

CONSTITUTION  
of the  
SOCIETY FOR PSYCHOTHERAPY  
RESEARCH

ARTICLE I – NAME

- A. The name of this organization is the SOCIETY FOR PSYCHOTHERAPY RESEARCH, hereinafter referred to as the "Society" or as "SPR."

ARTICLE II - AIMS AND ACTIVITIES

- A. The Society is an international, multidisciplinary scientific association devoted to research on psychotherapy. The aims of the Society are: (1) to encourage the development of scientific research on psychotherapy; (2) to foster the communication, understanding, and use of research findings; (3) to enhance the scientific and social value of psychotherapy research; (4) to contribute, through research, to enhancing the effectiveness of psychotherapies.
- B. The activities of the Society shall include: (1) regular meetings for the communication of research ideas, methods, findings, and applications; (2) dissemination of research ideas, methods and findings through print and electronic media; and (3) other activities that advance the purposes stated in Article IIA.
- C. In pursuit of its stated aims as , and as may be elaborated in the By-Laws of the Society, the Society shall be empowered: to borrow money; to own real property; to own personal property; to purchase or sell personal property; to have and to exercise all of the powers conveyed by the Non-profit Corporation Law of the State of Utah under which this corporation is formed, as such laws now in effect or anytime hereafter be amended; to make distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- D. Notwithstanding any other provisions of these Articles, the Society shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding

provision of any future United States Revenue Law.)

ARTICLE III - NON-PROFIT STATUS

- A. The Society is a non-profit corporation and does not contemplate the distribution of gains, profits or dividends to its members. Upon dissolution of the corporation, the directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organizations organized and operated exclusively for scientific, educational or charitable purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the directors shall determine.

ARTICLE IV – OFFICERS AND  
GOVERNANCE

- A. The officers of the Society shall act in the capacity of directors until the selection of their successors. These officers shall include: (1) a President, (2) a President- Elect, (3) a Vice-President, (4) an Immediate Past-President, (5) an Executive Officer (Secretary-Treasurer) and (6) other officers as provided by the Society's By-Laws. Their duties and terms of office shall be set forth in the By-Laws of this Society.
- B. The Society shall be organized and governed by By-Laws that shall be available to all members of the Society.

ARTICLE V – MEMBERSHIP

- A. The authorized number and qualifications of members of this corporation, the property voting and other rights and privileges of members, and the liability of each to fees and dues, and the method of collection thereof, shall be set forth in the By-Laws of the Society. No assessments may be levied against any member of this corporation.

ARTICLE VI – VOTING

- A. In contested elections where two candidates are standing for election to one position, a

candidate must receive a majority of the ballots cast to be elected. Votes of “abstain” shall be counted as ballots cast.

- B. In contested elections where more than two candidates are standing for election to one position: (1) voters shall number some or all of the candidates in order of preference; (2) if a count of first preferences fails to give any candidate a majority of the votes cast, votes shall be counted by the “Alternative Vote” principle (i.e., ballots for the candidate with the lowest number of votes are redistributed, according to the next available preference, and this process is repeated, if necessary, until one candidate has obtained a majority of votes).
- C. When balloting on an issue, if there are three or more alternative courses of action, the principles of paragraph B(1) and B(2) above shall apply.

#### ARTICLE VII – AMENDMENTS

- A. Amendments to this Constitution may be proposed by (1) a majority of the officers of the Society, or (2) any member of the Society in good standing by submitting to the Executive Officer a proposal in writing, with appropriate explanatory material, and the signatures of at least 25 members in good standing.
- B. A ballot shall be distributed by the Executive Officer to all members of the Society within 30 days of receipt of any such proposal, with appropriate explanatory material. Voted ballots shall be returned within 90 days of their distribution, and shall be tallied by the Executive Officer and another officer designated by the President. Members shall receive timely notification of the result.
- C. This Constitution can be amended (1) by a two-thirds votes of at least 50% of the members of the Society, or (2) if fewer than 50% of the members vote, then 2/3 of voting members plus 2/3 of the Executive Council shall be required (as defined in Article IV).
- D. If there are two or more alternative amendments on the same issue, Article VI C shall apply. For this purpose, the status quo shall be treated as an alternative course of action.

