

INDIANA ASSOCIATION FOR ADDICTION PROFESSIONALS
ORGANIZATIONAL BYLAWS

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CONTENTS

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

ARTICLE 1: NAME AND STATUS OF THE ORGANIZATION

1. The name of this organization shall be the Indiana Association for Addictions Professionals.
 - a. The IAAP Board of Directors shall 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 shall 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 shall 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 shall 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.

ARTICLE 2: MISSION AND PURPOSES

1. The Mission of the Indiana Association for Addiction Professionals shall be 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 shall be:
 - a. To foster public awareness of addictions as treatable disorders;
 - b. To promote and advocate for legal and medical reforms in the treatment of addictive disorders;
 - c. To advance the science of addictive disorders through research, study, and scholarship;
 - d. To elevate and maintain the standards of education for licensure and certification required to counsel people with addictive 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;
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 disorders and related public health issues.
5. IAAP and its members shall 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 shall 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 shall engage in the licensure 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 shall be 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 shall complete a membership application and submit it to NAADAC.
 - b. All corporations, firms, or agencies desiring to become IAAP members shall complete a membership application and submit it to the IAAP Secretary.
 - i. All applications shall be accompanied by the dues and fees herein enumerated for the classification of membership requested.
 - ii. Willful misstatements on an application shall 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 shall remit their annual membership dues directly to NAADAC, who will reimburse IAAP on a monthly basis.
 - a. Dues that remain unpaid after thirty (30) days from the due date shall be considered delinquent and shall constitute grounds for immediate termination of IAAP membership without further proceedings.
 - b. 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 remitting the dues required for their membership classification.
3. IAAP membership classifications, qualifications, and dues shall be as follows:
 - a. **Professional Membership** shall be 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 shall be \$50 annually, in addition to NAADAC dues.
 - ii. Individuals who possess Professional Membership shall meet continuing education requirements for licensure.
 - b. **Associate Membership** shall be available to individuals who:
 - i. Are actively engaged in the process of earning addiction licensure and/or,
 - ii. Are concerned with the problems and effects of addictive disorders.
 - iii. Associate Membership dues shall be \$40 annually, in addition to NAADAC dues.
 - c. **Student Membership** shall be available to individuals who are students (9 credit hours or more 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 shall be limited to the length of individual's graduate program at the time of application.
 - ii. Student membership dues shall be \$35 annually, in addition to NAADAC dues.
 - d. **Retired Membership** shall be available to current IAAP members who are age 65 or older and have retired from the addictions profession.
 - i. Retired Membership dues shall be \$15 annually, in addition to NAADAC dues.
 - e. **Military Membership** shall be available to current IAAP members serving in active duty in the United States military, and is open to both new and renewing members.
 - i. Military Membership dues shall be 50% of Professional membership dues.

- f. **Sustaining Membership** shall be 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 shall 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 shall be 50% of current Professional membership dues.
 - g. **Honorary Membership** shall be 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 shall apply only to IAAP membership and not to NAADAC membership unless it has been approved by NAADAC. IAAP members who are granted Honorary Membership status shall be exempt from IAAP membership dues, but shall still pay NAADAC dues until they are granted Honorary Membership status by the NAADAC Executive Committee.
 - h. **Organizational Membership** shall be available to organizations, agencies, or programs concerned with the problems and effects of addictive disorders.
 - i. Organizational membership dues shall be \$200 annually or \$300 for two years.
 - ii. Founding Organization membership dues shall be \$300 annually or \$500 for two years.
4. All IAAP membership classifications shall confer upon the holder the right to represent themselves as NAADAC and IAAP members and display such insignia or logo as has been designated for use in the identification of NAADAC and IAAP members.
 5. Any IAAP member may resign from the organization by filing a written letter of resignation with the IAAP Secretary.
 6. Any IAAP member may have their membership or 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.
 7. No dues or fees shall be refunded to any IAAP member whose membership or certification has been terminated for any reason.

ARTICLE 4: VOTING PRIVILEGES

1. All IAAP membership classification shall confer upon the holder the right to attend all IAAP membership meetings and vote in all 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 shall be the official action of the Membership and of IAAP.

