

INDIANA ASSOCIATION FOR ADDICTION PROFESSIONALS

ORGANIZATIONAL BYLAWS

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

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Revised on September 23, 2006

ARTICLE 1: NAME AND STATUS OF THE ORGANIZATION

1. The name of this organization is the Indiana Association for Addiction 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.
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ARTICLE 2: MISSION AND PURPOSES

1. The Mission of the Indiana Association for Addiction Professionals is to ensure the provision of competent, professional addiction counseling services to everyone who needs them, 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, or physical or mental impairment.
2. The Purposes of IAAP are:
 - a. To foster public awareness of addictions as treatable diseases;
 - b. To promote and advocate for legal and medical reforms in the treatment of addictive diseases;
 - c. To advance the science of addictive diseases 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;
 - e. To elevate and maintain the standards of ethical and professional conduct in the provision of addiction services;
 - f. To elevate and maintain the standards of honor, dignity, and integrity of addiction service providers;
 - g. To engage in any such activities as may be desirable or required to fulfill the mission and purposes of IAAP.

2. IAAP may affiliate with other professional associations at the state or national level, and pay dues required for such affiliation from its treasury.
3. IAAP may cooperate with any official or voluntary health, welfare, educational, or rehabilitation agency concerned with the prevention and treatment of addictive diseases and related health public issues.
4. IAAP and its members will not engage in any activities that actively promote potentially addictive behaviors. Examples include, but are not limited to, the sale of alcohol, tobacco, or illicit drugs, gambling, and the pornographic portrayal of sexual activity.
5. 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.
6. IAAP will engage in the certification of addiction 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 qualifications 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. IAAP membership classifications, qualifications, and dues are:
 - a. Counseling (Full) Membership, which is available to individuals who are engaged in professional counseling of people with addictive diseases.
 - i. Counseling Membership dues are \$50 annually, in addition to NAADAC fees.
 - ii. Individuals who possess Counseling Memberships must meet continuing education requirements for certification.
 - b. Associate Membership, which is available to individuals who are formally engaged in the process of earning addiction counseling credentials, and to individuals who are concerned with the problems and effects of addictive diseases.
 - i. Associate Membership dues are \$40 annually, in addition to NAADAC fees.

- c. Student Membership, which is available to individuals who are full time students (9 credit hours) in any accredited college or university undergraduate program or half time (6 credit hours) in any graduate program in the Human Services field.
 - i. Student Memberships granted to graduate students are limited to the length of the individual's graduate program at the time of application.
 - ii. Student Membership dues will be \$35 annually, in addition to NAADAC fees.
 - d. Honorary Membership, which is available, upon application for this status by an IAAP member and by a two-thirds (2/3) vote of the IAAP Board of Directors, to:
 - i. Current IAAP members who become incapable of performing the duties required for addiction counseling due to a physical or mental impairment. Documentation from the Social Security Administration of acceptance into the SSDI program will suffice as proof of eligibility for Honorary membership based on disability.
 - ii. Current IAAP members who are over the age of sixty-two (62) and are retired or semi-retired (limit of 20 hours per week) from a position in the addictions field.
 - iii. 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 fifteen (15) years in the addiction field.

** Please Note: Honorary membership status applies only to IAAP membership, and not to NAADAC membership unless it has been approved by the NAADAC Executive Committee. IAAP members who are granted Honorary membership status in IAAP are exempt from IAAP membership dues, but must still pay NAADAC membership dues.
 - iv. 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.
 - v. Non-IAAP members who have contributed significantly to the formation, development, and/or advancement of IAAP or the addictions field in the State of Indiana upon nomination by a Board Officer or Member, and a two-thirds (2/3) majority vote of the Board of Directors.
 - e. Organizational Memberships, which are available to organizations, agencies, or programs concerned with the problems and effects of addictive diseases.
 - i. Organizational membership dues are \$200 annually or \$300 for two years.
 - ii. Founding Organizational memberships are \$300 annually or \$500 for two years.
3. 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.
 4. Under our affiliation agreement, IAAP members will remit the annual dues for their membership 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 reapply for IAAP membership at any time by paying the annual dues required for their membership classification.
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. Members of any classification may have their membership and certification terminated for cause upon a Decision for Revocation by the IAAP Ethics Committee pursuant to Article 12, a Decision for Revocation by the IAAP 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.
 - b. The names of all members whose membership and/or certification are terminated will be published in the organization's newsletter.

