

# INDIANA ASSOCIATION FOR ADDICTION PROFESSIONALS

## ORGANIZATIONAL BYLAWS

Adopted by the IAAP Board of Governors on February 26, 2005

### CONTENTS

ARTICLE	PAGE
ARTICLE 1: Name and Status of the Organization	2
ARTICLE 2: Mission and Purposes	2-3
ARTICLE 3: Membership and Dues	3-5
ARTICLE 4: Voting Privileges	5
ARTICLE 5: Board of Directors	5-6
ARTICLE 6: Officers	6-9
ARTICLE 7: Meetings and Quorums	9-10
ARTICLE 8: Committees	10-13
ARTICLE 9: Budget and Finance	13
ARTICLE 10: <b>Promulgation of Rules</b> (Moved from Article 13)	13
ARTICLE 11: <b>Business</b> Procedures	14
ARTICLE 12: <b>Amending the Bylaws</b> (Moved from Article 10)	14
ARTICLE 13: <b>Indemnification</b> (Moved from Article 15)	14
ARTICLE 14: <b>Code of Ethics</b> (Moved from Article 11)	15-21
ARTICLE 15: <b>Dissolution</b> (moved from Article 14)	21

Officially Adopted by the Membership: October 13, 2006

Revised by the Membership: October 17, 2009

## ARTICLE 1: NAME AND STATUS OF THE ORGANIZATION

1. The name of this organization is the Indiana Association for Addictions Professionals (IAAP).
  - a. The IAAP Board of Directors will register and continuously maintain the name “Indiana Association for Addiction Professionals” (hereinafter referred to either as “IAAP” or “the organization”) as a non-profit corporation in the State of Indiana, pursuant to all applicable State and Federal laws and statutes, and will continuously maintain a copy of the Articles of Incorporation in the IAAP office.
  - b. The IAAP Board of Directors will obtain and continuously maintain 501(c)3 tax status for the organization, pursuant to all applicable State and Federal laws and statutes, and will continuously maintain copies of all relevant tax documents in the IAAP office.
  - c. The IAAP Board of Directors will obtain and continuously maintain membership as a state affiliate of NAADAC, the Association for Addiction Professionals, and pay dues required for such affiliation from its treasury.
  - d. Neither IAAP as an organization, its Board of Directors, nor any officer or member may perform or authorize any action that could result in the elimination of this organization’s tax exempt or corporate status, or any state or national affiliation agreement, unless the Bylaws are specifically amended to allow such action.

2. ~~(The fiscal year of the organization will commence on January 1 and terminate on December 31.)~~  
*Moved to Article 7.*

---

## ARTICLE 2: MISSION AND PURPOSES

1. The Mission of the Indiana Association for Addiction Professionals is to advocate for competent, professional addiction **recovery** counseling services, regardless of the type of addiction, the person’s ability to pay for services, or the person’s race, gender, ethnic and cultural identity, sexual orientation, religious beliefs, veteran’s status, or physical or mental impairment.
2. The Purposes of the Indiana Association for Addiction Professionals are :
  - a. To foster public awareness of addictions as treatable ~~(diseases)~~ **disorders**;
  - b. To promote and advocate for legal and medical reforms in the treatment of addictive ~~(diseases)~~ **disorders**;
  - c. To advance the science of addictive ~~(diseases)~~ **disorders** through research, study, and scholarship;
  - d. To elevate and maintain the standards of education for licensure and ~~(/or)~~ certification required to counsel people with addictive ~~(diseases)~~ **disorders**;
  - e. To elevate and maintain the standards of ethical and professional conduct in the provision of addiction **recovery** services;
  - f. To offer educational and training opportunities to addictions **recovery**-related professionals by offering and promoting trainings, conferences, and other educational forums;
  - g. To elevate and maintain the standards of honor, dignity, and integrity of addiction **recovery** service providers;
  - h. ~~(To engage in any such activities as may be desirable or required to fulfill the mission and purposes of IAAP.)~~

3. IAAP may cooperate with other professional associations at the state or national level, and pay required dues from its treasury.
  4. IAAP may cooperate with any official or voluntary health, welfare, educational, or rehabilitation agency concerned with the prevention and treatment of addictive **(diseases) disorders** and related public health issues.
  5. IAAP and its members will not engage in any activities that actively promote potentially addictive behaviors. Examples include, but are not limited to, the **production or** sale of alcohol, tobacco, or illicit drugs, gambling, and the pornographic portrayal of sexual activity.
  6. IAAP will admit members and levy and collect dues and associated fees for membership from individuals and organizations who are eligible for membership pursuant to the qualifications set forth in Article 3.
  7. IAAP will engage in the certification of addiction **recovery** professionals and may create all such Boards, Committees, or other governing bodies deemed necessary to discharge this function pursuant to the Bylaws of this organization.
- 

### ARTICLE 3: MEMBERSHIP AND DUES

1. IAAP membership is open to all individuals, corporations, firms, and agencies who support the Mission and Purposes of IAAP and who meet the qualification herein specified.
  - a. All individuals desiring to become IAAP members must complete a membership application and submit it to NAADAC.
  - b. All corporations, firms, or agencies desiring to become IAAP members must complete a membership application and submit it to the IAAP Secretary.
    - i. All applications must be accompanied by the dues and fees herein enumerated for the classification of membership requested.
    - ii. Willful misstatements on an application will result in automatic rejection of the application or in immediate expulsion from IAAP if the misstatement is discovered subsequent to the applicant having been selected for membership.
2. Under our affiliation agreement, IAAP members will remit their annual membership dues **(for their classification)** directly to NAADAC, who will reimburse IAAP on a monthly basis.
  - a. Dues that remain unpaid after thirty (30) days from the due date are considered delinquent and will constitute grounds for immediate termination of IAAP membership without further proceedings.
  - b. ~~(The names of all members who let their certification lapse or whose membership is terminated for unpaid dues will be published in the organization's newsletter.)~~
  - c. Any IAAP member whose membership has been terminated for non-payment of dues may re-apply for IAAP membership at any time by completing a new application and **(paying) remitting** the dues required for their membership classification. *Moved from 4.*
3. IAAP membership classifications, qualifications, and dues are **as follows**:
  - a. **Professional Membership** ~~(, which)~~ is available to individuals who are **licensed by the Indiana Professional Licensing Agency (IPLA) and** engaged in professional counseling of people with addictive diseases.
    - i. Professional Membership dues are \$50 annually, in addition to NAADAC dues.