#### ARTICLE VIII – DISSOLUTION

- A. The Society may be formally dissolved (1) by a two-thirds vote of at least 50% of the paid-

up members of the Society in good standing, or (2) if fewer than 50% of the paid-up members vote, by a two-thirds vote of 33% of the paid-up members of the Society in good standing, providing the act of dissolution is also approved by a two-thirds vote of the officers of the Society (as defined in Article IV).

[The original Constitution of the Society for Psychotherapy Research was adopted when ratified by two-thirds of the members of the Society present and voting at the 2nd Annual Meeting held 19-20 June, 1970, in Chicago, Illinois. The Society for Psychotherapy Research was incorporated on December 21, 1981, in the State of Utah, pursuant to the provisions of the Utah Non-profit Corporation Act. The Constitution was first revised, and the revision was adopted, in 1986. The second revision was undertaken in 2000 and adopted in 2002. The third revision of the Constitution was undertaken and adopted in 2010.]

#### BY-LAWS of the SOCIETY FOR PSYCHOTHERAPY RESEARCH

#### ARTICLE I – MEMBERSHIP

- A. Qualification for Membership.
  - 1) The aims of the Society for Psychotherapy Research (SPR) are: (i) to encourage the development of scientific research on psychotherapy; (ii) to foster the communication, understanding, and use of research findings; (iii) to enhance the scientific and social value of psychotherapy research; (iv) to contribute, through research, to enhancing the effectiveness of psychotherapies.
  - 2) Any person who subscribes to these aims may apply for membership in SPR.
- B. Application for Membership.
  - 1) Application for SPR membership may be made (i) to the Executive Officer (see Article IV.B.1), or (ii) to a designated officer of the Regional Chapter in the area where the applicant resides (see Article III.A).
  - 2) [a] Applicants shall complete a membership application form providing information

necessary for the efficient administration of SPR affairs.

[b] A common application form, approved by the Executive Officer, shall be used for applications in all Regional Chapters.

Regional Chapters may request additional information from applicants residing in their region.

- 3) [a] Regional Chapters may propose criteria by which members may be given fee reductions (e.g., students, retired members).

[b] The Executive Council (see Article IV.C) must approve and may periodically review criteria for reductions.

- 4) Applicants will become members of the Society in good standing (i) upon acceptance of their application by the Executive Officer, and (ii) on payment of all currently applicable dues and fees.

#### C. Membership Dues.

- 1) Dues for members shall consist of (i) annual international membership dues to be determined by the Executive Council and approved by the Plenary Convention (see Article IV.A), and (ii) any additional dues that may be set by the Regional Chapters or other SPR bodies to which a member belongs (see Article III).
- 2) The final date for paying annual international membership dues shall be determined by the Executive Council.
- 3) Persons whose applications have been approved shall be members in good standing, entitled to vote and participate in other activities and benefits of the Society, so long as their dues and fees are not currently in arrears.

#### D. Termination of Membership.

- 1) Members may resign by sending written notification of their intention (i) to the Executive Officer, or (ii) to their Regional Chapter office.
- 2) Members may be dropped from membership for non-payment of dues for two consecutive years, following timely notification of the member by the Executive Officer.
- 3) [a] Members may be removed from membership, for good cause and with due process, upon a motion to that effect submitted by the President of the Society (see Article IV.B.1) to the Executive Council, and upon a

two-thirds vote of approval by the Executive Council.

[b] *Good cause* is defined as actions incompatible with or contravening the stated aims of the Society, or the scientific integrity and reputation of psychotherapy research as a field.

[c] *Due process* is defined as the right of members proposed for removal from membership to present written testimony from other members in good standing and an oral or written argument on their own behalf to the Executive Council in advance of any decision on their membership status by the Executive Council.

[d] Any person so removed from membership in the Society may request a refund of a pro rata portion of annual dues and fees already paid for the current year, the amount to be determined by the Executive Officer.

