiatric education, professional development in academic psychiatry, and leadership in academic medicine by psychiatrists and mental health professionals; and
- F. Provide an organizational structure for the support of stated purposes.

## Article 4 - Membership

**Section A. Classes of Members.** AAP is composed of six classes of members with qualifications, rights, and duties hereinafter stated:

1. Individual
2. Trainee
3. Emeritus
4. Senior Emeritus

5. Institutional Partners
6. Honorary

### **Section B. Individual Members.**

1. Qualifications. To apply as an Individual Member of AAP, a person must be a psychiatrist with a major commitment to psychiatric education and/or academic psychiatry or an educator or mental health professional with a major commitment to psychiatric education and/or academic psychiatry.
2. Application and Membership.
  - a. The application for Individual membership of an eligible candidate is to be completed. Upon favorable review of the candidate's application, credentials and receipt of dues, the candidate becomes an Individual Member of AAP.
  - b. A Trainee Member of AAP, upon successful completion of their psychiatry residency or fellowship, would automatically become an Individual Member of AAP.
3. Benefits. Individual Members receive the member rate to attend the annual meeting, as well as access to *Academic Psychiatry*.

### **Section C. Trainee Members.**

1. Qualifications. To apply as a Trainee Member of AAP, a person must be a medical student, resident, or fellow with a committed interest in psychiatric education and/or academic psychiatry.
2. Application and Membership. The application for Trainee membership of an eligible candidate is to be completed. Upon favorable review of the candidate's application, credentials and receipt of dues, the candidate becomes a Trainee Member of AAP.
3. Benefits. Trainee Members receive the member rate to attend the annual meeting, as well as access to *Academic Psychiatry*.

### **Section D. Emeritus Members.**

1. Qualifications. To apply as an Emeritus Member of AAP, an individual must have emeritus status at their institution and/or have retired from practice or other position (by reason of either age or permanent disability) which was the principal source of professional income.
2. Application and Membership. The application for Emeritus membership of an eligible candidate is to be completed. Upon favorable review of the candidate's application, credentials and receipt of dues, the candidate becomes an Emeritus Member of AAP.
3. Benefits. Emeritus Members receive the member rate to attend the annual meeting, as well as access to *Academic Psychiatry*.

### **Section E. Senior Emeritus Members.**

1. Qualifications. To apply as a Senior Emeritus Member of AAP, a person's age plus years of membership must total 99. The membership committee has the privilege to consider candidates who do not meet these qualifications. In addition, the individual must have emeritus status at their institution and/or have retired from practice or other position (by reason of either age or permanent disability) which was the principal source of professional income.
2. Application and Membership. The application for Senior Emeritus membership of an eligible candidate is to be completed. Upon favorable review of the candidate's application and credentials, the candidate becomes a Senior Emeritus Member of AAP.
3. Benefits. Senior Emeritus Members receive the member rate to attend the annual meeting. They will not have access to *Academic Psychiatry* as part of their membership and will not be required to pay dues.

### **Section F. Institutional Partners.**

1. Qualifications. Departments of psychiatry in accredited medical schools or with accredited residency training programs in psychiatry shall be eligible to apply to be an Institutional Partner. Non-departmental psychiatric educational institutions approved by the Executive Board shall be eligible to be an Institutional Partner.
2. Application and Membership. Upon favorable review of the institution's application, credentials and receipt of dues, the institution becomes an Institutional Partner of AAP.

3. Benefits. AAP members affiliated with an Institutional Partner receive discounted rate to attend the annual meeting, as well as other benefits as determined by the Executive Board.

### **Section G. Honorary Membership.**

1. Qualifications. An Honorary Member is one who has performed outstanding or unique services (nationally or internationally) in the field of academic psychiatry and is otherwise ineligible to be an Individual or Emeritus Member of AAP.
2. Application and Membership. Any AAP Individual, Emeritus, or Institutional Member may nominate a person deemed eligible for Honorary membership. It is the responsibility of the proposer to supply whatever information the AAP Executive Board may require for consideration of the person's qualifications. Upon favorable review and approval by the Executive Board, the nominee's name is announced to the membership at the next Annual Business Meeting.

**Section H. Membership Designations.** In addition to the classes of members, there are two honorary designations that can be granted to members.