- ii. Individuals who possess Professional Membership must meet continuing education requirements for **(certification) licensure**.
- b. Associate Membership (~~, which~~) is available to individuals who:
  - i. **hold a DMHA-approved certificate in addiction recovery counseling, and/or**
  - ii. are (~~formally~~) **actively** engaged in the process of earning addiction **(counseling credentials) licensure** and/or,
  - iii. to individuals who are concerned with the problems and effects of addictive **(diseases) disorders**.
  - iv. Associate Membership dues are \$40 annually, in addition to NAADAC dues.
- c. Student Membership (~~, which~~) is available to individuals who are students (3 credit hours with a valid student ID) in any accredited college or university undergraduate or graduate program in a behavioral Science or Human Service field, **or a NAADAC-approved or NASAC-accredited Addictions Degree Program**.
  - i. Student Memberships granted to graduate students are limited to the length of individual's graduate program at the time of application.
  - ii. Student membership dues will be \$35 annually, in addition to NAADAC dues.
- d. Retired Membership (~~, which~~) is available to current IAAP members who are age 65 or older and have retired from the addictions **recovery** counseling profession.
  - i. Retired Membership dues will be \$15 annually, in addition to NAADAC dues.
- e. Sustaining Membership (~~, which~~) is available to current IAAP members, upon application for this status and a two-thirds (2/3) majority vote of the Board of Directors, who:
  - i. Become incapable of performing the duties required for addiction **recovery** counseling due to a physical or mental impairment. Documentation from the Social Security Administration of application for SSDI will suffice as proof of eligibility for Sustaining membership based on disability.
  - ii. Over the age of sixty-two (62) years and are semi-retired (limit of 20 hours per week) from a position in the addictions **recovery** profession.
  - iii. Sustaining Memberships will be 50% of current Professional membership dues.
- f. Honorary Membership (~~, which~~) is available only upon nomination (*excludes self-nomination*) for this status by an IAAP member and a two-thirds (2/3) majority vote of the Board of Directors to:
  - i. Current IAAP members who have served on the Board of Directors, chaired any standing committee with time and/or distinction, or been selected as the Counselor of the Year, *and* have a minimum of 15 years in the addiction profession.
  - ii. Any other individual, organization, agency, or program that is a current IAAP member and has aided or served the organization with time and/or distinction.
  - iii. Non-IAAP members who have made a significant contribution to the formation, development, and/or advancement of IAAP or the addictions **recovery** profession in the State of Indiana, upon nomination by a Board member or officer, and upon a two-thirds (2/3) majority vote of the Board of Directors.

\*\* Please Note: Honorary Membership status applies only to IAAP membership and not to NAADAC membership unless it has been approved by NAADAC. IAAP members who are granted Honorary Membership status are exempt from IAAP

membership dues, but must still pay NAADAC dues until they are granted such status by **the NAADAC Executive Committee.**

- g. Organizational Membership ~~(s, which are)~~ **is** available to organizations, agencies, or programs concerned with the problems and effects of addictive ~~(diseases)~~ **disorders.**
    - i. Organizational membership ~~(fees)~~ **dues** are \$200 annually or \$300 for two years.
    - ii. Founding Organization membership ~~(fees)~~ **dues** are \$300 annually or \$500 for two years.
  4. All IAAP membership classifications confer upon the holder the right to represent themselves as IAAP members and display such insignia or logo as has been designated by IAAP for use in the identification of members.
  5. Any IAAP member may resign from the organization by filing a written letter of resignation with the IAAP Secretary. ~~(The names of all members who resign from the organization will be published in the organization's newsletter.)~~
  6. Any IAAP member may have their membership ~~(and certification)~~ terminated for cause upon a Decision for Revocation by the Ethics Committee pursuant to Article 14, a Decision for Revocation by the Membership Committee, or upon a two-thirds (2/3) vote of the Board of Directors.
    - a. ~~(No dues or fees will be refunded to any IAAP member whose membership has been terminated for any reason.)~~ *Moved to 7.*
    - b. ~~(The names of all members whose membership and/or certification has been terminated will be published in the organization's newsletter.)~~
  - 7. No dues or fees will be refunded to any IAAP member whose membership has been terminated for any reason. *Moved from 6-b.***
- 

#### ARTICLE 4: VOTING PRIVILEGES

1. All IAAP membership classification confer upon the holder the right to attend all IAAP membership meetings and vote in all **(IAAP)** matters wherein the membership is entitled to vote, pursuant to all duly adopted Bylaws.
  2. In every case, except as otherwise specified within these Bylaws, the action of a simple majority of IAAP members, defined as half of those present plus one, casting votes on any matter will be the official action of the Membership and of IAAP.
- 

#### ARTICLE 5: BOARD OF DIRECTORS

1. IAAP will be governed by a body known as the Board of Directors, which shall be vested with all powers and general authority commonly accorded to any Board of Directors of a not-for-profit corporation, pursuant to all applicable Federal and State laws and the Articles of Incorporation and Bylaws of this organization.
2. The IAAP Board of Directors will consist of a minimum of eleven (11) and a maximum of seventeen (17) members, **with the IAAP President serving as Chair of the Board of Directors.**
- 3. Only ~~(Founding members of IAAP)~~ licensed ~~(and)~~ Professional IAAP members ~~(holding the highest credential offered by)~~ in good standing, or Student members serving as Student Directors are eligible to serve ~~(as members of)~~ on the Board of Directors.**

- a. IAAP members who ~~(are members of any state or regional addiction counselor membership organization not affiliated with IAAP, NAADAC, NBCC, or ASAM)~~ **retain or obtain membership in ICAADA or MHAJ** are not eligible to serve on the IAAP Board of Directors or chair any IAAP Committees.
  - b. IAAP Board members who are members of other professional **counseling** organizations (NASW, AAMFT, NBCC, etc.) must recuse themselves from all discussion and voting regarding other organization to which they belong in order to avoid a conflict of interest.
    - i. Any ~~(Board member)~~ **Director** who fails to disclose a conflict of interest or recuse themselves from discussion or voting in business relating to other professional **counseling** organizations in which they are members will be subject to action by the IAAP Ethics Committee.
    - ii. ~~(IAAP Board members)~~ **Directors** who are elected to represent one of the state's four regions must reside in the region they represent for a minimum of one year prior to their election and during their entire tenure as a Regional ~~(Representative)~~ **Director** on the Board.
4. Board membership will consist of five (5) Officers, eight (8) Regional Directors (a minimum of two (2) Directors elected from each of four (4) regions), and four (4) Student ~~(members)~~ **Directors** elected from each of four regions, by the IAAP membership through mail-in ballot prior to the annual **Membership** meeting.
- a. All Regional Directors will serve a term of three (3) years with no limit on the number of terms each may serve.
  - b. All At-Large Directors will serve a term of three (3) years with no term limits.
  - c. All Officers and Student members will serve terms of two (2) years.
  - d. Any ~~(Board member)~~ **Director** may lose his or her seat on the Board of Directors if they have more than one unexcused absence in any fiscal year. **Moved from 7.**
5. ~~(The President of IAAP will serve as the Chairperson of the Board of Directors.)~~ **Moved to 2.**
6. The IAAP Board of Directors has the authority and power to:
- a. Determine IAAP policies and procedures;
  - b. Set and monitor goals and strategies to carry out the Mission and Purposes of IAAP;
  - c. Disburse the funds of the organization by allocating the necessary resources to achieve IAAP goals, and ensuring that resources are used effectively and efficiently.
  - d. Establish sufficient policies and procedures for conducting IAAP business, insofar as such rules and regulations are consistent with Federal and State laws and IAAP Bylaws.
  - e. Hire and fire such staff as may be necessary to effectively conduct IAAP business. **Moved from 4.**
7. The IAAP Board of Directors will include the officers enumerated in Article 6, Section 1, all of whom must be ~~(certified)~~ **licensed**, dues current IAAP members **in good standing** ~~(with no previous or pending Ethics charges)~~. **Moved from 6.**
8. A Board vacancy will occur when a ~~(member of the Board of)~~ Director(s) resigns from his or her position, loses his or her seat due to absences, incapacity, or death, or has his or her IAAP membership revoked pursuant to Article 6, Section 11.
- a. If a Board vacancy occurs, the remaining Directors will appoint a qualified person to serve the remainder of his or her term.



- b. All replacement ~~(members of the Board)~~ **Directors** must be **licensed (certified)**, dues current IAAP members **in good standing** ~~(with no previous or pending Ethics charges)~~, and meet the criteria of Article 6, Section 1.
9. The Board of Directors will conduct Business, Membership, Emergency, and Special meetings pursuant to the requirements set forth in Article 7.
10. The Board of Directors will not become directly involved in the business of setting policies and procedures for certification, or for written or oral examinations.
11. At no time will the Board of Directors have the power or authority to remove any Ethics case from the jurisdiction of the Ethics Committee at any stage of the case, NOR to call for a vote for such an action, NOR to amend these Bylaws to permit such an action. The Board of Directors will only hear Ethics cases that have been fully adjudicated by the Ethics Committee and the outcome has been appealed pursuant to the *Procedures for Adjudicating Ethics Complaints*.