ARTICLE 4: VOTING PRIVILEGES

1. All IAAP membership classifications confer upon the holder the right to attend, make motions, and vote in all IAAP membership meetings and in all IAAP matters wherein the membership may 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, who will be vested with the powers and general authority commonly accorded to any Board of Directors of a not-for-profit corporation, pursuant to 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 11 and a maximum of 17 members.
3. Only Founding members of IAAP and Full members holding the highest credential offered by IAAP are eligible to serve as members of the IAAP Board of Directors.
 - a. IAAP members who retain their membership with or join ICAADA, or who are members of Local Coordinating Councils not affiliated with IAAP, 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 organizations (NASW, AAMFT, NBCC, etc.) must recuse themselves from all discussion and voting regarding the

other organization to which they belong in order to avoid a conflict of interest.

1. Any Board member who fails to disclose a conflict of interest or recuse themselves from discussion or voting in business related to other professional organizations in which they are members will be subject to action by the IAAP Ethics Committee.
 2. IAAP Board members 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 on the Board.
4. 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.
 5. The President of IAAP will serve as the Chairperson of the Board of Directors.
 6. The IAAP Board of Directors will include the Officers enumerated in Article 6, Section 1, all of whom must be certified, dues current IAAP members with no previous or pending ethics charges.
 7. Board membership will consist of five (5) Officers, a minimum of four (4) At-Large Directors, and two (2) Student Members, elected at-large by the IAAP membership through mail-in ballot prior to the annual meeting.
 - a. All At-Large Directors will serve terms of three (3) years.
 - b. All Officers and Student Members will serve terms of two (2) years.
 - c. A Board member may lose his or her seat on the Board of Directors if they have more than one unexcused absence in any fiscal year.
 8. A Board vacancy will occur when a member of the Board of Directors resigns from his or her position, loses his or her seat on the Board 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 Board members must be certified, dues current IAAP members, with no previous or pending ethics charges, meeting the criteria set forth in 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, and for written or oral examinations.

11. At no time will the Board of Directors have authority or power to remove any Ethics case from the jurisdiction of the Ethics Committee at any stage of the case, OR to call for a vote for such an action, OR to amend these Bylaws to permit such an action, and nothing herein contained may be construed in a way that permits or allows 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*.
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ARTICLE 6: OFFICERS AND DUTIES

1. All IAAP members who were involved in forming this organization, or who have held Counseling Membership in IAAP for a minimum of two (2) years are eligible to hold elective office in IAAP.
 - a. Any IAAP Board member who holds elected office in a professional organization or LCC that is not affiliated with IAAP or NAADAC is not eligible to hold elective office in IAAP.
 - b. Only members who reside of 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 will be elected to office by the membership through mail-in ballot prior to the annual meeting.
 - b. Only IAAP members who were involved in forming this organization OR have completed a minimum of one full term as an elected member or officer of the Board of Directors OR who have chaired a standing IAAP committee 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 official capacities, perform all duties, and possess all powers necessary to supervise and manage IAAP.
 - c. He or she will prepare agenda for and preside at all Business, Annual, 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 duties and powers 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, pursu-

ant 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 and members regarding 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 IAAP Steering Committee.
- c. He or she will have the same rights and privileges 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 be an *ex-officio* member of all committees in order to maintain records.
- d. He or she will keep true and accurate minutes of all Board and membership meetings, and any Committee meetings attended, and preserve them in the books of the organization.
- e. He or she will be responsible for distributing copies of all minutes to all Board members.
- f. He or she will ensure that all notices to IAAP members, Officers, and Directors 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 all IAAP funds and is empowered to disburse IAAP funds within guidelines established by the Board of Directors, upon approval of the Board of Directors, or at the written direction of the President.
- c. The Treasurer 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 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.
- g. He or she will issue a receipt for all membership dues paid to IAAP.