1. **Fellow.**
  - a. Qualifications. To qualify as a Fellow of AAP, a person must have five years of active AAP membership; ongoing active participation in psychiatric education; and demonstrated service to the AAP as evidenced by AAP annual meeting participation (at least three meetings during the candidate's membership, and at least one meeting within the last three years) and AAP committee membership (serving on one or more committees for a total of three years of committee service).
  - b. Application and Membership. Eligible candidates must submit a curriculum vitae supporting eligibility and a personal statement (no longer than three pages) reflecting upon their educational life mission and demonstrating ongoing contributions to psychiatric education. Upon favorable review of the candidate's credentials and receipt of annual dues, the candidate becomes a Fellow of AAP.
2. **Distinguished Fellow.**
  - a. Qualifications. To apply as a Distinguished Fellow of AAP, a person must have ten years of active AAP membership; ongoing active participation in psychiatric education; and demonstrated leadership and service to the AAP as evidenced by AAP annual meeting participation (at least five meetings during the candidate's membership, and at least one meeting within the last three years) and AAP committee membership (serving in some capacity for a total of seven years of committee service).
  - b. Application and Membership. Eligible candidates must submit a curriculum vitae supporting eligibility and a personal statement (no longer than three pages) reflecting upon their educational life mission and demonstrating ongoing contributions to psychiatric education. Upon favorable review of the candidate's credentials and receipt of dues, the candidate becomes a Distinguished Fellow of AAP.

**Section I. Rights and Duties of Members.** The acceptance of membership in AAP signifies an agreement to comply with all the provisions of the bylaws contained herein. Members in good standing have the right to hold office, to vote, and to participate in the business meetings of AAP.

**Section J. Reinstatement of Membership.** Any former member who is professionally in good standing may apply for reinstatement. A new application is submitted for processing in the same manner as an initial application.

## **Article 5 - Meetings**

**Section A. Annual Meeting.** AAP holds a regular Annual Meeting at such time and place as the Executive Board may determine. There is a business meeting at each Annual Meeting at which time the business of AAP is considered, acted and/or voted upon.

Written notice of the place, date and hour of the Business Meeting will be delivered to the members at least five (5) days and not more than 40 days before the date of the meeting. An agenda for the meeting will normally be available prior to the beginning of the business meeting and the order of business is determined by the Executive Board. Any changes in the agenda of the Annual Meeting may be made by AAP members by specific motion and action.

**Section B. Special Session.** An AAP special session may be called at any time during the year by the president upon the written request of three (3) members of the AAP Executive Board. Written notification of the special session, its date and hour, with an agenda must be delivered at least five (5) days and not more than forty (40) days before the date of any special meeting to all members.

**Section C. Quorum.** Twenty-five (25) members of AAP in good standing and present at the Annual Business Meeting or special session constitutes a quorum for all voting purposes. Proxy voting is not valid.

**Section D. Cancellation of Annual Business Meeting.** The AAP Executive Board may cancel any Annual Business Meeting for cause defined as any event making it inadvisable, impractical or impossible to hold the Annual Business Meeting. If an Annual Business Meeting is cancelled, the secretary shall submit the report of the Nominating Committee to the members by mail or electronic transmission. Such petitions must be received no later than thirty (30) days after the report of the Nominating Committee is delivered and may be returned by mail or electronic means. If no nominations are made by petition for a board position or for a position on the Nominating Committee, the secretary/treasurer shall cast a unanimous ballot for the board candidates and for the positions on the Nominating Committee proposed by the Nominating Committee.

If petition(s) are received, the secretary/treasurer shall send a ballot by mail or electronic transmission to each member containing the names of the individuals nominated by the Nominating Committee and the individuals nominated by petition.

The ballots must be returned by the members within thirty (30) days after delivery of the ballot in order to be valid. The ballot may be returned by mail or electronic transmission. Ballots must be returned by not less than twenty-five (25) active members in order for the election to be valid and the affirmative vote of not less than two-thirds (2/3) of those returning ballots is necessary for election. If no candidate receives at least a majority of the votes (2/3) cast in a situation involving the nomination of more than two (2) candidates or a plurality in the case of nomination for the Nominating Committee, the candidates for the board positions and Nominating Committee proposed by the Nominating Committee will be deemed elected.