## ARTICLE 6: OFFICERS AND DUTIES

1. All IAAP members who ~~(were involved in forming this organization, or who)~~ have held Professional Membership in IAAP for a minimum of two (2) years **and hold a valid license in Addictions Counseling from the IPLA (LCAC, LAC) and a minimum of a Bachelor's Degree** are eligible to hold elective office in IAAP.
  - a. Any IAAP member who ~~(is a member of an addiction counselor membership organization not affiliated with IAAP, NAADAC, NBCC, or ASAM)~~ **retains or obtains membership in ICAADA or MHAI** is not eligible to hold elective office in IAAP.
  - b. Only IAAP members who reside within the State of Indiana are eligible for elective office in IAAP.
2. Officers of the IAAP Board of Directors will consist of a Chairperson (current IAAP President), an Immediate Past President, a President-Elect, a Secretary, and a Treasurer.
  - a. ~~(The President-Elect, Secretary, and Treasurer)~~ **IAAP Board Officers** will be elected to office by the membership through mail-in ballot prior to the annual **Membership** meeting.
  - b. Only IAAP members who ~~(were involved in forming this organization OR)~~ have completed a minimum of one full term as an elected officer of the Board of Directors **OR** who have chaired a standing IAAP Committee for a minimum of ~~(two (2))~~ **one (1) year(s)** **AND hold a valid clinical license (LCAC) AND have a minimum of a Master's Degree in a Human Services or Addictions field** are eligible for the offices of President and President-Elect.
3. No IAAP member may campaign for elected office, nor have another person campaign for them, through any type of oral, written, or electronic communication other than the information sent to the membership by the Elections Committee prior to an election.
4. Duties of the President.
  - a. The President of IAAP will have all powers and perform all duties common to and vested in the office of president of a corporation, having general responsibility for supervision of the business of the organization.
  - b. He or she will represent IAAP in all in all official capacities, perform all duties, and possess all powers necessary to supervise and manage the organization.
  - c. He or she will prepare agenda for and preside over all Business, Membership, Special, and Emergency meetings of the IAAP membership and Board of Directors.

- d. He or she will serve as an *ex-officio* member of all IAAP Committees.
5. Duties of the President-Elect.
- a. The President-Elect will exercise all powers and duties of the President in the event of the absence or inability of the President to serve, and will perform other duties as assigned by the President or Board of Directors.
  - b. He or she will chair the Legislative Committee.
  - c. He or she will become President of IAAP if the office of President becomes vacant, pursuant to Article 6, Section 10-c.
6. Duties of the Immediate Past President.
- a. The Immediate Past President will serve as an advisor to the IAAP **Officers, Directors, (Board)** and Members on the history, policies, procedures, and prior actions taken by IAAP, and will perform other duties as assigned by the President or Board of Directors.
  - b. He or she will chair the Steering Committee.
  - c. He or she will have the same privileges and rights of other Board members.
7. Duties of the Secretary.
- a. The Secretary will have all powers and perform all duties common to and vested in the secretary of a corporation, and will perform other duties as assigned by the President or Board of Directors.
  - b. He or she will attend all Board meetings and any such Committee meetings that may be assigned by the President or board of Directors.
  - c. He or she will keep true and accurate minutes of all Business, Membership, Special, and Emergency meetings, any Committee meetings attended, and preserve them in the books of the organization.
  - d. He or she will be responsible for distributing copies of all minutes to all Board members.
  - e. He or she will be an ex-officio member of all committees in order to maintain records.
  - f. He or she will ensure that all notices to IAAP members, Directors, and Officers are given in accordance with these Bylaws.
8. Duties of the Treasurer.
- a. The Treasurer will have all powers and perform all duties common to and vested in the office of treasurer of a corporation, and perform other duties as assigned by the President or Board of Directors.
  - b. The Treasurer will be the custodian of al IAAP funds and is empowered to disburse IAAP funds within guidelines established by the Board of Directors, upon approval by the **(Board of)** Directors, or at the written direction of the IAAP President.
  - c. He or she will chair the Budget and Finance Committee and is responsible to develop and review the fiscal policies of the organization.
  - d. He or she will ensure that an accounting is maintained of all monies received and expended by the organization.
  - e. He or she will ensure that all monies of the organization are deposited in a legitimate and secure bank or trust company, and that authorized disbursements are made therefrom.
  - f. He or she will obtain an Annual Review of all IAAP financial transactions, accounts, and accounting procedures by an agency or firm specified by the Board of Directors.



- g. He or she will present a written financial report for the organization at all quarterly business meetings and a written report of the Annual review at the annual Membership meeting.
  - h. He or she will issue a receipt for all membership dues paid to IAAP.
9. Terms, Term Limits, and Transitions.
- a. Individuals who are elected to the office of President-Elect of IAAP will serve a term of office consisting of six years.
    - i. He or she will serve two years as President-Elect of IAAP.
    - ii. He or she will then be installed as President of IAAP for a period of two years.
    - iii. Upon completion of his or her term as President, the individual will be installed as the Immediate Past President for a period of two years, and the President-Elect will be installed as President.
    - iv. Any individual who has held the office of President of IAAP is not eligible to run for President-Elect until a minimum of two years has elapsed from the time he or she ended the term as Immediate Past President.
  - b. If the office of President becomes vacant, the President-Elect will be installed as President and serve the remainder of the outgoing President's term and then serve the full term for which he or she was elected.
  - c. If the office of President-Elect becomes vacant, the Immediate Past president will fill the office until a Special Election is held to fill the vacancy.
    - i. The Special Election must be held within 90 days and conducted pursuant to the Elections Committee's Procedures for holding Special Elections.
    - ii. If the Immediate Past President is unable or unwilling to fill the vacancy, the order of succession becomes: Secretary, Treasurer, and any other Past President.
  - d. Those elected to the office of Secretary of IAAP will serve a term of two (2) years with no limits to the number of terms they may serve.
  - e. Those elected to the office of Treasurer of IAAP will serve a term of two (2) years with no limit to the number of terms they may serve.
10. The removal of an Officer or ~~(member of the Board of)~~ Director(s) will occur under any of the following circumstances:
- a. He or she is convicted of any felony crime.
  - b. He or she is convicted of any misdemeanor crime related to his or her position as an addiction counselor.
  - c. He or she has his or her license revoked or suspended by the IPLA.**
  - d. He or she has had their IAAP membership revoked or suspended by the IAAP Ethics Committee upon a finding of a violation of the IAAP Code of Ethics.
  - e. He or she has had their IAAP membership revoked or suspended by the IAAP Membership Committee.
  - f. He or she engages in activities that are inconsistent with the mission and purposes of IAAP upon recommendation by the IAAP President, and upon a two-thirds (2/3) majority vote of the Board of Directors.

- g. He or she has two unexcused absences from Business, Membership, Emergency, or Special meetings, upon recommendation of the IAAP President and a two-thirds (2/3) majority vote of the Board of Directors.
- h. Two-thirds (2/3) of the eligible votes cast at a Special meeting or through mail-in ballot supports the removal of the Officer or Director.
- i. A President who has two unexcused absences from Business, Membership, Emergency, or Special meetings may be removed by a two-thirds (2/3) majority vote of the **(Board of)** Directors.
- j. In the event that an Ethics charge is filed against a Board Officer, **an (Board)** Officer-Elect, or a **(Board Member) Director**-Elect, the current Board of Directors can not be discharged, nor any administrative changes made until all pending Ethics charges have been fully resolved by the Ethics Committee. *Moved from 9-f.*
- k. The names of all **(Board)** Officers and **(Members) Directors** who are removed from office will be published in the organization's newsletter.