9. Term Limits and Transitions.

- a. The President is not eligible for election to consecutive terms.

- b. The President, upon the completion of his or her term, will be installed as the Immediate Past President and the President-Elect shall be installed as the President.
 - c. If the office of President becomes vacant, the President-Elect will serve the remainder of the outgoing President's term and then serve the full term to which he or she were elected.
 - d. 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.
 - e. The Secretary is not eligible to hold the same office for more than two (2) consecutive terms.
 - f. The Treasurer is not eligible to hold the same office for more than two (2) consecutive terms.
 - g. The Board of Directors will serve staggered terms to ensure that no more than four At-Large Directors will be elected in any one year period.
 - h. In the event that an Ethics charge is filed against a Board Officer, a Board Officer-Elect, or a Board Member-Elect, the current Board of Directors can not be discharged, nor administrative changes made until all pending Ethics charges have been fully resolved by the Ethics Committee.
10. The removal of an Officer or member of the Board of Directors will occur under any of the following circumstances:
- a. The Officer or Board member is convicted of any felony crime.
 - b. The Officer or Board Member is convicted of any misdemeanor crime related to his or her position as an addiction counselor.
 - c. The Officer or Board member has had their IAAP membership revoked or suspended by the IAAP Ethics Committee due to a finding of a violation of the IAAP *Code of Ethics*.
 - d. The Officer or Board member has had their IAAP membership revoked or suspended by the IAAP Membership Committee.
 - e. The Officer or Board Member engages in activities that are inconsistent with the mission and purposes of IAAP, upon recommendation of the President or any founding member of IAAP, and a 2/3 majority vote of the Board of Directors.
 - f. Two-thirds of the eligible votes received at a Special membership meeting or through mail-in ballot support the removal of the Officer or Board member.
 - g. The Officer or Board member has two unexcused absences from Business, Emergency, or Special membership meetings, upon recommendation of the President, and a two-thirds (2/3) majority vote of the Board members.
 - h. A President who has two unexcused absences from quarterly Business, Emergency Board, or Special membership meetings may be removed by a two-thirds (2/3) majority vote of the Board of Directors.

- i. The names of all Board Officers and Members who are removed from Office or the Board of Directors will be published in the organization's newsletter.
11. 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 in accordance with Federal and State laws, IA-AP Bylaws and Articles of Incorporation, and his or her good faith judgment of the best interests of the organization. Good faith judgment will be assumed when the Director or Chair:
 - a. Relied on information presented by IAAP officers or employees whom the Director or Chair believes to be reliable and competent in the matters presented,
 - b. Relied on information provided by legal counsel, public accountants, or other professionals or experts which the Director or Chair believes to be within the person's professional or expert field of competence in the matters presented,
 - c. Relied on information from an IAAP Committee which the Director or Committee Chair was believed to merit confidence.
 12. 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. Believes that his or her conduct was in the best interest, 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 7: MEETINGS AND QUORUMS

1. The Board of Directors will conduct quarterly Business meetings in the months of January, April, July, and October.
 - a. A quorum of the Board of Directors at any quarterly Business meeting, Annual, General, or Special membership meeting, or Emergency Board meeting will be one half of the current Board members, plus two, present in person.
 - b. No proxy votes will be allowed or accepted at any IAAP meeting for any reason.
2. The Board of Directors will conduct four General membership meetings per year on the dates of the quarterly Business meetings, one of which will be the Annual membership meeting.
 - a. General membership meetings will take place immediately prior or subsequent to the scheduled Business meeting, as determined by the Board of Directors.
 - b. A quorum of the membership for the General and Annual membership meetings will be twenty-five (25) members.