**Section E. Electronic or Letter Ballots.** Whenever the AAP Executive Board or president shall deem it desirable to submit a question for vote by the AAP membership, outside of the usual activities of the in-person Business Meeting at the AAP Annual Meeting, the question may be sent to all members by the administrative director in either paper or electronic form. The administrative director shall compile the ballots, which may arrive in paper or electronic form, within a specified timeframe. These paper or electronic responses shall have the force and effect of votes taken at a meeting only if the number of responses equals or is greater than 50% of the participating voting members which must be a quorum of at least twenty-five (25) members of AAP.

**Section F. Member Opinions.** Whenever the AAP Executive Board or president shall deem it desirable to have the opinion of the membership, the administrative director shall formulate and issue such opinion, survey and compile the responses; however, such opinion shall not have the force and effect of votes taken at a meeting.

**Section G. Extraordinary Circumstances.** If the Annual Meeting cannot be held, the Executive Board has the authority to make necessary decisions regarding the meeting and related programming. The AAP Executive Board has authority to make necessary decisions regarding cancelling or rescheduling of said meeting.

## **Article 6 – AAP Governance**

**Section A. Powers.** The day-to-day governance of AAP shall be vested in its Executive Board who shall manage in accordance with the purposes, principles, and other requirements of these Bylaws and the Articles of Incorporation.

### **Section B. Composition.**

**Executive Board.** The Executive Board consists of the following members: President, President-Elect, Vice President, Immediate Past President, Secretary/Treasurer, chairs of standing committees, *Academic Psychiatry* governance committee member, and other individuals as determined by the Executive Board. No member may concurrently hold more than one of these positions, unless as designated by the President in the best interest of AAP. The AAP Administrative Director is an ex-officio member without vote.

**Leadership Council.** The Leadership Council consists of the Executive Board, in addition to liaisons and interest group chairs. The Leadership Council is advisory to the Executive Board.

**Section C. Qualifications.** All members of the Executive Board and Leadership Council must be AAP members in good standing.

**Section D. Executive Committee.** The Executive Committee of the Executive Board shall be composed of the President, President-Elect, Vice President, Immediate Past President, and Secretary/Treasurer. It shall be the duty of this committee to act on behalf of AAP in those instances necessary to prudently conduct the affairs of AAP which require action between regular or special meetings of the Executive Board or when it may not be practical to convene the entire board subject to limitations imposed by AAP Executive Board policy. The AAP administrative director is an ex-officio member without vote.

**Section E. Election and Appointment.** The officers are elected by a majority of a quorum of the AAP members at the Annual Business Meeting or by a majority vote of the AAP members voting pursuant to the provisions of Article 5, Section D. The election of officers is described in Article 7. Each year the members elect a vice president. The vice president will automatically ascend to president-elect who will automatically ascend to president. The secretary/treasurer is elected in alternating years. The committee chairs as referenced in Article 7, Section B, are appointed by the president to a three-year term. The president may extend the term of a chair when it is in the interest of AAP to do so.

**Section F. Tenure.** The officers of AAP serve on the Executive Board during their tenure as officers. The immediate past president serves for one year after completing a term as president. The secretary/treasurer serves for two years and may be elected for a second two-year term. Committee chairs as described in Article 6, Section B also serve on the Executive Board during their tenure as chairs. Each board member serves until the close of the Annual Meeting at which a replacement board member is duly elected or appointed.

**Section G. Vacancies.** If during an appointed term a committee chair serving on the Executive Board dies, resigns, becomes disqualified, or a vacancy occurs in a contingency not herein provided, the vacancy may be filled by presidential appointment.

**Section H. Regular Meetings.** The AAP Executive Board shall hold a regular meeting at least annually at such time as specified by the president.

**Section I. Special Meetings.** Special meetings may be called by the president as required and must be called upon written request of three (3) members of the board. Notice of a special meeting, preferably but not necessarily in writing, must be provided within a reasonable time in advance of the meeting and must contain the business to be transacted at such meeting. Special meetings may be conducted by telephone conference calls, virtual platforms, or similar formats. The Executive Board may also make decisions by electronic vote when an in-person, phone, or virtual meeting is not practical, or when it is not possible to

secure a quorum otherwise. However, if three or more members of the board object to an electronic vote, then the vote will not be valid and a meeting must be held to decide the issue.