[e] Persons who have been removed from membership in the Society may apply to the Executive Council for renewal of their membership after a period of two years, said application to be judged on the merits of the case, and with due process, by the Executive Council.

## ARTICLE II – ACTIVITIES

### A. Sponsored Activities.

To promote its stated aims, the Society shall sponsor (i) scientific conferences, and may also sponsor (ii) exchanges of scientific information through print, electronic, or other media, (iii) activities to foster communication of researchers with practitioners and policy makers on the subject of psychotherapy research, and (iv) activities to foster the communication of information about psychotherapy and psychotherapy research to the general public.

### B. Annual International Conference.

- 1) The Society shall hold an annual international scientific conference at times and places determined by the Executive Council, primarily to provide members with opportunities for direct communication, and secondarily to promote interest in and understanding of psychotherapy research among other professional colleagues.

- 2) The program of the annual international conference shall be determined by the Program Council with the aim of creating opportunities for members (i) to present and discuss their current research with interested colleagues, (ii) to present and discuss current trends and issues of general concern to the field as a whole, (iii) to support involvement in SPR activities by student members and new members, and (iv) to engage in other activities that support the further development of psychotherapy researchers and the field of psychotherapy research as a whole.

#### C. Regional and Other Conferences

- 1) Regional scientific conferences shall be scheduled periodically by Regional Chapters to provide opportunities similar to those listed in Article II.B.2 for their members at times and places that do not conflict with the annual international scientific conference.
- 2) Scientific conferences may be scheduled by Area Groups (see Article III.B) and by Interest Sections (see Article III.C) at times and places that do not conflict with the annual international scientific conference, or with Regional Chapter conferences held in the same area.

#### D. Print and Electronic Communications.

- 1) The Society shall periodically publish and circulate to members a newsletter reporting on organizational activities, policies, and other news of interest to members.
- 2) The Society shall maintain an internet website to provide members and others interested in the field with information about organizational activities, policies, and other items of interest to psychotherapy researchers.
- 3) [a] The Society may publish scientific journals devoted to psychotherapy research.  
[b] The editorial policy of the Society' journal(s) shall be determined by an Editor or Co-Editors appointed for a specific term by the Executive Council.  
[c] The Editors shall report to the Executive Council periodically on journal activities.  
[d] Editors may be removed for good cause by the Executive Council.
- 4) The Society may support other regular or special communications through print and electronic media that advance the stated aims of the Society, and may appoint agents to

oversee and manage those communications for specific terms.

#### E. Liaison Activities.

- 1) The Executive Council may establish liaisons with other scientific or professional organizations whose interests and concerns converge with those of SPR and its members.
- 2) SPR representatives to other organizations may be appointed for specific purposes and terms by the President, with the advice and consent of the Executive Council, which in the case of national or local organizations shall be done in consultation with the Regional Chapter in those areas.
- 3) The Executive Council is empowered, for good cause, to remove designated SPR representatives before their appointed term expires.

### ARTICLE III – ORGANIZATION

#### A. Regional Chapters

- 1) [a] Regional Chapters are formed for geographical, political, or linguistic reasons to pursue the aims of the Society.  
[b] Each Regional Chapter shall hold scientific meetings at suitable intervals, and may engage in other activities to further psychotherapy research, consistent with the stated aims of the Society. Regional chapters will represent, by definition, at least 2 or more countries that represent a distinct geographical region.  
[c] Regional Chapter members may vote to set reasonable dues and other fees to support their activities.
- 2) A Regional Chapter shall be established by the following method:  
[a] A petition for formal recognition shall be submitted to the Executive Officer, signed by 100 SPR members in good standing residing in the region in question, presenting appropriate evidence regarding the desirability and feasibility of such a Regional Chapter.  
[b] Upon approval by the Executive Council, the Executive Officer shall submit a mail ballot consisting of the petition to members of the Society, with the next regular mailing.  
[c] The proposed Regional Chapter shall be established by a majority vote of at least 25% of all SPR members in good standing; or if fewer than 25% of members vote, then 2/3 of

voting members plus 2/3 of the Executive Council shall be required.