ARTICLE 5: BOARD OF DIRECTORS

1. IAAP shall 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 shall 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 licensed Professional IAAP members in good standing or Student members serving as Student Directors shall be eligible to serve on the Board of Directors.
 - a. IAAP members who retain or obtain membership in ICAADA or MHAI shall not be 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.) shall recuse themselves from all discussion and voting regarding other organization to which they belong in order to avoid a conflict of interest.
 - i. Any 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 shall be subject to action by the IAAP Ethics Committee.
 - ii. Directors who are elected to represent one of the state's four regions shall reside in the region they represent for a minimum of one year prior to their election and during their entire tenure as a Regional Director on the Board.
4. Board membership shall 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 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 shall serve a term of three (3) years with no limit on the number of terms each may serve.
 - b. All At-Large Directors shall serve a term of three (3) years with no term limits.
 - c. All Officers and Student members shall serve terms of two (2) years.
 - d. Any Director may lose his or her seat on the Board of Directors if they have more than one unexcused absence in any fiscal year.
5. The IAAP Board of Directors shall have 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.
6. The IAAP Board of Directors shall include the officers enumerated in Article 6, Section 1, all of whom must be licensed, dues current IAAP Professional members in good standing.
7. A Board vacancy shall occur when a Director 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 shall appoint a qualified person to serve the remainder of his or her term.
 - b. All replacement Directors shall be licensed, dues current IAAP Professional members in good standing, and meet the criteria of Article 6, Section 1.
8. The Board of Directors shall conduct Business, Membership, Emergency, and Special meetings pursuant to the requirements set forth in Article 7.
9. The Board of Directors shall not become directly involved in the business of setting policies and procedures for licensure, or for written or oral examinations.
10. At no time shall 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 shall 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 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 shall be eligible to hold elective office in IAAP.
 - a. Any IAAP member who retains or obtains membership in ICAADA or MHAI shall not be eligible to hold elective office in IAAP.
 - b. Only IAAP members who reside within the State of Indiana shall be eligible for elective office in IAAP.
2. Officers of the IAAP Board of Directors shall consist of a President, an Immediate Past President, a President-Elect, a Secretary, and a Treasurer.
 - a. IAAP Board Officers shall be elected to office by the membership through electronic or mail-in ballot prior to the annual Membership meeting.
 - b. Only IAAP members who 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 one (1) year, AND hold a valid clinical license (LCAC) AND have a minimum of a Master's Degree in a Human Services or Addictions field shall be 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 shall 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 shall 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 shall 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 shall serve as an *ex-officio* member of all IAAP Committees.
5. Duties of the President-Elect.
 - a. The President-Elect shall exercise all powers and duties of the President in the event of the absence or inability of the President to serve, and shall perform other duties as assigned by the President or Board of Directors.
 - b. He or she shall chair the Legislative Committee.

- c. He or she shall 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 shall serve as an advisor to the IAAP Officers, Directors, and Members on the history, policies, procedures, and prior actions taken by IAAP, and shall perform other duties as assigned by the President or Board of Directors.
 - b. He or she shall chair the Steering Committee.
 - c. He or she shall have the same privileges and rights of other Board members.
7. Duties of the Secretary.
 - a. The Secretary shall have all powers and perform all duties common to and vested in the secretary of a corporation, and shall perform other duties as assigned by the President or Board of Directors.
 - b. He or she shall attend all Board meetings and any such Committee meetings that may be assigned by the President or board of Directors.
 - c. He or she shall 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 shall be responsible for distributing copies of all minutes to all Board members.
 - e. He or she shall be an ex-officio member of all committees in order to maintain records.
 - f. He or she shall 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 shall 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 shall be the custodian of all IAAP funds and is empowered to disburse IAAP funds within guidelines established by the Board of Directors, upon approval by the Directors, or at the written direction of the IAAP President.
 - c. He or she shall chair the Budget and Finance Committee and is responsible to develop and review the fiscal policies of the organization.
 - d. He or she shall ensure that an accounting is maintained of all monies received and expended by the organization.
 - e. He or she shall 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 shall 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 shall 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 shall 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 shall serve a term of office consisting of six years.
 - i. He or she shall serve two years as President-Elect of IAAP.
 - ii. He or she shall 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 shall be installed as the Immediate Past President for a period of two years, and the President-Elect shall be installed as President.