**Section J. Quorum.** A majority of the Executive Board in good standing and present in person or connected via technology at the board meeting constitutes a quorum. Proxy voting is not valid.

**Section K. Compensation.** No member of the Executive Board shall receive compensation for their service. When representing AAP, the organization will reimburse members for reasonable expenditures made in carrying out designated activities of AAP.

**Section L. Extraordinary Circumstances.** If the annual meeting cannot be held in person (per Article 5 Section G), Executive Board members may retain their leadership roles allowing the Executive Board to lead AAP until required nomination/voting can occur, up to, but not greater than, one additional term. The determination of leadership roles will be made by the Executive Board.

## **Article 7 - Officers**

**Section A. Officers.** The officers of AAP shall be the president, president-elect, vice president, secretary/treasurer, and immediate past president.

**Section B. Qualifications.** Officers of AAP must be members in good standing.

**Section C. Election.** The officers are to be elected by a majority vote of a quorum of the eligible voting members at the Annual Business Meeting or by a majority vote of the eligible voting members voting pursuant to Article 5, Section D. The officers shall be elected from a list of nominees presented by the Nominating Committee to the eligible voting members thirty (30) days before the Annual Meeting or from nominations from the floor or pursuant to the provisions of Article 5, Section D. These nominees shall be for positions to be vacant at the close of the Annual Meeting. The election shall be conducted at the Business Meeting of the Annual Meeting.

**Section D. Tenure.** The eligible voting members of AAP at the Annual Business Meeting elect the vice president to serve a term of one AAP year or until their successor is elected. The officer assumes office at the close of the Annual Meeting at which they are elected and serves for the corresponding period until the close of the following Annual Meeting. The eligible voting Members of AAP elect the secretary/treasurer to serve a term of two years. The secretary/treasurer assumes office at the close of the Annual Meeting at which elected and serves for the corresponding period two Annual Meetings hence. The secretary/treasurer is eligible for re-election to a second consecutive two-year term. If an Annual Business Meeting does not take place the terms of office of the officers will commence upon election pursuant to the provisions of Article 5, Section D.

**Section E. Vacancies.** If during the elective term the president dies, resigns or becomes disqualified, the president-elect succeeds to the office vacated, with all of the prerogatives and duties pertaining to the office and retains that office for the term this person would normally serve as president. If during the elective term the president-elect dies, resigns or becomes disqualified, the vice president succeeds to the office vacated, with all of the prerogatives and duties pertaining to the office and retains that office for the term this person would normally serve as president-elect. A vacancy caused by the death, resignation or disqualification of any other officers, or a vacancy created by a contingency not herein provided, may be filled by action of the Executive Board until the next Annual Meeting at which time, if necessary, the AAP eligible voting members elect a member for the expired portion of the term.

## **Section F. Rights and Duties.**

1. **President.** The president shall be the chief executive officer of AAP. The president presides at all meetings and gatherings of AAP and of the Executive Board and Leadership Council. The president has the responsibility for conducting the correspondence of AAP, appointing members to committees and approving committees. The president also provides guidance to the administrative director in the day-to-day business management of AAP and in this capacity interprets board policy to the

administrative director. The president performs such other duties and exercises such other rights as these bylaws, custom or parliamentary usage may require or as the Executive Board directs.