[d] Regional Chapters already existing when these By-Laws are adopted shall be deemed to have satisfied these requirements.

- 3) [a] All members in good standing residing within the boundaries of a Regional Chapter normally will be considered voting members of that Chapter.  
[b] Members in good standing residing outside the geographical boundaries of any Region having a Chapter shall be assigned a Chapter by the Executive Council.  
[c] Members may petition the Executive Council to change their Regional Chapter affiliation.
- 4) [a] Each Regional Chapter shall draft and ratify a set of By-Laws to govern its activities and organization, consistent with the Constitution and By-Laws of the Society.  
[b] Regional Chapter By-Laws must be approved by the Executive Council.  
[c] Each Regional Chapter shall elect a Chapter President to serve not more than two consecutive two-year terms or one three-year term, and may elect other officers, as specified in its Chapter By-Laws.  
[d] Only members in good standing may serve as officers of Regional Chapters.  
[e] Elections shall be held by ballot of all Regional Chapter members.  
[f] Regional Chapter By-Laws shall specify procedures for the expeditious election of replacements in the event of the resignation or incapacity of its officers.
- 5) The Regional Chapter President, or other designated Regional Chapter officer, shall report annually to the Society about Regional Chapter activities, and shall confer regularly with the Society's President and Executive Officer.
- 6) Regional Chapters may establish and maintain liaisons with other professional and scientific organizations in their region that are relevant to psychotherapy or psychotherapy research.
- 7) Existence of a Regional Chapter shall be terminated (i) if the number of members in good standing in the region falls below 50 for three consecutive years, or (ii) if the chapter has become inactive (e.g., has not held a scientific conference for five years).

## B. Area Groups.

- 1) Area Groups may be formed by members residing in a specific area who meet on a continuing basis to discuss psychotherapy research or to engage in other activities consistent with the Society's Constitution and By-Laws.
- 2) Each Area Group shall select one of its members to serve as Liaison to the Society and to the Regional Chapter. The Liaison shall inform the Executive Officer and the Regional Chapter annually of the Area Group's activities.

## C. Interest Sections.

- 1) [a] Interest Sections may be formed by members in good standing who wish to pursue their common scientific interests with respect to a specialized area of psychotherapy research.  
[b] Interest Sections shall meet in conjunction with international and Regional Chapter conferences, and may hold additional meetings or engage in other activities that are consistent with the Society's Constitution and By-Laws and do not conflict with international or regional conferences.  
[c] Interest Section members may vote to set reasonable dues and fees to support their activities.
- 2) An Interest Section of the Society shall be established by the following method:  
[a] A petition for formal recognition shall be submitted to the Executive Officer by not less than 25 members in good standing.  
[b] The petition shall include a statement indicating (i) the research interest, (ii) name, (iii) aims, and (iv) intended activities of the proposed Section.  
[c] The Executive Officer shall bring the petition to the Executive Council.  
[d] Upon approval by the Executive Council, the Executive Officer shall notify the petitioners of their recognition as an Interest Section.
- 3) [a] An Interest Section shall accept to membership all members in good standing who formally indicate an interest in joining when paying annual SPR dues.  
[b] Members of an Interest Section shall cease to be members of that Section if they (i) cease to be SPR members in good standing, (ii) fail to pay Section membership dues, if any, for two consecutive years, or (iii) send a written

notice of resignation from the Section to both the Section Chair and the Executive Officer.

- 4) [a] Each Interest Section shall elect a Section Chair to serve not more than two consecutive two-year terms or one three-year term.  
[b] Only SPR members in good standing may serve as Chair of Interest Sections.
- 5) The Section Chair shall report annually about Section activities to the Executive Committee.
- 6) Interest Sections may establish and maintain liaisons with other professional and scientific organizations that are relevant to their specialized area of psychotherapy or psychotherapy research.
- 7) Existence of an Interest Section shall be terminated (i) if the number of members in good standing in the Section falls below 25 for three consecutive years, or (ii) if the Section has become inactive (e.g., has not sponsored Section activity for three years).

