

# SAA Bylaws

## SOCIETY FOR AMBULATORY ASSESSMENT BYLAWS

(Approved January, 2018)

### ARTICLE I: NAME AND PURPOSE

1. The name of this organization shall be the Society for Ambulatory Assessment, hereinafter referred to as the Society.
2. The purpose of the Society is to foster and encourage research and applications using ambulatory assessment approaches. Ambulatory assessment comprises the use of field methods to assess the ongoing behavior, physiology, experience and environmental aspects in naturalistic or unconstrained settings. Ambulatory assessment designates an ecologically relevant assessment perspective that aims at understanding biopsychosocial processes as they naturally unfold in time and in context. Ambulatory assessment covers a range of methodologies of real-time data capture that originate from different scientific disciplines. These methodologies include – but are not limited to – approaches encompassing Ecological Momentary Assessment, experience sampling, ambulatory monitoring of physiological function, acquisition of ambient environmental parameters, and ambulatory monitoring of physical behavior. The Society views these methodologies as essential to advancing theory and basic science, developing and implementing clinical applications in patient populations, and to enhancing health and well-being in the general population.
3. The Society aims to achieve its goals by being an interdisciplinary and international society that encourages dialogue and facilitates collaboration amongst its members and related communities, as well as by encouraging and engendering the sharing and dissemination of germane research. Among other means, the Society will do this by organizing scientific conferences, training opportunities, and topical meetings for presentation and discussion of topics such as instrumentation, methodology, experimental results, and theoretical interpretations.

### ARTICLE II: MEMBERSHIP

1. The Society shall consist of Full Members and Student Members. In subsequent Articles and paragraphs, both groups are referred to as “Members.”
2. Qualifications for Membership:
  - a. Full Members
    1. Scientific research done in ambulatory assessment or related areas, *or*
    2. Interest in ambulatory assessment, and sponsorship by two Full Members of this Society.
  - b. Student Members (defined as those currently in a pre-doctoral training program)
    3. Interest in ambulatory assessment or a related area and sponsorship by one Full Member of the Society, *or*
    4. Involvement in ambulatory assessment or a related area through either enrollment in a predoctoral educational program or employment.

Predoctoral status must be certified by the mentor, individual's department chair, program director, or employer.

3. The amount of the membership dues shall be adjusted by the Executive Board, hereinafter referred to as the Board, according to the financial needs of the Society. The membership period is set to one fiscal year. Annual dues shall be paid before the first month of each fiscal year. Former members may reactivate their membership status after any period of time by paying their dues for the current year.
4. Student members, as well as any member who is within 6 years of having achieved the Ph.D. (or other terminal degree), will qualify for a reduction in annual dues, the amounts to be set by the Board.
5. Full Members who live and work in low income countries, are unemployed, or are retired will qualify upon request and verification for a fee reduction to levels set by the Board.

### **ARTICLE III: OFFICERS**

1. The officers of the Society shall be President, President-Elect, Secretary and Treasurer. Only Full Members of the Society shall be eligible for nomination as officers of the Society.
2. The term of the President-Elect shall be two years, after which s/he shall serve two years as President. The Secretary and Treasurer shall serve for staggered four-year terms, and may serve for two terms. Positions shall be elected one year prior to assuming office.
3. It shall be the duty of the President to preside at all meetings of the Society and to exercise supervision over the affairs of the Society with the approval of the Board. If the President is unable to perform these duties, the President-Elect shall assume the duties of President. If neither President nor President-Elect are able to perform these duties, then the Board shall, by majority vote, elect one of its members to assume the duties of President.
4. It shall be the duty of the Secretary to coordinate the day-to-day operations of the Society, to keep records of Board and Membership Meetings of the Society, and to arrange for mailings to the Membership regarding the annual meetings, elections, and other matters of interest.
5. It shall be the duty of the Treasurer to have custody of all funds and property of the Society, to coordinate the collection of dues or assessments, and to make or approve disbursements of Society funds as authorized by the Board.
6. In the case of death, incapacity, or resignation of the President-elect, Secretary or Treasurer, the Board shall, by majority vote, elect a successor to serve until the office can be filled based on regular election procedures described in Article V.

### **ARTICLE IV: EXECUTIVE BOARD**

1. The Board shall consist of the President, the President-Elect, the Secretary, and the Treasurer, who shall serve as voting members of the Board, and at least two Members-at-Large who shall be elected for staggered terms of four years (except where shorter periods are required to equalize staggering of terms). Only Full Members of the Society shall be eligible for nomination to the Board, with the exception of the Trainee Member position, described below. Additionally, there will be a Trainee Member-at-Large (defined as currently in Doctoral [or similar; e.g., Medical] training program, or within 2 years of receipt of said degree) who will serve a two-year term.

2. In case of a vacancy on the Board, the Board shall fill the vacancy by an interim appointment until a newly elected member can fill the vacancy.
3. Board Members will be elected by majority vote from the Membership, with the exception of the President. After the two-year term of President-Elect the President Elect becomes President.
4. The Board shall have general supervision of the affairs of the Society. The Board may act either at meetings or by any legal means. An action of the Board shall be effective only if a majority (unless otherwise specified) of the Board vote is in favor of it.
5. The President of the Society shall be Chair of the Board, and the Secretary shall be secretary of the Board.
6. The Board may appoint ex-officio members in an advisory (non-voting) capacity by unanimous vote.
7. The President, in consultation with the members of the Board, shall appoint such Chairs and members of the committees as are provided in Article VII of these Bylaws.