## ARTICLE 7: MEETINGS AND QUORUMS

1. The Board of Directors will conduct a minimum of four (4) quarterly Business meetings each year at times and dates to be determined by the **(Board of)** Directors.
  - a. The agenda for all **(regular)** Business and Membership meetings must be mailed and/or emailed to every **(member of the Board of)** Director**(s)** and postmarked or dated no less than thirty (30) days prior to the date of the meeting.
  - b. A quorum of **(the Board of)** Directors at any **(quarterly)** Business, **Emergency**, **(meeting)**, **(Annual or general)** Membership, or Special **(Membership, or Emergency Board)** meeting will be one half of **(the)** current **(Board members) Directors**, plus two (2), present in person.
  - c. No proxy votes will be allowed or accepted at any IAAP meeting for any reason.
2. The Board of Directors will conduct one **(annual)** Membership meeting per year on the date of the Fall Conference.
  - a. The agenda for the **(annual)** Membership meeting must be posted **(in the organization's newsletter and)** on the organization's website no less than thirty (30) days prior to the date of the meeting.
  - b. The **(annual)** Membership meeting will take place immediately prior or subsequent to the scheduled Business meeting as determined by the **(Board of)** Directors.
  - c. A quorum of the membership for the **(annual)** Membership meeting will be twenty-five (25) members **present in person.**
3. Special Membership meetings may be called by a simple majority of the **(Board of)** Directors or by ten (10) percent of the membership.
  - a. Notice of any Special **Membership** meeting must be mailed to all IAAP members by the Secretary **or the Secretary's designee** no less than thirty (30) days prior to the date of the meeting.
  - b. The notice must include the date, time, place, and purpose of the **Special** meeting.
  - c. A quorum of the membership for a Special **Membership** meeting will be thirty-five (35) members **present in person.**

4. An Emergency meeting of the Board of Directors ~~(can)~~ **may** be called by the IAAP President or by five (5) ~~(members of the Board of)~~ Directors.
  - a. All ~~(members of the Board of)~~ Directors must be informed of any Emergency meeting no less than ten (10) days prior to the **date of** the meeting.
  - b. Notice will be by regular mail, telephone, fax, email, or personal delivery to the usual residential or business address contained in IAAP records.
  - c. The notice must include the date, time, place, and purpose of the **Emergency** meeting.
  - d. A quorum for **an** Emergency Board meeting(s) will be one half of the current ~~(Board members)~~ **Directors**, plus two, present in person.
  - e. Attendance at an Emergency meeting will constitute acknowledgment of lawful receipt of the notice, except when a Director attends with the sole purpose of objecting to the transaction of business because the meeting was not lawfully called or convened.
  - f. Any business conducted at an Emergency meeting, or decisions therein made, will be null and void if the meeting was found to have been unlawfully called or convened.
5. ~~(Members of the Board of)~~ Directors may participate in meetings through the use of any form of communication whereby all participating ~~(members)~~ **Directors** are able to hear each other simultaneously, which will constitute presence-in-person at the meeting.
  - a. Any action(s) required or permitted at any Board meeting may be taken without ~~(a)~~ face-to-face ~~(meeting)~~ **contact** if the action is taken by a two-thirds (2/3) majority.
  - b. ~~(The)~~ **All** action(s) taken must be evidenced by a written document describing the action(s) taken and containing the signatures of every ~~(Board member)~~ **Director** consenting to the action(s), **which** ~~(The document)~~ must be entered into the minutes and filed with IAAP records reflecting the action(s) taken.
6. **(ALL IAAP meetings are NO SMOKING meetings. NO EXCEPTIONS!) Moved to 7.**
7. Directors and Committee Chairs will not receive any direct compensation for their services as ~~(members of the Board of)~~ Directors or Committee(s) **Chairs**.
  - a. ~~(The Board of Directors may authorize)~~ IAAP ~~(to)~~ **will** pay the expenses of Directors and/or Committee Chairs to attend any and all Board and/or Committee meetings.
  - b. Expenses ~~(will be)~~ **are** limited to mileage, tolls, meals, and hotels.
  - c. ~~(The Board of Directors may authorize)~~ IAAP ~~(to)~~ **will** pay all expenses of the President **and/or** the President's designee to attend the NAADAC Annual Conference.
8. **ALL IAAP meetings are NO SMOKING meetings. NO exceptions! Moved from 5.**

---

## ARTICLE 8: COMMITTEES

1. All IAAP Committees will take actions that are in the best interest of the organization, follow the Bylaws of the organization, and reflect the multi-cultural and inclusive nature of the organization.
2. All IAAP Committees will develop, maintain, and follow policies and procedures designed to guide each committee in discharging their appointed duties and perform their appointed functions.
3. All Committee Chairpersons will be appointed by the President upon the approval of a simple majority of the Directors, except where herein noted, and are responsible for recruiting the necessary members to fill the committee, pursuant to these Bylaws.

4. Only (~~certified,~~) dues current (~~IAAP members holding~~) **Professional** Members (~~hip~~) **of IAAP, in good standing** (~~with no previous or current ethics charges~~), are eligible to serve on standing committees. The President may appoint **non-licensed or** non-IAAP members to *ad hoc* committees when deemed necessary and appropriate.
5. IAAP will maintain the following standing committees:
  - a. Academic and Workforce Development Committee composed of the chair and a minimum of four (4) additional (**IAAP**) members who are responsible for partnering with universities, colleges, and other relevant organizations to develop academic standards and curriculum for addiction education, and to enhance opportunities for employment of addiction professionals throughout Indiana.
  - b. Budget and Finance Committee chaired by the Treasurer and composed of the Chair of the Conference and Continuing Education Committee and a minimum of three (3) additional (**IAAP**) members who are responsible for maintaining IAAP accounts, preparing budget reports for the Business and Membership meetings, and obtaining an annual review of the organizations' financial records.
  - c. Bylaws Committee composed of the Bylaws Chair, the Ethics Chair, the Certification Committee Chair, and a minimum of two (2) additional (**IAAP**) members who are responsible for recommending and preparing changes, additions, and deletions to the Bylaws. **Bylaw changes must be approved by the Board of Directors prior to their presentation to the membership (for a vote).** Bylaw changes must be made available to the membership no less than thirty (30) days prior to the annual Membership meeting to be eligible (~~for a~~) **to be voted upon.** *Folded in.*
  - d. Certification Committee composed of the chair and a minimum of **six (6) and a maximum of (eleven (11)) ten (10) additional (IAAP)** members who are responsible for establishing and monitoring certification criteria, reviewing all applications for certification, granting certification to those who are eligible and denying certification to those who (~~are not~~) **do not qualify.**
  - e. Conference and Continuing Education Committee composed of the chair and a minimum of four (4) additional (**IAAP**) members who are responsible for planning conferences, in-service trainings, and the programming for annual **Membership** meetings.
  - f. Elections Committee composed of the chair and a minimum of four (4) additional (**IAAP**) members who are responsible for eliciting nominations for elected positions in IAAP, and for preparing and counting ballots. **The committee will review each nominee's eligibility to hold office in IAAP, present a slate of nominees to the Board of Directors for approval, and conduct elections in accordance with the Bylaws and committee procedures.** *Folded in.*
  - g. Ethics Committee composed of the chair and a minimum of (~~six (6)) four (4)~~ additional (**IAAP**) members who are responsible for monitoring the ethical performance of all IAAP members, **Directors**, and Officers and imposing disciplinary action **for ethical lapses (per the IAAP Code of Ethics).**
  - h. Legislative Committee chaired by the President-Elect and composed of a minimum of (~~four (4)) two (2)~~ additional (**IAAP**) members who are responsible for monitoring all state and federal legislation pertaining to addictions and reporting on such legislation to the IAAP Board of Directors and membership.
  - i. Marketing and Communication Committee composed of the chair (~~, the editor of the organizational newsletter,~~) and a minimum of three (3) additional (**IAAP**) members who are responsible for all marketing, communication, and public relation functions of IAAP.