#### ARTICLE IV – GOVERNANCE

##### A. Plenary Convention.

- 1) The governing body of the Society shall be the Plenary Convention, consisting of all SPR members in good standing.
- 2) [a] The Plenary Convention shall hold its annual business meeting at the time and place of the annual international conference (i) to hear reports from the officers of the Society, (ii) to discuss the activities and affairs of the Society, and (iii) to consider new business.  
[b] The President shall act as chair of the Plenary Convention's annual business meeting.  
[c] Fifty members in good standing shall constitute a quorum for the conduct of business by the Plenary Convention at its annual business meeting.  
[d] Each member in good standing shall have one vote, to be exercised in person at the annual business meeting, except as provided elsewhere in the Constitution and By-Laws.  
[e] Actions taken by the Plenary Convention at its annual business meeting shall be by a simple majority of those present and voting, except as provided elsewhere in the Constitution and By-Laws. In the event of a tie, the President shall cast an extra vote.
- 3) [a] When the Plenary Convention is not in session, votes on issues may be conducted by ballots sent to all members in good standing upon the recommendation of the President or

as stipulated elsewhere in the Constitution and By-Laws.

[b] In such ballots, a simple majority of at least 25% of the members in good standing shall be required to pass the motion, or if fewer than 25% of members vote then 2/3 of voting members plus 2/3 of the Executive Council shall be required, except as provided elsewhere in the Constitution and By-Laws.

##### B. Officers

- 1) The officers of the Society shall be: (i) a President, (ii) a President-Elect, (iii) a Vice-President, (iv) an Immediate Past-President, (v) an Executive Officer (Secretary-Treasurer), and (vi) the Regional Chapter Presidents.
- 2) The offices of Vice-President, President-Elect, President, and Immediate Past-President constitute a four year presidential cycle. Each year, (i) a Vice- President shall be elected and shall serve in that office until the end of the Plenary Convention's next annual business meeting, whereupon (ii) that officer becomes the President-Elect, (iii) the President-Elect becomes the President, and (iv) the President becomes the Immediate Past-President.
- 3) The Vice-President shall be selected by the following method:  
[a] Candidates for the office of Vice-President must be members of the Society in good standing.  
[b] At the Plenary Convention's annual business meeting, the Nominating Committee (see Article IV.E.2) shall nominate two candidates who have agreed to stand for election to the office of Vice-President, each nomination to be seconded by a member in good standing who is not a member of the Nominating Committee or currently serving as an officer of the Society.  
[c] One or two additional candidates who agree to stand for election to the office of Vice-President may be nominated and seconded from the floor of the Plenary Convention's annual business meeting by members in good standing.  
[d] A ballot shall be submitted by the Executive Officer to all members in good standing within 30 days of the Plenary Convention's annual business meeting, together with a statement of not more than 500 words by the several candidates about their

qualifications for office and their proposed policies for the Society.

[e] Ballots shall be returned by members to the Executive Officer by the first day of October following the Plenary Convention's annual business meeting, or within 90 days of the sending of ballots in a special election (as provided in Article IV.B.5.a), and shall be tallied by the Executive Officer and another member in good standing designated by the President.

[f] Election to the office of Vice-President shall be by a simple majority when there are two candidates, and by the Alternative Vote System when there are more than two, as provided in Article VI of the Constitution.

[g] The Executive Officer shall inform the Executive Council and the candidates of the election result immediately, and shall inform all members of the Society in the next published Newsletter.

4) The duties of officers in the presidential cycle shall be as follows:

[a] The duties of the Vice-President shall be: (i) to serve as a member of the Executive Council; (ii) to serve as a member of the Program Council; (iii) to assume other duties as may be assigned by the President.

[b] The duties of the President-Elect shall be: (i) to chair the Program Council; (ii) to edit the Program and Abstracts for the annual international conference; (iii) to serve as a member of the Conference Management Committee; (iv) to serve as a member of the Executive Council.