- iv. Any individual who has held the office of President of IAAP shall not be 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 shall 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 shall fill the office until a Special Election is held to fill the vacancy.
 - i. The Special Election shall 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 shall be: Secretary, Treasurer, and any other Past President.
 - d. Those elected to the office of Secretary of IAAP shall 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 shall 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 Director shall 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 electronic or 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 Directors.
 - j. In the event that an Ethics charge is filed against a Board Officer, an Officer-Elect, or a Director-Elect, the current Board of Directors shall not be discharged, nor any administrative changes made until all pending Ethics charges have been fully resolved by the Ethics Committee.
 - k. The names of all Officers and Directors who are removed from office shall be published in the IAAP newsletter and on the IAAP website.

ARTICLE 7: MEETINGS AND QUORUMS

- 1. The Board of Directors shall conduct a minimum of four (4) quarterly Business meetings each year at times and dates to be determined by the Directors.
 - a. The agenda for all Business and Membership meetings shall be emailed to every Director and dated no less than thirty (30) days prior to the date of the meeting.
 - b. A quorum of Directors at any Business, Emergency, Membership, or Special meeting shall be one half of current Directors, plus two (2), present in person.

- c. No proxy votes shall be allowed or accepted at any IAAP meeting for any reason.
2. The Board of Directors shall conduct one Membership meeting per year on the date of the Fall Conference.
 - a. The agenda for the Membership meeting shall be posted on the organization's website no less than thirty (30) days prior to the date of the meeting.
 - b. The Membership meeting shall take place immediately prior or subsequent to the scheduled Business meeting as determined by the Directors.
 - c. A quorum of the membership for the Membership meeting shall be twenty-five (25) members present in person.
3. Special Membership meetings may be called by a simple majority of the Directors or by ten (10) percent of the membership.
 - a. Notice of any Special Membership meeting shall 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 shall include the date, time, place, and purpose of the Special meeting.
 - c. A quorum of the membership for a Special Membership meeting shall be thirty-five (35) members present in person.
4. An Emergency meeting of the Board of Directors may be called by the IAAP President or by five (5) Directors.
 - a. All Directors shall be informed of any Emergency meeting no less than ten (10) days prior to the date of the meeting.
 - b. Notice shall be by regular mail, telephone, fax, email, or personal delivery to the usual residential or business address contained in IAAP records.
 - c. The notice shall include the date, time, place, and purpose of the Emergency meeting.
 - d. A quorum for an Emergency Board meeting shall be one half of the current Directors, plus two, present in person.
 - e. Attendance at an Emergency meeting shall 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, shall be null and void if the meeting was found to have been unlawfully called or convened.
5. Directors may participate in meetings through the use of any form of communication whereby all participating 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 face-to-face contact if the action is taken by a two-thirds (2/3) majority.
 - b. All action(s) taken shall be evidenced by a written document describing the action(s) taken and containing the signatures of every Director consenting to the action(s), which shall be entered into the minutes and filed with IAAP records reflecting the action(s) taken.
6. Directors and Committee Chairs shall not receive any direct compensation for their services as Directors or Committee Chairs.
 - a. IAAP may pay the expenses of Directors and/or Committee Chairs to attend any and all Board and/or Committee meetings.
 - b. Expenses are limited to mileage, tolls, meals, and hotels.
 - c. IAAP shall pay all expenses of the President and/or the President's designee to attend the NAADAC Annual Conference.
7. *ALL* IAAP meetings shall be *NO SMOKING* meetings. *NO* exceptions!

ARTICLE 8: COMMITTEES

1. All IAAP Committees shall 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 shall 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 shall 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 dues current Professional Members of IAAP in good standing shall be 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 shall maintain the following standing committees:
 - a. Academic and Workforce Development Committee composed of the chair and a minimum of four (4) additional 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 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 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. Bylaw changes must be made available to the membership no less than thirty (30) days prior to the annual Membership meeting to be eligible to be voted upon.
 - d. Conference and Continuing Education Committee composed of the chair and a minimum of four (4) additional members who are responsible for planning conferences, in-service trainings, and the programming for annual Membership meetings.
 - e. Elections Committee composed of the chair and a minimum of four (4) additional 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.
 - f. Ethics Committee composed of the chair and a minimum of four (4) additional members who are responsible for monitoring the ethical performance of all IAAP members, Directors, and Officers and imposing disciplinary action for ethical lapses.
 - g. Legislative Committee chaired by the President-Elect and composed of a minimum of two (2) additional 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.
 - h. Licensure Committee composed of the chair and a minimum of two (2) and a maximum of four (4) additional members who are responsible for developing and maintaining contracts with the IPLA and NAADAC's treating company to provide licensure examinations, reviewing all applications for licensure, informing applicants of all licensure procedures, monitoring the IPLA for granting licensure to those who qualify and pass the exam, and denying licensure to those who do not qualify or do not pass the exam.