2. President-Elect. The president-elect assists the president in the discharge of the president's duties and presides at all meetings in the absence of the president.
3. Vice President. The vice president assists the president and the president-elect in the discharge of the president's duties.
4. Secretary/Treasurer. The secretary/treasurer, working with and through the AAP administrative director or designee:
  - a. Attends the annual and special sessions of AAP, keeps a correct and permanent record of the business meetings and transactions of AAP, presents the records and documents of AAP at all meetings, receives the reports of all committees and all papers immediately upon being read at the Annual Business Meeting and files them with the other transactions, subject to the order of the Executive Board.
  - b. Is the custodian of the books, records, manuscripts, papers, and correspondence of AAP.
  - c. Keeps a current register of the members.
  - d. Completes all business in a timely manner and promptly relinquishes documents and papers to the successor at the expiration of the secretary's term of office.
  - e. Faithfully performs the duties of the office in the manner set forth, and forthwith upon the expiration of the term of the office, hands over to the elected successor in office all papers, record books, or other property belonging to AAP.
  - f. Is the custodian of all funds of AAP and is accountable for their safekeeping. Receives all fees, dues, and assessments from applicants and members, and all monies including gifts, bequests, donations, and grants belonging to AAP and deposits all such monies in the name of AAP in a banking institution approved by the Executive Board. In like manner, the secretary/treasurer keeps a current, true and correct record of all receipts and all disbursements.
  - g. Shall disburse the funds of AAP as may be ordered by the Executive Board, in accordance with the disbursement policies established by the board.
  - h. Prepares through the AAP administrative director or designee a detailed report of all receipts and disbursements and of the financial condition of AAP and presents the same to the Executive Board and to the Annual Business Meeting of AAP.

#### **Article 8 - Administrative Director**

The administrative director shall serve the membership by carrying out day-to-day administrative, managerial, and communicative functions for AAP. The administrative director shall be appointed by and serve at the discretion of the Executive Board.

#### **Article 9 – Committees**

**Section A. Standing Committees.** The standing committees of AAP are:

1. Annual Meeting Program
2. Awards
3. Career Development
4. Communications
5. Inclusion, Diversity, Equity, Anti-Racism (IDEA)
6. Master Educator
7. Medical Humanities
8. Membership
9. Nominating
10. Trainee Engagement

#### **Section B. Composition, Term, Duties, and Appointment of Standing Committees.**

1. All members of Standing Committees must be AAP members (any class of membership).
2. Any committee may include a co-chair at the discretion of the President.



3. A chair of a Standing Committee does not have to have served on the committee previously, unless specified below in the description of the Standing Committee.
4. If a member of a Standing Committee assumes a leadership position on that committee, their term on the committee starts anew.
5. The Annual Meeting Program Committee consists of the chair, associate chair, subcommittee chairs, and liaisons. The name, composition, manner of selection of members and chairpersons, and duties of all subcommittees and liaisons so established shall be maintained by executive office staff. The Annual Meeting Program Committee shall plan, facilitate, and carry out any and all educational meetings and presentations for AAP. The president will be an ex-officio member of the Annual Meeting Program Committee.
6. The Awards Committee consists of the following members: the president-elect of AAP, who shall be the chairperson, the individual who served as past president four years previously, the Lifetime Achievement Award recipient from the previous year, and the Vice-President, all serving a one-year term, as well as two members appointed by the president in alternating years, serving two-year terms.
7. The Career Development Committee shall consist of up to 8 members including the chair. The chair and members shall serve a three-year term, renewable for one additional three-year term. The committee performs such duties as are consistent with offering career development resources, activities, and a mentoring program for members, as well as determining the recipients of the Early Career Development Award.
8. The Communications Committee shall consist of up to 8 members including the chair. The chair and members shall serve a three-year term, renewable for one additional three-year term. The committee is responsible for communicating with members through a variety of means, including the AAP newsletter, social media, and the website. The chair also serves as the editor of the AAP newsletter.
9. The Inclusion, Diversity, Equity, Anti-Racism (IDEA) Committee shall consist of up to 12 members, including the chair. The chair, and members shall serve a three-year term, renewable for one additional three-year term. The committee aims to uphold and promote IDEA values throughout academic psychiatry.
10. The Master Educator Committee consists of up to 9 members including the chair. All members are graduates of the Master Educator program. The chair, and members shall serve a three-year term, renewable for one additional three-year term. The outgoing chair will remain on the Master Educator committee for an additional year to assist with transition. The committee shall oversee the administration of the Master Educator Program.
11. The Medical Humanities Committee shall consist of up to 8 members including the chair. The committee chair is appointed by the president to a three-year term. The president may extend the term of the chair when it is in the interest of AAP to do so. Committee members are approved by the president to a three-year term. Each member is eligible for one additional three-year term. The committee is responsible for overseeing medical humanities-oriented activities in relation to the Annual Meeting and throughout the year. A sub-committee will oversee the administration of the Medical Student Essay Award.
12. The Membership Committee shall consist of 5 members including the chair. The chair, and members shall serve a three-year term, renewable for one additional three-year term. The committee performs such duties as are consistent with fulfilling the provisions of Article 4 of these bylaws.
13. The Nominating Committee shall consist of 5 members including the chair. Each of the members shall serve a one-year term, including the immediate past president of AAP who serves as the chair. To fill the remaining positions annually the Nominating Committee shall nominate four members of AAP for election to the Nominating Committee for the succeeding year. Such nominations shall be presented to the Executive Board at its meeting preceding the Annual Business Meeting of AAP and shall be presented to the Annual Business Meeting at which committee members shall be elected by a plurality vote of a quorum of the eligible voting members of AAP at such business meeting or pursuant to the provisions of Article 5, Section D. Of the four members nominated and elected to the Nominating Committee, three shall not have been members of the incoming or outgoing Executive Board at the time of their election, nor have been members of the Nominating Committee which was responsible for making nominations to committee membership for the year in which such members were to be elected to such