[c] The duties of the President shall be: (i) to convene the annual international conference; (ii) to chair the annual business meeting of the Plenary Convention; (iii) to report on the Society's activities and affairs to the members; (iv) to chair the Executive Council; (v) to present a Presidential Address at the annual international conference; (vi) to supervise the work of the Executive Officer; (vii) to represent the Society (or appoint a representative, as provided in Article II.E) as liaison in its relationships with other organizations concerned with psychotherapy or psychotherapy research.

[d] The duties of the Immediate Past-President shall be: (i) to serve as a member of the Executive Council; (ii) to assume the office and duties of the President or of the President-Elect in the case of incapacity or resignation of either of those officers; (iii) to chair the

Awards Committee (see Article IV.E.3); (iv) to assume other duties as may be assigned by the President.

5) [a] In the event of the incapacity or resignation of the Vice-President, the Executive Council shall solicit nominations for two candidates for that office, and the Executive Officer shall submit a special ballot to all members in good standing, as provided in Article IV.B.3).

[b] In the event of the incapacity or resignation of the President-Elect, the Immediate Past President shall assume the duties of President-Elect for the remainder of that term, while continuing to serve as Immediate Past President. The President shall then serve as President for an additional one-year term until the normal cycle of offices can resume.

[c] In the event of the incapacity or resignation of the President, the Immediate Past-President shall assume the office of President and serve the unexpired portion of the President's term, returning to the office of Immediate Past-President at the end of the Plenary Convention's next annual business meeting.

[d] In the event of the incapacity or resignation of the Immediate Past-President, the Executive Council shall elect one of the former Past Presidents to serve the unexpired portion of the term of the Immediate Past-President.

6) [a] The Executive Officer (Secretary-Treasurer) shall be appointed by the Executive Council.

[b] The Executive Officer must be a member in good standing.

[c] The Executive Officer shall serve a five-year term, and shall not hold any other office in the Society during that term of service.

[d] In the event of the incapacity or resignation of the Executive Officer, the Executive Council shall immediately appoint another member in good standing to a new five-year term.

[e] The Executive Council may, for good cause, remove the Executive Officer and arrange for the expeditious appointment of a replacement.

7) The duties of the Executive Officer shall be: [a] to provide overall managerial co-ordination of the Society's organizational and financial affairs;

[b] to serve as a non-voting member of the Executive Council;

[c] to supervise the timely collection and circulation of minutes of the annual business meeting of the Plenary Convention, of Executive Council meetings, and of Regional Chapter business meetings;

[d] to maintain the official records of the Society;

[e] to prepare an annual budget for the Society;

[f] to receive, manage and disburse the international funds of the Society, as authorized by the Executive Council;

[g] to arrange for periodic independent audits of the Society's finances;

[h] to compile and maintain a Manual of Procedures that (i) provides a detailed annual schedule of the activities and responsibilities of all officers and agents of the Society, as specified in the Constitution and By-Laws, (ii) records decisions enacted by the Executive Council and Plenary Convention of the Society which affect the procedures and practices of the Society, and (iii) shall be circulated to all members of the Executive Council and shall be made available on request to any SPR member in good standing;

[i] to receive and approve applications for membership;

[j] to receive current membership information from Regional Chapters, to maintain an up-to-date membership list for the Society, and to make a Membership Directory available to members;

[k] to make an annual financial and membership report to the Society;

[l] to supervise and assist in business arrangements for annual international conferences;

[m] to prepare and distribute the Society's Newsletter and other necessary mailings;

[n] to supervise the procedure for election of the Vice-President;

[o] to establish and supervise the day-to-day operations of an international administrative office for the Society, as provided in Article IV.B.8.

[p] to perform other such duties as are stipulated in the By-Laws and as may be assigned by the Executive Council;

[q] to delegate functions, with the approval of the Executive Council, to ensure the timely and expert execution of the duties of this office.

8) [a] The Executive Officer shall, on behalf of the Executive Council, establish an

international administrative office to serve as a central site for conducting the Society's organizational and financial affairs.

[b] The international administrative office shall be maintained in a place conveniently accessible to the Executive Officer, and when a new Executive Officer is appointed who resides in a different location, the international administrative office shall be suitably relocated.

[c] The Executive Officer may, with the approval of the Executive Council, contract with suitable persons and/or organizations to ensure the expert and efficient conduct of the organizational and financial affairs of the Society.