- i. Marketing and Communication Committee composed of the chair and a minimum of three (3) additional 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 four (4) additional 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 two (2) additional 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 of such a committee's work.
6. The IAAP President shall serve as an *ex-officio* member of all standing IAAP committees.
7. The following membership criteria and guidelines shall apply to all standing IAAP committees:
- a. All members of standing committees shall hold Professional membership in IAAP.
 - b. Each member of a standing committee shall serve a term of three (3) years, except for committee chairs who will serve terms of two (2) years.
 - c. The committee chair shall 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.
 - d. The committee chair shall 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 committee shall receive compensation for service to the committee, but IAAP may reimburse 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 shall 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. To remove a committee member from their position:
 - i. Any committee member shall bring a request for removal of another member to the committee, specifying the criteria in section 7-g that he or she believes applies.
 - ii. The committee secretary shall 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 a minimum of thirty (30) days prior to the meeting in which the committee will consider the acting on the request for removal.
 - iii. The member shall 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.
 - iv. The committee member shall not be represented at the meeting by legal counsel.
 - v. The committee shall consider the member's response in considering their course of action on the request.

- vi. The committee shall provide a written explanation of its final action on the request for removal to the member and the Board of Directors.
- vii. The final action taken by the committee on a request for removal shall not be appealed to the Board of Directors.

ARTICLE 9: BUDGET AND FINANCE

1. The fiscal year of the organization shall commence on January 1 and end on December 31 of each year.
2. All funds received by IAAP shall be deposited in the name of IAAP in a depository designated and chosen by the Board of Directors.
 - a. The Board of Directors shall determine the number and types of accounts to be maintained by the organization.
 - b. The depository chosen for IAAP accounts shall 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 shall retain, and the Treasurer shall ensure, sufficient funds in IAAP accounts to operate without debt or deficit.
4. The Treasurer is the custodian of all IAAP funds and shall have 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 shall have 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 shall be signed by the Treasurer or account manager.
 - a. The IAAP President shall sign checks or authorize withdrawals in lieu of the Treasurer or account manager if they are unavailable due to absence or disability.
 - b. The President-Elect shall sign checks in the absence of the Treasurer, President, or account manager when authorized by the Board of Directors.
7. The Treasurer shall be responsible for obtaining an annual review of all IAAP financial records, which shall be conducted by a professional and certified accounting agency chosen by the Board of Directors.
8. Any and all contracts with the accounting agency chosen for the annual review shall be terminated only upon a two-thirds (2/3) vote of the Board of Directors, and shall be terminated upon an official finding of financial or fiduciary misconduct by the agency or any of its employees.
9. The Board of Directors shall require periodic reports and accounting of funds from the Treasurer as it deems necessary.
10. The Chair of the Conference and Continuing Education Committee shall serve as a member of the Budget and Finance Committee, pursuant to Article 8, section 1-e.

ARTICLE 10: PROMULGATION OF RULES

These Bylaws shall be 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 shall be invalid and shall be considered null and void.

ARTICLE 11: BUSINESS PROCEDURES

Any rules of parliamentary order not herein specified shall 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

1. The Bylaws shall 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. Notice of any and all proposed amendments to these Bylaws shall be made to all IAAP members by 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 shall 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 shall have authority to correct any spelling, grammar, or punctuation errors in the current Bylaws or amendments thereto without requiring a vote of the membership.

ARTICLE 13: INDEMNIFICATION

1. No current or former IAAP Director or Committee Chair shall 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 that the action taken was in the best interest of the organization.
2. Good faith judgment shall be assumed when the Director or Committee Chair:
 - a. Relied on information presented by IAAP officers or employees whom the Director or Committee Chair believed 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 shall 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. Believed 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 shall be made by the IAAP Ethics Committee, Board of Directors, or independent legal counsel.

ARTICLE 14: DISSOLUTION

Upon the dissolution of the organization and/or final liquidation of its assets the Directors shall, 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 Directors shall determine.