#### **ARTICLE V: NOMINATIONS AND ELECTIONS**

1. The officers of the Society and Board members shall be elected by Members of the Society voting by electronic ballot.
2. Nominating candidates is restricted to members of the Society. Members will be invited to submit recommendations for nominations to elected offices to the Secretary, who will pass these nominations on to the Nominating Committee after removing any identification of the nominator. Self-nominations are allowed.
3. The Nominating Committee shall select from the group of nominees a slate of willing and qualified candidates for President-Elect, for each open position on the Board, and for Secretary and Treasurer when one year remains in their terms. The Nominating Committee shall propose the candidates for each open office and Board position for approval (by majority) by the Board on a per-position basis. In the event that the slate is not approved by the Board, in full or part, the Nominating Committee shall work with the Board to remedy concerns; if this is not successful, non-approved candidates shall be removed from the ballot. In the event that a position has no candidates and the Nominating Committee does not provide a candidate, the Board can provide candidates. The final slate of candidates approved by the Board will be provided to the Secretary, who shall arrange for the mailing of an election ballot to the Membership, and that ballots be returned by a specified deadline.
4. Election ballots that are returned by the deadline shall be certified by the Secretary. The Secretary shall inform the President, who shall promptly notify the elected officers and Board members and identify them at the next Membership Meeting. Any deviations from normal process, including the Board not accepting a candidate proposed by the Nominating Committee, shall be disclosed at the Membership Meeting (with all personal information regarding the candidate(s) withheld).
5. New officers and Board members shall assume office at the close of the Membership Meeting and shall hold office until their successors are elected and accept office in their stead.

#### **ARTICLE VI: MEETINGS OF THE MEMBERSHIP**

1. The Society will hold scientific meetings at a frequency, location, and structure as determined by the Board. Guiding principles include a desire to reflect the

disciplinary, scientific, and geographic diversity of the Society in the scientific meeting content and host locations.

2. There shall be at least one Membership Meeting (also referred to as the General Assembly of the Society) every two years; this will typically be held at the scientific meeting. There may be additional meetings of the Society if the Board or Membership so decides.
3. The Board will announce the Membership Meetings. Announcement of the Meeting must be made at least one month in advance. The Meeting must be organized at least once every two years, unless extension of this term is granted by the Membership.
4. The Membership Meeting can be organized as a physical meeting, or by electronic or other means, decided upon by the Board.
5. The Membership shall meet physically at least once every two years, unless approved otherwise by the General Assembly. The General Assembly will be quorate regardless of the number of members being present, although other specified requirements must be met for any action (e.g., vote) to be taken. This meeting will be led by the current Society President or another member of the Board, if necessary.

## **ARTICLE VII: COMMITTEES**

The committees of the Society shall consist of such committees as deemed necessary or useful to meet the current needs of the Society. Committees are typically established by majority vote of the Board, although may also be proposed by majority vote of the Membership of the Society for Board approval. Committee terms are determined by the Board, and may be extended by majority vote of the Board. All members of committees must be Society members.

1. The committees of the Society shall include regularized committees required for ongoing Society needs. Notably, these are expected to include a Nominating Committee and a Scientific Meeting Committee.
2. The Nominating Committee shall be appointed by the Board from interested Members. During their term of office, neither appointed nor elected officers of the Society, including the Board, may serve on the Nominating Committee. The Committee's duty shall be to compile a slate of candidates for each open elective office and position on the Board, based on nominations from Members, as described in Article V.
3. The Scientific Meeting Committee will typically have a Chair that is appointed by the Board from interested Members who are willing and able to host the scientific meeting. This Chair will be authorized to constitute the Committee with additional Members, and is encouraged to include diverse disciplinary, geographic, and scientific perspectives on the Committee. This Committee is expected to serve a restricted term for one scientific meeting.

## **ARTICLE VIII: GIFTS AND ENDOWMENTS**

1. Any potential gift or endowment of significant monetary value shall be referred to the Board for consideration of whether it should be accepted.
2. The Board shall, by two-thirds majority vote, determine whether any conditions and/or stipulations associated with accepting a gift or endowment are inconsistent with the purpose of the Society as given in Article I, Section 2. If the Board finds that any

conditions and/or stipulations are inconsistent with the purpose of the Society, the Board will not accept the gift or endowment for the Society.

3. Upon acceptance of a gift or endowment for the Society, the Board, by majority vote, shall determine a mechanism for administration of the gift or endowment which is consistent with both the purpose of the Society and any conditions/stipulations of the gift or endowment.
4. Should the Society cease to exist as an entity as given in Article I, then any remaining funds from gifts or endowments shall be transferred to property of the Society and handled according to article IX, in accordance with any conditions and/or stipulations associated with the original bequests.

#### **ARTICLE IX: DISSOLUTION**

1. The Society may be dissolved pursuant to a resolution supported by two-thirds of all Members.
2. If, on dissolution, any property of the Society remains after satisfaction of the debts and liabilities of the Society and the costs, charges and expenses of the dissolution, that property shall be distributed in accordance with the purpose of the Society:
  1. to another association the Society is formally linked to, or to associations having objectives similar to those of the Society; or,
  2. for charitable purposes.

The decision on which associations or purposes, shall be determined by resolution of the Members when authorizing and directing the Board to prepare a plan for the distribution of the surplus property of the Society.

#### **ARTICLE X: AMENDMENTS**

Amendments may be proposed by a majority of a quorum of the members of the Society at a Membership Meeting or by a majority of the Board or by a petition by at least 10% of the members of the Society. Upon notification of a properly proposed amendment, the Secretary shall arrange for a ballot containing the proposal to be sent to all members. An amendment is adopted by a two-thirds majority of the members voting by electronic-ballot before the specified deadline.