[d] The Executive Officer shall prepare an annual budget for the Society's administrative office functions for approval by the Executive Council.

[e] The Executive Officer shall be empowered to invest and expend moneys held internationally by the Society for all budgeted SPR-sponsored activities.

9) Presidents of Regional Chapters are selected in accordance with Regional Chapter By-Laws. The duties of Regional Chapter Presidents shall be:

[a] to notify psychotherapy researchers in their regions of the activities of the Society and the benefits of membership in the Society;

[b] to organize and convene Regional Chapter conferences at appropriate intervals;

[c] to assist with local arrangements for the annual international conference, and serve as a member of the Conference Management Committee, when the conference is held in their region;

[d] to ensure that regular and special elections for Regional Chapter offices are conducted, as specified by the Chapter's By-Laws;

[e] to ensure the timely collection of annual dues and fees from members within their region;

[f] to ensure the timely distribution of Society communications to Regional Chapter members;

[g] to cause minutes to be taken at Regional Chapter business meetings, to be circulated among Chapter members, and to be forwarded to the Executive Officer;

[h] to make an annual financial report on the Chapter (i) to members of the Chapter and (ii) to the International Executive Council;

[i] to make an annual report on Chapter activities (i) to the International Executive Council and (ii) to the Convention;  
[j] to represent the Society, or select suitable representatives, as liaisons with other organizations in their region concerned with psychotherapy or psychotherapy research;  
[k] to promote other Regional Chapter activities that may serve the general purposes of the Society.

#### C. Executive Council.

- 1) Policies and procedures for the management of the Society's finances and administration shall be determined by an Executive Council.
- 2) [a] The voting members of the Executive Council shall be the Vice-President, the President-Elect, the President, the Immediate Past President, and the Presidents of the Regional Chapters.  
[b] The Executive Officer shall be a non-voting member of the Executive Council.
- 3) The Executive Council shall meet in person at the time and place of each annual international conference and may meet at other times and places, either in person or by electronic communication.
- 4) [a] Meetings of the Executive Council shall be chaired by the President or, in the absence of the President, by the Immediate Past President.  
[b] Each member entitled to vote on the Executive Council shall cast a single vote.  
[c] Any member of the Executive Council may bring a motion to the Council which, if seconded, shall be voted after the President determines that adequate discussion has taken place.  
[d] Actions of the Executive Council shall be carried by a simple majority of all its members, and, in case of a tie, the President shall cast an extra vote.  
[e] Actions taken by the Executive Council shall be recorded by the Executive Officer in the minutes of the meeting, added to the Manual of Procedures as appropriate, and reported to members in the Newsletter.
- 5) [a] The Executive Council shall recommend annual international membership dues for approval by Plenary Convention at the annual business meeting.  
[b] Reasonable supplements may be added by Regional Chapters and other SPR bodies for their members.

- 6) The Executive Council shall review and may modify the annual budget for international programs and activities submitted by the Executive Officer.
- 7) The Executive Council, in consultation with the Conference Manager (Article IV.E.2.c), shall set registration and other fees to be charged for attendance at the annual international conference.
- 8) [a] The Executive Council shall periodically review, or cause to be reviewed, SPR's Constitution and By-Laws, to ensure consistency of practice with their provisions.  
[b] The Executive council shall review, or cause to be reviewed, the By-Laws of Regional Chapters to ensure consistency with SPR's Constitution and By-Laws.

#### D. Program Council

- 1) The Program Council (i) shall guide the organization and content of the annual international conference program, in implementation of Article II.B; (ii) may engage in other activities that promote the aims of the Society, and are consistent with the Society's Constitution and By-Laws.
- 2) [a] The President-Elect shall serve as chair of the Program Council.  
[b] Additional members of the Program Council shall include (i) the Vice-President, (ii) the Conference Manager of the forthcoming annual international conference, and (iii) other members who may be selected by the chair of the Program Council.  
[c] The chair of the Program Council may invite other SPR members to participate on the Program Council.
- 3) The Program Council (i) shall meet to conduct business at the conclusion of each annual international conference, and (ii) shall confer as needed at other times of the year.
- 4) [a] A committee of the Program Council, consisting of the President-Elect, the Vice-President, and the Conference Manager of the forthcoming annual international conference, shall convene at the site of the forthcoming meeting to make final decisions about the conference program, prior to the mid-year (e.g., January) meeting of the Executive Council.  
[b] The President-Elect shall report on the status of the forthcoming conference program to the Executive Council at its mid-year meeting.