committee. One member shall have served on the Nominating Committee responsible for making nominations with respect to such elections in order to assure continuity. The Nominating Committee will report the names of members whom it recommends and nominates for election to offices and positions in AAP that will be vacant at the end of the Annual Meeting to the AAP Executive Board at its meeting immediately preceding the Annual Meeting. At least thirty (30) days prior to the Annual Meeting, the nominees will be presented to the membership. The chair of the committee will nominate the members for offices which will be vacant at the end of the Annual Meeting and will also report a nominating justification to the membership in the case of any nominations made from the floor. The committee shall select from the members a single most appropriate candidate for each office. Consideration shall be given to individual academic and clinical merit, previous service to AAP, organizational and leadership qualities, willingness to serve if elected, and, in the case of otherwise equally qualified candidates, geographical makeup of the Executive Board. Any eligible voting member may nominate from the floor. Election will be by a majority vote of the eligible voting members present. The report of the Nominating Committee, nominations from the floor, if any, and the election will take place at the Business Meeting of the Annual Meeting. If the Annual Business Meeting is not held, the elections will be held based on the report of the Nominating Committee and pursuant to the provisions of Article 5, Section D.

14. The Trainee Engagement Committee shall consist of up to 8 members including the chair. The chair, and members shall serve a three-year term, renewable for one additional three-year term. The committee aims to facilitate trainee involvement in AAP by selecting awardees, assessing trainee needs, and supporting trainee-specific programming at the Annual Meeting, including the "Trainee Meet and Greet."
15. The AAP administrative director or designee will be an ex-officio member of each standing committee of AAP.

#### **Section C. Other Committees.**

1. Except as may conflict with the duties of the standing committees, the President may appoint any other committees, so constituted and for such purposes as the president may see fit. However, a presidential committee may not be created for a term in excess of one-year.
2. Such other committees, standing or special, shall be appointed by the president as the AAP membership or the Executive Board shall from time to time deem necessary to carry on the work of AAP. The name, composition, manner of selection of members and chairpersons, and duties of all committees so established shall be maintained by executive office staff.

### **Article 10 – Interest Groups**

#### **Section A. Purpose.**

Interest groups shall serve to promote the aims and purposes of AAP by facilitating communication among and professional education of AAP members who share interest in a specific area of academic psychiatry.

### **Section B. Establishment, Composition, and Dissolution.**

Interest groups may be established by the Executive Board. Additional interest groups may be established at the request of the membership and with the approval of the Executive Board. The chair of each interest group shall be appointed by the president with the approval of the Executive Board. The term of appointment shall be for three (3) years. The president may extend the term of an interest group chair when it is in the interest of AAP to do so. Members may voluntarily elect to participate in interest groups. The name, composition, manner of selection of all interest groups so established shall be maintained by executive office staff. Interest groups which are no longer active, or which no longer carry out functions of AAP may be dissolved by the Executive Board.

### **Article 11 - Finances**

**Section A. Raising of Funds.** Funds for conducting the affairs of AAP may be raised by the following methods: (1) such annual dues as are imposed on the members; (2) such special assessments as AAP or the AAP Executive Board may determine; (3) voluntary contributions, devices, bequests, and other gifts; and (4) any other manner approved by AAP or the AAP Executive Board.