3. Special membership meetings may be called by a simple majority of the Board of Directors, or by one tenth (1/10) of the membership.
 - a. Notice of any Special meeting must be mailed to all IAAP members by the Secretary no less than thirty (30) days prior to the meeting.
 - b. The notice must include the date, time, place, and purpose of the meeting.
 - c. A quorum of the membership for any Special membership meeting will be thirty-five (35) members.
 4. An Emergency meeting of the Board of Directors can 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 meeting.
 - b. Notice will be by regular mail, telephone, fax, email, or personal delivery to the usual residence or business address contained in the IAAP records.
 - c. The notice must include the date, time, place, and purpose of the meeting.
 - d. A quorum for Emergency Board meetings will be one half of the current Board members, 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 a meeting 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 is 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 are able to hear each other simultaneously, which will constitute presence in person at the meeting.
 - a. Any action required or permitted at any Board meeting may be taken without a face-to-face meeting if the action is taken by a two-thirds (2/3) majority.
 - b. The action must be evidenced by a written document describing the action taken and containing the signatures of every Board member consenting to the action taken.
 - c. The document must be entered into the minutes and filed with IAAP records reflecting the action taken.
 6. *ALL* IAAP meetings are *NO SMOKING* meetings. *NO* Exceptions!
 7. Directors and Committee Chairs will not receive any direct compensation for their services as members of the Board of Directors or Chairs of Committees.
 - a. The Board of Directors may authorize IAAP to pay the expenses of Directors and/or Committee Chairs to attend any and all Board and/or Committee meetings.
 - b. Expenses will be limited to mileage, tolls, and meals.
 - c. The Board of Directors may authorize IAAP to pay all of the expenses of the President, or Presidents' designee, to attend the NAADAC Annual Conference
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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 Board of 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 Counseling Membership, with no previous or current ethics charges, are eligible to serve on standing committees. The President may appoint non-IAAP members to *ad-hoc* committees when deemed necessary and appropriate.
5. IAAP will maintain the following standing committees:
 - a. Budget and Finance Committee chaired by the Treasurer and composed of the Chairperson of the Conference and Continuing Education Committee and a minimum of three (3) additional IAAP members who are responsible for preparing an annual budget and obtaining a yearly review of the organization's financial records.
 - b. 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.
 - i. Bylaw changes must be approved by the Board of Directors prior to presentation to the membership for a vote.
 - ii. Bylaw changes must be mailed to the membership no less than thirty (30) days prior to the Annual Membership meeting to be eligible for a vote.
 - c. Certification Committee composed of the chair and a minimum of eleven (11) 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.
 - d. Membership Committee composed of the chair and a minimum of six (6) additional IAAP members, who are responsible for recruiting, granting, retaining and expanding IAAP membership and, when necessary, suspending and revoking membership.
 - e. Ethics Committee composed of the chair and a minimum of six (6) additional IAAP members, who are responsible for monitoring the ethical performance of all IAAP members and Officers and imposing disciplinary action, per the IAAP *Code of Ethics*.
 - 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.
 - i. This Committee will review each nominee's eligibility to hold office in IAAP,
 - ii. Present a slate of nominees to the Board of Directors for approval, and
 - iii. Conduct elections in accordance with the Bylaws and committee procedures.

- g. Legislative Committee chaired by the President-Elect and composed of a minimum of four (4) additional IAAP members who are responsible for monitoring all legislation pertaining to addictions at both State and Federal levels, and reporting on legislative action concerning addictions to the IAAP Board of Directors and membership.
- h. Conference and Continuing Education Committee composed of the chair and a minimum of four (4) additional IAAP members who are responsible for planning in-service trainings, conferences, and the programming for Annual meetings.
- i. Marketing and Communications 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 relations functions of the organization.
- j. Steering Committee chaired by the Immediate Past President and composed of a minimum of six (6) additional IAAP members who are responsible for the long-range planning, vision, and direction of the organization.
- k. Regional Chapter Committee composed of the chair and a minimum of four (4) additional IAAP members who are responsible for forming, implementing, and providing support for each Regional Chapter.
- l. Other Committees: The IAAP Board of Directors delegates to the President the authority to create all such *ad hoc* committees of the organization as he or she deems necessary and advisable, and to define their duties, responsibilities, and end-dates for the committee's work.