#### E. SPR Committees.

- 1) [a] A Nominating Committee shall be charged to propose two candidates for annual election to the post of Vice President when nominations are taken at the annual business meeting of the Plenary Convention.  
[b] The Nominating Committee shall consist of one representative from each Regional Chapter.  
[c] Members of the Nominating Committee shall serve a two year term; approximately half shall be appointed each year.  
[d] When positions on the Nominating Committee become open at the end of their term, or due to the resignation or incapacity of a committee member, the relevant Regional Chapter President shall recommend candidates to fill the position to the President of the Society, and the President of the Society shall appoint one of the recommended candidates from each Regional Chapter.  
[e] The President shall annually designate one committee member to serve as its chair.
- 2) [a] A Conference Management Committee shall be charged to select the venue and manage the operation of the annual international conference.  
[b] The Executive Council shall appoint a member in good standing to serve as Conference Manager and chair of the Conference Management Committee for each annual conference.  
[c] The Regional Chapter President of the region in which the international conference will be held shall be a member (ex officio) of each Conference Management Committee (Article IV.B.9.c), and the chair of each Conference Management Committee may appoint others to serve as Management Committee members.  
[d] The Conference Manager may engage (and, if so, shall supervise) a reputable conference management agency, and may engage other groups or individuals to provide specialized conference services.  
[e] Conference budget guidelines and conference fees shall be determined by the Executive Council in consultation the Conference Manager.
- 3) [a] An Awards Committee shall be charged to recommend, annually or at other suitable intervals, that recognition be given to individuals who have made outstanding

contributions to the field of psychotherapy research.

[b] Awards shall include, but need not be limited to, an Outstanding Early Career Achievement Award and a Distinguished Research Career Award.

[c] The Awards Committee shall consist of the three most recent Past Presidents, and shall be chaired by the Immediate Past-President.

- 4) [a] The President may appoint ad hoc committees for set terms and for purposes that are consistent with the Constitution and By-Laws of the Society, with the advice and consent of the Executive Council.

[b] The President shall appoint members in good standing to serve as chairs of Ad Hoc committees, with the advice and consent of the Executive Council.

[c] The President, in consultation with each Ad Hoc committee chair, shall appoint members in good standing to serve as members of that committee.

[d] The President may, for good cause, replace Ad Hoc committee members or chairs, with the advice and consent of the Executive Council.

#### ARTICLE V. – AMENDMENTS

##### A. Proposal and Approval.

- 1) [a] Amendments to these By-Laws may be proposed (i) by a majority vote of the Executive Council, or (ii) by any member in good standing who submits to the Executive Officer a written proposal with the signatures of at least 25 members in good standing.  
[b] If there are two or more alternative amendments on the same issue, Article VI.C. of the Constitution shall apply. For this purpose, the status quo shall be treated as an alternative course of action.  
[c] A ballot shall be distributed to all members by the Executive Officer within 30 days of receipt of any such proposal, with appropriate explanatory material.  
[d] Voted ballots shall be returned to the Executive Officer within 90 days of their distribution to the membership.  
[e] Voted ballots shall be tallied by the Executive Officer and another officer designated by the Executive Council.  
[f] Members shall receive timely notification of the result.

- 2) Amendments to these By-Laws shall be approved upon (i) a two-thirds vote of at least 50% of all members in good standing; or, failing that, upon (ii) a majority of the members voting, if the amendment is also approved by a majority of the Executive Council and of the Plenary Convention at its next annual business meeting.

B. Implementation.

Amendments to these By-Laws shall become effective immediately upon their approval.

Revised October 2010