- j. Membership Committee composed of the chair and a minimum of ~~(six (6))~~ **four (4)** additional **(IAAP)** members who are responsible for recruiting, granting, retaining, and expanding IAAP membership and, when necessary, suspending or revoking membership in IAAP.
  - k. Steering Committee chaired by the Immediate Past President and composed of a minimum of ~~(six (6))~~ **two (2)** additional **(IAAP)** members who are responsible for the vision, direction, and long-range planning of the organization.
  - l. Other Committees: The IAAP Board of Directors has conferred upon the President the authority to create all such ad hoc committees as he or she deems necessary and advisable, and to define their duties, responsibilities, and end-dates ~~(for the)~~ **of such a** committee's work.
6. The IAAP President will serve as an *ex-officio* member of all standing IAAP committees.
7. The following membership criteria and guidelines apply to all standing IAAP committees:
- a. All ~~(committee)~~ members **of standing committees** must hold ~~(Counseling)~~ **Professional** membership in IAAP ~~(and have no current or pending Ethics charges)~~.
  - b. Each ~~(committee)~~ member **of a standing committee** will serve a term of three (3) years, except for committee chairs who will serve terms of two (2) years.
  - c. The committee chair will select eligible IAAP members to fill all vacant committee position(s) **pursuant to all criteria set forth in section 7-a and approval of the IAAP President.**
    - i. ~~(All membership criteria and guidelines apply to any member selected to fill a committee vacancy.)~~ Folded into 7-c.
    - ii. ~~(The IAAP President must approve all members selected by the Chair to fill a committee vacancy.)~~ Folded into 7-c.
  - d. The committee chair will appoint, from eligible committee members, a qualified individual to complete the remaining portion of the term of any committee officer position that becomes vacant.
  - e. No **chair**, officer, or member of any **(IAAP)** committee will receive compensation for service to the committee, but ~~(the)~~ **IAAP will** ~~(Board of Directors may authorize)~~ reimburse ~~(ment of)~~ **for** travel expenses **(mileage, meals, and tolls)** for committee business.
  - f. Any committee **officer or** member may resign at any time by presenting written notice to the **appropriate** committee chair, **which will take effect on the date specified in the letter, or upon acceptance by the committee chair if no date is therein specified.**
  - g. Any committee **officer or** member may be removed from their position if they:
    - i. Violate the IAAP Code of Ethics.
    - ii. Violate these Bylaws **or their Committee** Policies and Procedures,
    - iii. Have their license revoked or suspended by the IPLA,**
    - iv. Fail to disclose a conflict of interest,
    - v. Engage in any conduct that is counter to the best interest of the committee,
    - vi. Have three unexcused absences from committee meetings.
  - h. ~~(In order)~~ **To** remove a committee member from their position:

- i. Any committee member may bring a request for removal of another member to the committee, specifying the criteria in section ~~(5 above)~~ **7-g** that he or she believes applies.
- ii. The committee secretary must provide the member whose removal is sought with written notice of the intention to seek removal, the reasons for the request, and the date, place, and time ~~(of)~~ **a minimum of thirty (30) days prior to** the meeting in which the committee will consider the acting on the request **for removal**.
- ~~iii. (Notice must be sent no less than thirty (30) days prior to the date of the meeting wherein the committee intends to consider action on the request.) *Folded into ii.*~~
- iv. The member must be given an opportunity to appear before the committee in person or provide a written statement in defense of the allegations **in the request for removal**.
- v. The committee member may not be represented at the meeting by legal counsel.
- vi. The committee must consider the member's response in considering their course of action on the request.
- vii. The committee will provide a written explanation of its final action **on the request for removal** to the member and the **(IAAP)** Board of Directors.
- viii. The final action taken by the committee on a request for removal can not be appealed to the **(IAAP)** Board of Directors.

## ARTICLE 9: BUDGET AND FINANCE

- 1. The fiscal year of the organization will commence on January 1 and end on December 31 of each year. *Moved from Article 1.***
2. All funds received by IAAP must be deposited in the name of IAAP in a depository designated and chosen by the Board of Directors.
  - a. The Board of Directors will determine the number and types of accounts to be maintained by the organization.
  - b. The depository chosen for IAAP accounts may be changed only upon a two-thirds (2/3) majority vote of the Board of Directors, and must be changed upon a finding of **financial or** fiduciary misconduct by the chosen depository or any of its employees.
3. IAAP must retain, and the Treasurer must ensure, sufficient funds in IAAP accounts to operate without debt or deficit.
4. The Treasurer is the custodian of all IAAP funds and has the authority to disburse funds within the guidelines established by the Board of Directors and at the written direction of the IAAP President.
- 5. The IAAP President has the authority to approve expenditures not to exceed five hundred (500) dollars without prior approval of the Board of Directors.**
6. All checks drawn upon or withdrawals from IAAP accounts must be signed by the Treasurer ~~(and Secretary)~~ **or account manager**.
  - a. The IAAP President may sign checks or authorize withdrawals in lieu of the Treasurer **or account manager** if ~~(one is)~~ **they are** unavailable due to absence or disability.
  - b. The President-Elect may sign checks in ~~(lieu of)~~ **the absence** of the Treasurer, ~~(Secretary),~~ President, **or account manager** if authorized by the Board of Directors.



7. The Treasurer is responsible for obtaining ~~(a yearly)~~ **an annual** review of all IAAP financial records, which must be conducted by a professional and certified accounting agency ~~(which will be determined)~~ **chosen** by the Board of Directors. *Folded from 5-a.*
  - a. ~~(The annual review must be conducted by a professional and certified accounting agency, which will be determined by the Board of Directors.)~~ *Folded into 6.*
8. Any and all contracts with the accounting agency chosen for the annual review may be terminated only upon a two-thirds (2/3) vote of the Board of Directors, and must be terminated upon an official finding of **financial or** fiduciary misconduct by the agency or any of its employees.
9. The Board of Directors may require periodic reports and accounting of funds from the Treasurer as it deems necessary.
10. The Chair of the Conference and Continuing Education Committee will serve as a member of the Budget and Finance Committee, pursuant to Article 8, section 1-e.

---

**ARTICLE 10: PROMULGATION OF RULES** *moved from Article 13.*

These Bylaws are the foundation of all activities conducted by this organization in pursuit of its goals and objectives in carrying out its Missions and Purposes. Any activity taken by the Board of Directors or any IAAP Committee that deviates from the rules herein contained is invalid and will be considered null and void.

---

**ARTICLE 11: BUSINESS PROCEDURES**

Any rules of parliamentary order not herein specified will be governed by the latest edition of "Robert's Rules of Order, Newly Revised". The IAAP President may appoint a Parliamentarian, either from the membership or a registered parliamentarian, to ensure compliance with the Bylaws and with "Robert's Rules of Order, Newly Revised."