ARTICLE 9: BUDGET AND ACCOUNTING

1. All funds received by IAAP must be deposited in the name of IAAP in a depository designated 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) vote of the Board of Directors, and *must* be changed upon an official finding of fiduciary misconduct by the chosen depository or any of its employees.
2. IAAP must retain, and the Treasurer must ensure, sufficient funds in IAAP accounts to operate without debt or deficit.
3. 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 President.
4. All checks drawn on, or withdrawals from, IAAP accounts must be signed by the IAAP Treasurer and Secretary.
 - a. The IAAP President may sign checks or authorize withdrawals in lieu of the Treasurer or Secretary, if one is unavailable due to absence or disability.
 - b. The President-Elect may sign checks in lieu of the Treasurer, Secretary, or President upon their absence.
5. The Treasurer is responsible for obtaining a yearly review of the IAAP financial records.

- a. The Annual Review must be conducted by a professional and certified accounting agency, which will be determined by the Board of Directors.
 - b. Any an 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 fiduciary misconduct by the agency or any of its employees.
6. The Board of Directors may require periodic reports and accounting of funds from the Treasurer as it deems necessary.
 7. The Chairperson of the Conference and Continuing Education Committee will serve as a member of the Budget and Audit Committee, pursuant to Article 8, section 1-e.

ARTICLE 10: AMENDING THE BYLAWS

1. The Bylaws may be amended by two-thirds (2/3) of the voting members present at the Annual Meeting, called pursuant to Article 7.
 - a. Written notice of any and all proposed amendments to these Bylaws must be sent to every IAAP member by regular mail no less than thirty (30) days prior to the Annual Meeting for review by the members.
 - b. The members retain the right to amend the language of any proposed amendment to the Bylaws by a two-thirds (2/3) majority, prior to voting on the amendment.
 - c. The Bylaws Committee will have authority to correct any spelling, grammatical, or punctuation errors in the current Bylaws, or any duly adopted amendments, without requiring a vote by 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 11: PROCEDURES

Any rules of parliamentary order not herein specified will be governed by the latest edition of “Roberts’ 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: CODE OF ETHICS

Preamble

Addiction 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 of 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 in professional relationships with clients, with colleagues, with employers, with other professions, with the community, and with our 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 and identity as an Addiction Professional. The ethical standards codified herein define professional expectations and are enforced by the IAAP Ethics Committee. This Code is intended to serve as a guide for the daily conduct of Addiction Professionals. In subscribing to and abiding by this *Code of Ethics*, all Addiction 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 action chosen by an Addiction Professional is to be consistent with the spirit as well as the letter of this Code.

This Code does not, in itself, represent a set of rules that will prescribe all of the behaviors of addiction counselors 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 Professionals in the various roles and relationships and levels of responsibility in which they function as professional counselors. In subscribing to this Code, IAAP members are required to cooperate in its implementation and abide by any disciplinary rulings based on it. All IAAP members are required to take adequate measures to prevent, discourage, expose, and correct the unethical conduct of colleagues. At the same time, this Code is not intended to be used as an instrument to deprive any Addiction 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 person affected. All IAAP members should be ready to vigorously defend and assist any colleague unjustly accused of unethical conduct.

The following principles also serve as a basis for the adjudication of ethical issues when the conduct of an Addiction Professional is alleged to deviate from the standards expressed or implied in this Code. The standards set forth herein are not 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 Ethics Committee. Addiction 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 Ethics Committee serves in an advisory capacity for Addiction Professionals who have questions regarding ethical dilemmas, as well as in a disciplinary capacity when a counselor's behavior deviates from ethical norms. We recognize, that the ethical behavior of Addictions Professionals results not from edict, but from the personal commitment of individuals to ethical principles and behavior, 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 Professionals.