ARTICLE 15: CODE OF ETHICS

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 Recovery Professionals in relationships with clients, with colleagues, with employers, with other professions, with the community, and with society as a whole. It 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 every action chosen by an Addiction Recovery Professional shall be consistent with the spirit as well as the letter of this Code. The ethical standards herein codified define professional expectations and shall be 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 shall 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 shall serve 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 shall 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 shall 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 disability, or economic condition.
- B. IAAP members shall not engage in any activity that violates or diminishes the civil or legal rights of clients.
- C. IAAP members shall treat each client with dignity, honor, and respect, and act in the best interest of each client.

- D. IAAP members shall 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 shall 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 shall refrain from exploiting the trust and dependency of clients. Counselors shall 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 shall 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, shall clarify the nature of the relationship with each party and the limits of confidentiality at the outset of services.
- J. IAAP members shall 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 shall 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 shall 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 shall 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 shall 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.

PRINCIPLE 2: CONFIDENTIALITY

- A. IAAP members shall 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 shall review with clients the circumstances where confidential information may be requested and where disclosure of confidential information may be legally required.
- C. IAAP members shall 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 shall not disclose confidential client information except by written authorization or where mandated or permitted by state and federal law.
- E. All written information disclosed shall be accompanied by a stamp identifying the Federal Regulations governing such disclosure. Verbal authorization shall not be sufficient except in emergencies.

- F. IAAP members shall 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, shall 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 shall 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 shall obtain informed consent and a written release of information before video-taping, 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, practicum, or agency trainees.
- J. IAAP members own the physical client records; the client owns the information contained therein. Counselors shall 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 shall 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 shall 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, shall 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, shall ensure they are fair, reasonable, and commensurate with the services provided and with regard for the client's ability to pay.
- B. IAAP members shall truthfully represent facts to clients and third-party payers regarding services rendered, and the costs of those services.
- C. IAAP members shall 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 shall 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.
- E. IAAP members shall give reasonable and written notice to clients of impending suspension of services for non-payment.
- F. IAAP members shall 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 shall 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 shall 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.

- H. IAAP members shall not accept a private fee or any other gift or gratuity for professional services from a client who is entitled to such services through an institution or agency by which the counselor is employed.
- I. IAAP members shall 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 shall 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 shall 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 shall 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 shall 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, and shall 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 shall seek appropriate professional assistance for substance use, personal problems, or conflicts that may impair work performance or clinical judgment.
- D. IAAP members shall maintain accurate clinical and financial records for each client.
- E. IAAP members shall 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 shall 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 shall 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 shall not misrepresent professional qualifications, education, experience, memberships, or affiliations and shall accept employment based only on existing competencies or explicit intent to acquire the necessary competencies.
- I. IAAP members shall work to prevent the practice of addictions counseling by unqualified and unauthorized persons.
- J. IAAP members shall not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.
- K. IAAP members shall 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 addictions 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 another professional organization.
 4. Continue to practice as an addiction recovery professional while no longer competent to do so due to physical or mental impairment or the abuse of alcohol or other drugs.
 5. Continue to identify themselves as an IAAP member after being denied membership, having their membership revoked, or allowing their 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 said complaint.
- L. IAAP members shall 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: E-THERAPY

- A. Electronic Treatment Services (E-therapy) shall refer to the provision of services through the use of technology and electronic devices including, but not limited to land-based and mobile communication devices, computers, webcams, laptops, tablets, and fax machines. The activities considered as E-Therapy include, but are not limited to tele-therapy, real-time video-based services, e-mails, texting, chat-rooms, and cloud storage.
- B. IAAP members shall be aware of the unique challenges presented by electronic forms of communication and the use of available technology, and shall take steps to ensure that the provision of e-therapy is as safe and confidential as possible.
- C. IAAP members who choose to engage in the use of technology for E-therapy shall pursue specialized training and competency regarding technical, ethical, and legal considerations specific to technology-based, social media, and distance counseling.
- D. IAAP members who offer E-therapy or distance counseling shall provide a thorough E-Therapy Informed Consent form to each client at the start of services explaining the purposes, limitations, costs, and special risks associated with electronic treatment services. The Informed Consent shall include:
 1. The therapist's distance counseling credentials,
 2. The physical location of the practice,
 3. The risks and benefits of using distance technology and/or social media,
 4. The possibility of technological failure and alternative methods of service delivery,
 5. Anticipated response times,
 6. Emergency procedures to follow when the therapist is not available,
 7. Time zone differences if any,
 8. Cultural/language differences that may affect service delivery,
 9. Possible denial of insurance benefits,
 10. The therapist's social media Policies and Procedures.
- E. IAAP members shall take reasonable steps to verify the client's identity prior to engaging in an E-therapy relationship, and throughout the relationship, which can include picture IDs, code words, numbers, graphics, or other non-descript identifiers.