---

**ARTICLE 12: AMENDING THE BYLAWS** *moved from Article 10.*

1. The Bylaws may be amended by two-thirds (2/3) of the voting members present **in person** at the annual **Membership** meeting, called **and convened** pursuant to Article 7.
  - a. ~~(Written)~~ Notice of any and all proposed amendments to these Bylaws must be ~~(sent)~~ made to all IAAP members by ~~(regular mail)~~ **posting on the organization's website** no less than thirty (30) days prior to the annual **Membership** meeting **for review by the members**.
  - b. The members retain the right to amend the language of any proposed amendment by a two-thirds (2/3) majority prior to voting on the amendment.
  - c. The Bylaws Committee ~~(will have)~~ **has** authority to correct any spelling, grammar, or punctuation errors in the current Bylaws or amendments thereto without requiring a vote of the membership.
2. ~~(Any current Officer may propose an amendment to these Bylaws at any IAAP Board meeting.~~
  - a. ~~A quorum for a vote by the Board of Directors on an amendment to the Bylaws is one half of current Board members, plus two, present in person.~~
  - b. ~~The amendment may be adopted without notice to the membership required in Section 1-a, provided the vote is by a two-thirds (2/3) majority of those present.)~~

---

**ARTICLE 13: INDEMNIFICATION** *moved from Article 15.*

1. No current or former IAAP Director or Committee Chair will have any individual liability for any claims or damages that may arise from any exercise of discretion, discharge of duties, or use of power herein conferred, provided that the action is taken in accordance with Federal and State laws, IAAP Bylaws and Articles of Incorporation, and his or her good faith judgment **(e)f) that the action taken was in** the best interest of the organization.
2. **Good faith judgment will be assumed when the Director or Committee Chair: *Moved from 1.***
  - a. Relied on information presented by IAAP officers or employees whom the Director or **Committee** Chair believed **d(s)** to be reliable and competent in the matter(s) presented,
  - b. Relied on information provided by legal counsel, **certified** public accountants, or other professionals or experts, which the Director or **Committee** Chair believed to be within the person's professional or expert **area or** field of competence in the matter(s) presented,
  - c. Relied on information from an IAAP Committee which the Director or Committee Chair believed to merit confidence.
3. IAAP will indemnify each of its current and former Directors and Committee Chairs against any and all such judgments, fines, settlements, and attorney's fees incurred or imposed as a result of any action, proceeding, or appeal against him or her as a result of actions taken within the scope of his or her official duties as an IAAP Director or Committee Chair, provided the determination is made that the Director or Committee Chair:
  - a. Acted in good faith, pursuant to Article 7, section 7,
  - b. Believe **(s)d** that his or her conduct was in the best interest **of**, or at least not contrary to, the best interest of the organization,
  - c. In criminal cases, had no reasonable cause to believe that his or her conduct was unlawful.
  - d. Such determination will be made by the IAAP Ethics Committee, Board of Directors, or independent legal counsel.

---

#### **ARTICLE 14: CODE OF ETHICS *moved from Article 11.***

##### Preamble

Addiction **Recovery** Professionals have unique positions of trust and responsibility. We must be cognizant at all times of the ethical requirements imposed upon us as a result of that special position. The Indiana Association for Addiction Professionals strives to honor the public trust in the provision of addiction services by setting forth standards for ethical practice and conduct of its members in this *Code of Ethics*. This Code represents standards of ethical behavior for Addiction **(Counselors) Recovery Professionals** in relationships with clients, with colleagues, with employers, with other professions, with the community, and with society as a whole. It also embodies standards of ethical behavior governing individual conduct to the extent that such conduct is associated with an individual's status as an Addiction **Recovery** Professional. This Code is intended to serve as a guide for the daily conduct of **Addiction Recovery** Professionals. In subscribing to and abiding by this Code, all Addiction **Recovery** Professionals are expected to take into consideration all of the principles in this Code that have a bearing upon any situation in which ethical judgment is to be exercised and professional intervention or conduct is planned. The course of **(any) every** action chosen by an Addiction **Recovery** Professional is to be consistent with the spirit as well as the letter of this Code. The ethical standards herein codified define professional expectations and are enforced by the IAAP Ethics Committee.

This Code does not, in itself, represent a set of rules that will prescribe all of the behaviors of Addiction **Recovery** Professionals in all the complexities of professional practice. Rather, it offers general (and some specific) principles to guide conduct in situations that have ethical implications. The following

principles are intended to guide Addiction **Recovery** Professionals in the various roles, relationships, and levels of responsibility in which they function as professional counselors. The standards herein set forth are neither exhaustive nor all-inclusive, and the absence of an explicit reference to a specific behavior or situation in the Code does not mean that the behavior is ethical or unethical, nor outside the jurisdiction of the **IAAP** Ethics Committee. Addiction **Recovery** Professionals who are uncertain or unclear about the ethics of a particular situation or course of action are encouraged to seek advice and counsel from supervisors, colleagues, Ethics Committee members, or attorneys. The **IAAP** Ethics Committee serves in an advisory capacity for Addiction **Recovery** Professionals who have questions regarding ethical dilemmas.

The following principles also serve as a basis for adjudicating ethical issues when the conduct of an Addiction **Recovery** Professional is alleged to deviate from the standards expressed and implied in this Code. The IAAP Ethics Committee serves in a disciplinary capacity when a counselor's behavior deviates from ethical norms. In subscribing to this Code, IAAP members are required to cooperate in its implementation and abide by any disciplinary rulings based upon it. All IAAP members are required to take adequate measures to prevent, discourage, expose, and correct the unethical conduct of colleagues. This Code is not intended to be used as an instrument to deprive any Addiction **Recovery** Professional of the opportunity or freedom to practice with complete professional integrity; nor will any disciplinary action be taken on the basis of this Code without maximum provision for safeguarding the rights of the counselor affected. To that end, all IAAP members should be ready to vigorously defend and assist any colleague unjustly accused of unethical conduct. We recognize that the ethical behavior of Addiction **Recovery** Professionals results not from edict, but from the personal commitment of individuals to ethical principles and behaviors, and this Code is offered to affirm the will and zeal of all IAAP members to act ethically in all that they do as Addiction **Recovery** Professionals.

## ETHICAL STANDARDS FOR PROFESSIONAL ADDICTIONS COUNSELORS

### PRINCIPLE 1: RESPONSIBILITY TO CLIENTS

- A. IAAP members will not participate, condone, facilitate, or collaborate with any form of discrimination against clients, **colleagues**, or other professionals on the basis of race, color, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, **veteran's status**, political belief, physical or mental (**handicap**) **disability**, or economic condition.
- B. IAAP members will not engage in any activity that violates or diminishes the civil or legal rights of clients.
- C. IAAP members will treat each client with dignity, honor, and respect, and act in the best interest of each client. Moved from D.**
- D. IAAP members will serve clients with devotion, loyalty, determination, and maximum application of professional skills and competence, provide the highest quality of care, and assist each client in discovering the internal and external resources to help themselves.
- E. IAAP members recognize that each client is entitled to the physical, social, psychological, spiritual and emotional care required to meet all of their human needs.
- F. IAAP members will avoid relationships or commitments that conflict with the interests of clients.
- G. IAAP members are aware of their influential positions with respect to clients, and will refrain from exploiting the trust and dependency of clients. Counselors will make every effort to avoid **situations**, conditions, and dual relationships with clients that could impair professional judgment or increase the risk of exploitation. Such relationships include, but are not limited to, members of the counselor's immediate or extended family, business associates of the counselor, or individuals who have a close personal relationship with the counselor or the counselor's family.