**Section B. Fiscal Years.** The fiscal year of AAP is from January 1 to December 31, inclusive.

### **Section C. Annual Dues and Assessments.**

1. The amounts of all dues and assessments shall be determined by the AAP Executive Board. Annual dues, as determined by the AAP Executive Board, must be paid by December 31<sup>st</sup> each year. Assessments are due and payable upon request.
2. An applicant for Individual, Trainee, Emeritus membership, or Institutional Partner pays the full dues at the time of application for the dues cycle as determined by the AAP Executive Board.
3. Senior Emeritus and Honorary Members shall be exempt from the payment of all annual dues and assessments.

**Section D. Defaults in Payment of Dues and Assessments.** A member is in default in the payment of dues if such payments are not received by the date determined by the AAP Executive Board of the year for which levied and is in default in payment of assessments if such payments are not received by the date specified, therefore. Any member whose dues or assessments are in default shall cease to be a member in good standing and shall be suspended from membership for failure to pay the same by April 1<sup>st</sup>. Notice of delinquency will be sent out to the member's email address as it appears in the records of AAP by January 31<sup>st</sup>. Any member who is suspended from membership in AAP by reason of the provisions of this section of the bylaws may be reinstated into membership in AAP according to the process in Article 4, Section J.

### **Article 12 - Sponsorship of journal by the Association for Academic Psychiatry**

AAP shall sponsor the peer-reviewed academic journal *Academic Psychiatry*. The responsibilities and duties of this sponsorship, along with those of other sponsoring organizations, are outlined in the Governance document of the journal and accompanying materials. The president shall appoint, with approval of the Executive Board, an AAP member in good standing to serve on the Academic Psychiatry Governance Committee. The Governance Committee member will serve on the Executive Board. The term for the Governance Committee member will be 4 years with a maximum of two renewals.

### **Article 13 – Sponsorship of Educational Programs and Products**

Any presentation, program, initiative, or product seeking the official sponsorship and branding of the AAP must submit their materials to the Executive Board for approval.

#### **Article 14 - Affiliations with Other Organizations**

AAP may make affiliations or liaisons with other professional or educational organizations, provided that such affiliation or liaison shall in no way impair the autonomy of AAP. Liaison representatives shall be current members in good standing who are appointed by the affiliate organization with approval by the president.

#### **Article 15 - Rules of Order**

In the absence of any provisions in these bylaws to the contrary, all meetings of AAP, Executive Board, Leadership Council, Executive Committee, and of any committee shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

#### **Article 16 - Amendments**

These bylaws may be amended, altered or repealed at any meeting, annual or special, by the vote of at least two-thirds (2/3) of the members present and voting, provided that any proposed amendment: (1) has been submitted in writing to the secretary, and (2) notice thereof has been given to each member at least one month prior to the session at which it will be acted upon. In the event the Annual Meeting is cancelled, these bylaws may also be altered, amended, or repealed by a written ballot in which two-thirds (2/3) of the members voting vote in favor of the amendment. The proposed amendment shall be submitted to the members by mail or electronic means and ballots must be returned by not less than twenty percent (20%) of the members in order to be effective.

#### **Article 17 - Repeal of Previous Bylaws, Motions and Rules**

On the adoption of these bylaws, the following are repealed: (1) the bylaws in force at that time, and (2) all previous motions of record and rules and regulations in conflict with these bylaws, provided, however, that all officers now in office shall continue incumbency until their successors are duly elected as provided in these bylaws.

Amended September 21, 2007  
Amended October 2, 2009  
Amended September 24, 2010  
Amended on September 7, 2018  
Amended on September 6, 2019  
Amended on June 16, 2021  
Amended on September 8, 2023

#### **Article 18 - Nondiscrimination Policy**

The policy of AAP is nondiscrimination on the basis of disability, race, color, creed, sex, age, country of origin, country of medical education, gender identity, or sexual orientation.

#### **Article 19 - Distribution on Dissolution**

In the event of the dissolution of AAP, no member shall be entitled to any distribution or division of the property of AAP, but such property, after the payment of all debts and obligations of AAP, shall be used or distributed exclusively for purposes within the present provisions of section 501c of the Internal Revenue Code, or the same at the time of dissolution.