- F. IAAP members shall comply with all laws governing licensing in each jurisdiction where a client is located when receiving care.
- G. IAAP members shall recognize that electronic means of communication are not secure, and shall inform clients of the limitations and risks to confidentiality when using electronic platforms for communication.
- H. IAAP members shall use current encryption standards for websites and all technology-based communications, to ensure the confidentiality of materials transmitted or stored through electronic means.
- I. IAAP members shall maintain electronic records in accordance with State and Federal laws and regulations, using encryption programs that are secure and HIPAA compliant, and shall inform each client that electronic file management systems cannot be made completely secure or confidential.
- J. IAAP members shall not accept client’s “friend” requests on personal website accounts (Facebook, etc.), and shall immediately delete all personal and e-mail accounts to which they have granted clients access.
- K. IAAP members who choose to have both a personal and a professional presence on social media shall distinguish clearly between the two, and shall direct clients to their professional accounts.
- L. IAAP members who maintain a professional website shall provide electronic links to all relevant licensing and certification boards and membership organizations (IAAP, NAADAC, etc.) to protect clients’ rights and allow them to address ethical concerns.

PRINCIPLE 6: RESPONSIBILITY TO COLLEAGUES

- A. IAAP members shall treat colleagues with respect, courtesy, honesty, and fairness and will afford the same courtesies to professionals in other fields.
- B. IAAP members shall 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 shall 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 shall 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 shall take reasonable precautions to ensure the organization or agency promotes and advertises the materials accurately and factually.
- F. IAAP members shall 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 shall 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 shall be determined in accordance with established professional guidelines.
- H. IAAP members shall make no public comments disparaging colleagues in the addictions recovery profession or in other professional fields. The term “public comments” includes, but shall not be 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.

PRINCIPLE 7: RESPONSIBILITY TO THE PROFESSION

- A. IAAP members shall 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 shall inform the agency or organization of their commitment to the *IAAP Code of Ethics*, and shall attempt to resolve the conflict in such a way as to allow fullest adherence to the *IAAP Code of Ethics*.
- B. IAAP members shall 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 shall contribute time and expertise to activities that promote respect for the integrity and competence of the addictions recovery profession.
- D. IAAP members shall 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 shall 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 recovery profession.
- F. IAAP members shall make no public comments disparaging IAAP, NAADAC, the addictions recovery profession, or other professional fields. The term “public comments” includes, but shall not be 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 8: RESPONSIBILITY TO SOCIETY

- A. IAAP members shall support the formulation, development, enactment, and implementation of public policy and legislation concerning the addictions recovery profession.
- B. IAAP members shall advocate for changes in public policy and legislation to improve opportunities and choices for all persons whose lives are impacted by addictive 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 disorders.
- D. IAAP members shall educate the public about addictive disorders while working to dispel negative myths, stereotypes, and misconceptions about addictive disorders and the people who have them.
- E. IAAP members shall work to educate medical professionals about addictive diseases, the need for primary treatment of addictive disorders, 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 potentially addicting chemicals in limited medical situations and shall work to educate medical professionals to limit, monitor, and closely supervise the administration of such chemicals when their use is necessary.
- G. IAAP members shall collaborate with other health professionals in providing a supportive environment for any client who is receiving prescribed medications.
- H. IAAP members shall work for parity in insurance coverage for alcoholism and drug addiction as primary medical disorders.
- I. IAAP members shall make no public comments disparaging the medical profession or its practitioners. The term “public comments” includes, but shall not be 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 shall make no public comments disparaging the legislative process or any person who is involved in the legislative process. The term “public comments” includes, but shall not be limited to, all forms of oral, written, and electronic communication that may be accessible to anyone who is not a member of IAAP.