- H. IAAP members will not, under any circumstances, engage in any type of sexual activity with current or former clients.
- I. IAAP members, upon agreeing to provide services to a person at the request or direction of a third party, will clarify the nature of the relationship with each party and the limits of confidentiality at the outset of services.
- J. IAAP members will respect the rights of clients to make **all** decisions **regarding their treatment and their personal lives and behaviors** and help them to understand the consequences of their decisions.
- K. IAAP members will terminate services and professional relationships with clients when they are no longer required or no longer serve the client's needs or interests.
- L. IAAP members will not abandon clients in treatment. Counselors who anticipate the termination or interruption of services to clients will notify clients promptly and seek the transfer, referral, or continuation of services **with other professionals** in relation to the clients' needs and preferences.
- M. When an IAAP member must act on behalf of a client who has been judged legally incompetent, or with another individual who has been legally authorized to act on behalf of a client, the counselor will act with the client's best interests in mind, and will inform the designated guardian or responsible person of any circumstances which may influence the relationship.
- N. IAAP members will make no public comments disparaging persons who have addictive disorders. The term "public comments" includes, but is not limited to, all forms of oral, written, and electronic communication that may be accessible to anyone who is not a member of IAAP. Moved from Principle 7-I.**

## PRINCIPLE 2: CONFIDENTIALITY

- A. IAAP members will embrace the duty of protecting the privacy of each client as a primary professional obligation and will not disclose confidential information in teaching, training, practice, or investigation without the expressed written consent of the client, or when appropriate steps have been taken to protect client identity and confidentiality.
- B. IAAP members will review with clients the circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. Moved from C.**
- C. IAAP members will disclose the nature of confidentiality and the limitations on confidentiality to clients and other interested parties as early as feasible in their professional contacts.
- D. IAAP members will not disclose confidential client information except by written authorization or where mandated or permitted by state and federal law.
- E. All written information disclosed must be accompanied by a stamp identifying the Federal Regulations governing such disclosure. Verbal authorization will not be sufficient except in emergencies. Moved from C.**
- F. IAAP members will reveal client identity or confidential information without client consent only when the client presents a clear and imminent danger to themselves or to other persons, and then only to emergency personnel who are directly involved in reducing the danger or threat.
- G. IAAP members, when consulting with colleagues or referral sources, will not share confidential information obtained in clinical or consulting relationships that could lead to the identification of a client unless they have obtained prior written consent from the client. Information may be shared only in appropriate clinical settings and only to the extent necessary to achieve the purpose of the consultation.

- H. IAAP members will use client materials in teaching, writing, consulting, research, and public presentations only when a written authorization or waiver has been obtained, or when appropriate steps have been taken to protect client identity and confidentiality.
- I. IAAP members will obtain informed consent and a written release of information before videotaping, audio recording, or permitting third party observation of any client interaction or group therapy session. Exceptions to third party observations are limited to students in field placements, internships, practica, or agency trainees.
- J. IAAP members own the physical client records; the client owns the information contained therein. Counselors will afford clients reasonable access to any official records concerning them, upon the client's request, and only after due care is taken to protect the confidentiality of others contained in the records.
- K. IAAP members will store, safeguard, and dispose of client records in accordance with state and federal laws and regulations, accepted professional standards, and in ways that protect the confidentiality of clients.
- L. IAAP members will have policies and procedures in place for the safe storage, transfer, or disposal of confidential client records in ways that will maintain client confidentiality prior to moving from the area, closing a practice, or in cases of premature death.
- M. IAAP members, when serving clients of another agency or colleague during a temporary absence or emergency, will serve those clients with the same consideration and confidentiality as afforded the counselor's own clients.

### PRINCIPLE 3: REMUNERATION

- A. IAAP members, when setting fees for services, will ensure they are fair, reasonable, and commensurate with the services provided and with regard for the client's ability to pay.
- B. IAAP members will truthfully represent facts to clients and third-party payers regarding services rendered, and the costs of those services.
- C. IAAP members will charge and collect fees only for services actually provided to clients regardless of contractual agreements made with and/or by the client.**
- D. IAAP members will clearly disclose and explain to clients, prior to the onset of services all costs and fees related to the provision of professional services, including any charges for cancelled or missed appointments; the use of collection agencies or legal measures for non-payment; and the procedures for obtaining payment from a client if payment is denied by a third-party payer. *Folded in.*
- E. IAAP members will give reasonable and written notice to clients of impending suspension of services for non-payment.
- F. IAAP members will give reasonable and written notice to clients with unpaid balances of their intent to seek collection by agency or legal recourse. When such action is taken, counselors will not reveal clinical information.
- G. IAAP members will not give to nor receive from clients any gifts of substantial value or that impair the integrity of the therapeutic relationship. Bartering for professional services may be conducted only if the client requests it, the relationship is not exploitative, the professional relationship is not distorted, and a clear written contract is established prior to the onset of services. *Folded in.*

- H. IAAP members will not accept a private fee or any other gift or gratuity for professional **(work) services (with) from** a client who is entitled to such services through an institution or agency **by which the counselor is employed.**
- I. IAAP members will not **offer or** accept a private fee or accept any commissions, rebates, kickbacks, bonuses, or any other form of remuneration for referral of clients for professional services, nor engage in fee splitting.
- J. IAAP members in clinical practice will not use his or her relationship with clients to promote personal gain or the profit of any agency or commercial enterprise of any kind.
- K. IAAP members will not withhold records under their control that are needed for a client's treatment solely because payment has not been received for past services.
- L. IAAP members will not withhold reports to referral agencies regarding client treatment progress or completion solely because payment has not been received in full for services. Counselors may note in reports that payment has not yet been made, or only partially made for services rendered, particularly if those reports are to courts or probation officers who require such information.

#### PRINCIPLE 4: PROFESSIONAL COMPETENCE AND INTEGRITY

- A. IAAP members will maintain adequate knowledge of and adhere to all applicable federal and state laws, ethical codes, and professional standards of practice **related to the addictions recovery profession.**
- B. IAAP members recognize the need for ongoing education as a crucial component of professional competence, (~~–Addiction Professionals~~) **and** will pursue knowledge of new developments and maintain competence in addictions counseling through education, training, and/or supervised experience.
- C. IAAP members recognize the effect of impairment on professional performance and will seek appropriate professional assistance for **substance use**, personal problems, or conflicts that may impair work performance or clinical judgment.
- D. IAAP members will maintain accurate clinical and financial records for each client.
- E. IAAP members will not engage in sexual or other forms of harassment or exploitation of clients, students, trainees, employees, colleagues, or research subjects.
- F. IAAP members recognize the boundaries and limitations of their **education and** competencies and will not offer services, use techniques, diagnose, treat, or advise on problems outside the recognized boundaries of their **education level and acquired** competencies.
- G. IAAP members as presenters, teachers, supervisors, consultants, and researchers are dedicated to the highest standards of scholarship, and will present accurate information, disclose potential conflicts of interest, and make every effort to prevent the distortion or misuse of their clinical and research findings.
- H. IAAP members will not misrepresent professional qualifications, education, experience, memberships, or affiliations and will accept employment based only on existing competencies or explicit intent to acquire the necessary competencies.
- I. IAAP members will work to prevent the practice of addictions counseling by unqualified and unauthorized persons.
- J. IAAP members will not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.