ETHICAL STANDARDS FOR PROFESSIONAL ADDICTIONS COUNSELORS

Principal 1: Responsibility to Clients

- A. IAAP members will not practice, condone, facilitate, or collaborate with any form of discrimination against clients or other professionals on the basis of race, color, religion, age, gender, national origin, sexual orientation, religion, marital status, political belief, physical or mental handicap, 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 serve clients with loyalty, devotion, determination, and maximum application of professional skill and competence, treat each client with dignity, honor, and respect, provide the highest quality of care, act in the best interest of each client, and assist each client in discovering the internal and external resources to help themselves.
- D. 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.
- E. IAAP members will avoid relationships or commitments that conflict with the interests of clients.
- F. 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 conditions or multiple 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.
- G. IAAP members will not, under any circumstances, engage in any type of sexual activity with current or former clients.
- H. 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.
- I. IAAP members will respect the rights of clients to make decisions and help them to understand the consequences of their decisions.
- J. IAAP members will terminate services and professional relationships with clients when such services are no longer required or no longer serve the client's needs or interests.
- K. 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 in relation to the clients' needs and preferences.
- L. When the 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.

Principle 2: Confidentiality

- A. IAAP members will embrace the duty of protecting the privacy of each client as a primary 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 disclose the nature of confidentiality and possible limitations on confidentiality to clients and other interested parties as early as feasible in their professional contacts. Counselors will review with their clients' circumstances where confidential information may be requested and where disclosure of confidential information may be legally required.
- C. IAAP members will not disclose confidential client information except by written authorization, or where mandated or permitted by state and federal law. All written information will be accompanied by a stamp identifying the Federal Regulations governing such disclosure. Verbal authorization will not be sufficient except in emergencies.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. IAAP members will store, safeguard, and dispose of client records in accordance with state and federal laws, accepted professional standards, and in ways which protect the confidentiality of clients.
- J. IAAP members will have policies and procedures in place for the storage, transfer, or disposal of confidential client records prior to moving from the area, closing a practice, or in cases of premature death, in ways that will maintain client confidentiality.
- K. 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 that afforded the Counselor's own clients.

Principle 3: Remuneration

- A. IAAP members, when setting fees, will ensure that they are fair, reasonable, and commensurate with the services provided and with regard for the clients' 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 clearly disclose and explain to clients, prior to the onset of services:
 - (1) all costs and fees related to the provision of professional services, including any charges for cancelled or missed appointments,
 - (2) the use of collection agencies or legal measures for nonpayment, and
 - (3) the procedure for obtaining payment from the client if payment is denied by a third party payer.
- D. IAAP members will give reasonable and written notice to clients of impending suspension of services for nonpayment
- E. 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.
- F. IAAP members will not give to or receive from clients, gifts of substantial value or that impair the integrity of the therapeutic relationship. Bartering for professional services may be conducted only if:
 - (1) the client requests it,
 - (2) the relationship is not exploitative,
 - (3) the professional relationship is not distorted, and
 - (4) a clear written contract is established prior to the onset of services.
- G. IAAP members will not accept a private fee or any other gift or gratuity for professional work with a client who is entitled to such services through an institution or agency.
- H. IAAP members will not offer or accept any commissions, rebates, kickbacks, bonuses, or any other form of remuneration for referral of clients for professional services. Counselors will not engage in fee splitting.
- I. An IAAP member in clinical or counseling 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.
- J. 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.
- K. IAAP members will not withhold reports to referral agencies regarding client treatment progress or completion solely because payment has not yet 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 applicable federal and state laws, ethical codes and professional standards of practice.
- B. IAAP members recognize the need for ongoing education as a crucial component of professional competence. Addiction Professionals 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 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 competencies and will not offer services, use techniques, diagnose, treat, or advise on problems outside the recognized boundaries of their 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 only on the basis of existing competence or explicit intent to acquire the necessary competence.
- I. IAAP members will work to prevent the practice of addiction 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 are:
 - a. are convicted of any misdemeanor crime related to their qualifications or functions as an Addiction Professional, or they are convicted of *any* felony crime.
 - b. 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.
 - c. have their licenses or certificates suspended or revoked, or are otherwise disciplined by regulatory bodies, or are expelled from or disciplined by other professional organizations.
 - d. continue to practice as an Addiction Professional while no longer competent to do so due to physical or mental causes or the abuse of alcohol or other drugs.
 - e. continue to identify themselves as an IAAP member after being denied certification or allowing their certification to lapse.