- K. IAAP members will be in violation of this Code and subject to appropriate sanctions, up to and including, permanent revocation of their membership and certification if they:
1. Are convicted of any misdemeanor crime related to their qualifications or functions as an addiction counselor, or are convicted of any felony crime,
  2. Engage in conduct which could lead to conviction of a misdemeanor crime related to their qualifications or functions as an addiction professional, or any felony crime,
  3. Have their license or certificate suspended or revoked, or are otherwise disciplined by **the IPLA or other** regulatory body or are expelled from or disciplined by **an** other professional organization(s).
  4. Continue to practice as an addiction **recovery** professional while no longer competent to do so due to physical or mental **(causes) impairment** or the abuse of alcohol or other drugs.
  5. Continue to identify themselves as an IAAP member after being denied **(certification) membership, having their membership revoked,** or allowing their **(certification) membership** to lapse.
  6. Continue to practice as an addiction **recovery** professional after being denied **licensure or certification, having their license or certification revoked or suspended,** or allowing their **license or** certification to lapse..
  7. Fail to cooperate with the IAAP Ethics Committee **or IPLA** at any point from the inception of an ethics complaint through the completion of all procedures regarding **(that) said** complaint.
- L. IAAP members will report any unethical conduct or unprofessional modes of practice by other counselors of which they become aware, to the appropriate certifying authority or regulatory body.

#### PRINCIPLE 5: RESPONSIBILITY TO COLLEAGUES

- A. IAAP members will treat colleagues with respect, courtesy, honesty, and fairness and will afford the same courtesies to professionals in other fields.
- B. IAAP members will not offer professional services to a client in counseling with another professional except with the knowledge **and consent** of the other professional, or following termination of services with the other professional.
- C. IAAP members who conduct trainings in addiction **recovery** counseling skills or techniques will clearly state to the audience the requisite training and/or qualifications required to properly perform the skills and techniques being taught.
- D. IAAP members who are authors of books, journal articles, or other published or distributed materials will not plagiarize or fail to cite persons to whom credit for original ideas or work is due.
- E. IAAP members who are authors of books or other materials distributed by an organization or agency will take reasonable precautions to ensure the organization **or agency** promotes and advertises the materials accurately and factually.
- F. IAAP members will assign publication credit to persons who have contributed to a publication in proportion to their contributions and in accordance with customary professional publication practices.
- G. IAAP members do not require or accept authorship credit for a publication based on research or clinical practice from a student's curriculum, field placement, internship, or practicum unless the counselor made a substantial contribution to the project beyond being a faculty advisor or research

committee member. Co-authorship on a student project, thesis, or dissertation will be determined in accordance with established professional guidelines.

**H. IAAP members will make no public comments disparaging colleagues in the addictions recovery profession or in other professional fields. The term “public comments” includes, but is not limited to, any and all forms of oral, written, or electronic communication which may be accessible to anyone who is not a member of IAAP. Moved from D.**

#### PRINCIPLE 6: RESPONSIBILITY TO THE PROFESSION

- A. IAAP members remain accountable to the standards of the profession when acting as members or employees of agencies or organizations. If the mandates of an agency or organization through which the counselor is employed, contracted, or is otherwise affiliated conflict with the IAAP *Code of Ethics*, the counselor will ~~(make known to)~~ **inform** the agency or organization of their commitment to the IAAP *Code of Ethics* and attempt to resolve the conflict in such a way as to allow fullest adherence to the IAAP *Code of Ethics*.
- B. IAAP members will work to protect and enhance the dignity and integrity of the addictions **recovery** profession and will be responsible and vigorous in their discussion and critique of the profession.
- C. IAAP members will contribute time and expertise to activities that promote respect for the integrity and competence of the addictions ~~(counseling)~~ **recovery** profession.
- D. IAAP members will respect the limits of present knowledge in public statements concerning addictions treatment and will report that knowledge accurately and without distortion or misrepresentation to the public and other professional persons and organizations.
- E. IAAP members will distinguish clearly between statements and actions made as a private individual and those made as a representative of an agency, group, organization, or the addictions ~~(counseling)~~ **recovery** profession.
- F. IAAP members will make no public comments disparaging IAAP, **NAADAC**, the addictions **recovery** profession, or other professional fields. The term “public comments” includes, but is not limited to, any and all forms of oral, written, and electronic communication which may be accessible to anyone who is not a member of IAAP **or NAADAC**.

#### PRINCIPLE 7: RESPONSIBILITY TO SOCIETY

- A. IAAP members will support the formulation, development, enactment, and implementation of public policy and legislation concerning the addictions ~~(counseling)~~ **recovery** profession.
- B. IAAP members will advocate for changes in public policy and legislation to improve opportunities and choices for all persons whose lives are ~~(impaired)~~ **impacted** by addictive ~~(diseases)~~ **disorders**.
- C. IAAP members will inform the public of the impact of all forms of addiction through active participation in civic affairs and community organizations and will act to guarantee that all persons, especially the needy and disadvantaged, have access to the opportunities, resources, and services required to treat and manage their ~~(diseases)~~ **disorders**.
- D. IAAP members will educate the public about ~~(the)~~ addictive ~~(diseases)~~ **disorders** while working to dispel negative myths, stereotypes, and misconceptions about addictive ~~(diseases)~~ **disorders** and the people who have them.
- E. IAAP members will work to educate medical professionals about addictive diseases, the need for primary treatment of ~~(these)~~ **addictive disorders (diseases)**, and the need to limit mood-altering and addictive chemicals to persons **who are** in recovery **from addictive disorders**.

- F. IAAP members recognize the need for the use ~~(mood-altering)~~ **potentially addictive** chemicals in limited medical situations and will work to educate medical professionals to limit, monitor, and closely supervise the administration of such chemicals when their use is necessary.
- G. IAAP members will collaborate with other health professionals in providing a supportive environment for ~~(the)~~ **any** client who is receiving prescribed medications.
- H. IAAP members will work for parity in insurance coverage for alcoholism and drug addiction as primary medical ~~(diseases)~~ **disorders**.
- I. IAAP members will make no public comments disparaging the medical profession or its practitioners. The term “public comments” includes, but is not limited to, all forms of oral, written, and electronic communication that may be accessible to anyone who is not a member of IAAP.**
- J. IAAP members will make no public comments disparaging the legislative process or any person who is involved in the legislative process. The term “public comments” includes, but is not limited to, all forms of oral, written, and electronic communication that may be accessible to anyone who is not a member of IAAP.

PRINCIPLE 8: VIOLATION OF ETHICAL PRINCIPLES

- A. IAAP members are required to cooperate with the implementation of the *Code of Ethics* and to participate in and abide by any disciplinary actions and rulings based upon it. Failure to participate or cooperate is, itself, a violation of the *Code of Ethics*.
- B. The IAAP Ethics Committee has jurisdiction over all complaints filed against any person holding or applying for IAAP certification or membership, and has authority to conduct investigations into any instance of alleged misconduct by any ~~(addiction counselor)~~ **current, potential, or former IAAP member**.
- C. The names of all ~~(members)~~ **individuals** who have been adjudicated by the Ethics Committee **or IPLA** and found to be in violation of the Code of Ethics will be published in the organization’s newsletter along with sanctions imposed by the Ethics Committee **or IPLA**.
- D. No member of the IAAP Ethics Committee, Hearing Panels, Board of Directors, Officers, Membership Committee, Certification Board, or Staff can be named as a respondent under these policies and procedures as the result of any decision, action, or exercise of discretion **or authority** arising directly from their conduct or involvement in carrying out adjudication responsibilities.

---

ARTICLE 15: DISSOLUTION *moved from Article 14.*

Upon the dissolution of the organization and/or final liquidation of its assets the ~~(Board of)~~ Directors will, after making provision for the payment of all lawful debts and liabilities of the organization, disburse all remaining assets of the organization in such a manner as the ~~(Board of)~~ Directors shall determine.