- f. continue to practice as an Addiction Professional after being denied certification or allowing their certification to lapse.
 - g. fail to cooperate with the IAAP Ethics Committee at any point from the inception of an ethics complaint through the completion of all procedures regarding that 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 of the other professional or following the termination of services with the other professional.
- C. IAAP members who conduct training in addictions 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 will make no public comments disparaging colleagues in the addictions counseling profession, or in other professional fields. The term “public comments” shall include, but is not limited to, any and all forms of oral, written, or electronic communication which may be accessible to anyone who is not an IAAP member.
- E. IAAP members who are the authors of books, journal articles, or other materials that are published or distributed will not plagiarize or fail to cite persons for whom credit for original ideas or work is due.
- F. IAAP members who are the authors of books or other materials distributed by an agency or organization will take reasonable precautions to ensure that the organization promotes and advertises the materials accurately and factually.
- G. IAAP members will assign publication credit to those who have contributed to a publication in proportion to their contributions and in accordance with customary professional publication practices.
- H. IAAP members do not accept or require 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 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 guidelines.

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 organization through which the Counselor is employed, contracted, or otherwise affiliated conflict with the IAAP *Code of Ethics*, the counselor will make known to the organization 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 counseling field, 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 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 profession.
- F. IAAP members will make no public comments disparaging the IAAP, the addictions profession, or other professional fields. The term “public comments” shall include, but is not limited to, any and all forms of oral, written, and electronic communication which may be accessible to anyone who is not an IAAP member.

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 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 by the disease of addiction.
- 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 the disadvantaged, have access to the opportunities, resources, and services required to treat and manage their disease.
- D. IAAP members will educate the public about the disease of addiction while working to dispel negative myths, stereotypes, and misconceptions about addictive diseases 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 diseases, and the need to limit the use of mood altering chemicals for persons in recovery.
- F. IAAP members recognize the need for the use of mood altering 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 care professionals in providing a supportive environment for the 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.

- I. IAAP members will make no public comments disparaging persons who have addictive diseases. The term “public comments” shall include, but is not limited to, all forms of oral, written, and electronic communication which may be accessible to anyone who is not an IAAP member.
- J. IAAP members will make no public comments disparaging the legislative process, or any person involved in the legislative process. The term “public comments” shall include, but is not limited to, all forms of oral, written, and electronic communication which may be accessible to anyone who is not an IAAP member.

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 on the code. Failure to participate or cooperate is, itself, a serious violation of the *Code of Ethics*.
- B. The IAAP Ethics Committee has jurisdiction for all complaints filed against any person holding or applying for IAAP licensure or certification and, therefore, has authority to conduct investigations into any instance of alleged misconduct by an addictions counselor.
- C. No member of the IAAP Ethics Committee, Hearing Panels, Board of Directors, Membership Committee, Certification Board, Officers, or Staff can be named as a respondent under these policies and procedures as the result of a decision, action, or exercise of discretion arising directly from their conduct or involvement in carrying out adjudication responsibilities.
- D. The names of all members who have been adjudicated by the Ethics Committee and found in violation of the *Code of Ethics* will be published in the organization’s newsletter, along with the sanctions imposed by the Ethics Committee.

ARTICLE 13: PROMULGATION OF RULES

These Bylaws are the foundation of all activities conducted by this organization in pursuit of its goals and objectives in carrying out its Mission and Purposes. Any action 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 14: DISSOLUTION

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.