PRINCIPLE 9: CLINICAL SUPERVISION

- A. IAAP members shall obtain training specific to clinical supervision prior to offering or engaging in clinical supervision of students, interns, or other professionals.
- B. IAAP members shall develop respectful professional relationships and maintain appropriate boundaries with fellow clinicians, students, interns, and supervisees.
- C. IAAP members shall assume the primary obligation of assisting students, interns, and supervisees in acquiring professional ethics, knowledge, and skills necessary to treat substance use disorders.
- D. IAAP members shall provide and document regular supervision sessions to formally evaluate and direct students, interns, and supervisees.
- E. IAAP members shall monitor services provided by students, interns, or supervisees to ensure the welfare of clients in the provision of services.
- F. IAAP members shall be accurate and honest in their assessment of students, interns, and supervisees.
- G. IAAP members shall observe and document student, intern, and supervisee limitations that might impede or negatively impact clinical performance, and assist them in obtaining corrective assistance in a timely manner.
- H. IAAP members shall provide ongoing feedback regarding the student, intern, or supervisee’s performance with clients and within the agency.
- I. IAAP members shall not supervise relatives, personal friends, or romantic or sexual partners, engage in sexual, romantic, or non-professional relationships with students, interns, or supervisees, nor participate in or condone sexual harassment or exploitation of students, interns or supervisees.
- J. IAAP members shall not provide therapeutic counseling services to students, interns or supervisees, but shall provide appropriate referrals for clinical services when needed.
- K. IAAP members shall endorse students, interns, or supervisees for completion of an academic or training program, practicum, internship, employment, or licensure only when the student, intern or supervisee has completed all requirements and demonstrated clinical competence for such an endorsement.
- L. IAAP members shall not endorse students, interns, or supervisees for completion of an academic or training program, practicum, internship, employment, or licensure when the student, intern, or supervisee has not completed all requirements or is unable to demonstrate clinical competence for such an endorsement.

PRINCIPLE 10: TEACHING AND ACADEMIC SUPERVISION

- A. IAAP members who teach or act as site supervisors for student internships or practicum shall accept responsibility for professional development of students and interns by providing current and accurate information, timely feedback and evaluation, and constructive consultation regarding students’ strengths and needs.
- B. IAAP members shall develop respectful professional relationships and maintain appropriate boundaries with fellow educators, site supervisors, clinicians, students, and interns.
- C. IAAP members shall assume the primary obligation of assisting students and interns in acquiring professional knowledge, skills, and ethics necessary to treat substance use disorders.

- D. IAAP members shall assume responsibility for understanding, adhering to, and promoting the IAAP and NAADAC Codes of Ethics among their students and interns.
- E. IAAP members shall ensure that program content and instruction is based on the most current scientific and empirical research, knowledge, and information available to the profession.
- F. IAAP members shall ensure that educational and experiential training programs are designed to provide students and interns with appropriate knowledge, training, skill development, experiences, and multiculturalism related to substance use disorders to meet requirements for degrees, certification or licensure, and other program goals.
- G. IAAP members shall ensure that student's and intern's performances are accurately and honestly evaluated in a fair and respectful manner based on clearly stated criteria.
- H. IAAP members shall monitor services provided by students, interns, or supervises to ensure the welfare of clients in the provision of services.
- I. IAAP members shall provide and document regular supervision sessions to formally evaluate and direct students and interns.
- J. IAAP members shall provide ongoing feedback regarding the student or intern's performance with clients and within the agency.
- K. IAAP members shall observe and document student and intern limitations that might impede or negatively impact clinical performance, and assist them in obtaining corrective assistance in a timely manner.
- L. IAAP members shall not engage in sexual, romantic, or non-professional relationships with students or interns, nor participate in or condone sexual harassment or exploitation of students or interns.
- M. IAAP members shall not provide therapeutic counseling services to students or interns, but shall provide appropriate referrals for clinical services when needed.
- N. IAAP members shall endorse students or interns for completion of an academic or training program, practicum, internship, employment, or licensure only when the student or intern has completed all requirements and demonstrated clinical competence for such an endorsement.
- O. IAAP members shall not endorse students or interns for completion of an academic or training program, practicum, internship, employment, or licensure when the student or intern has not completed all requirements or is unable to demonstrate clinical competence for such an endorsement.
- P. IAAP members shall take seriously their responsibility as gatekeepers for the addictions profession and will recommend corrective action and/or dismissal from an academic or training program, internship, counseling setting, or credentialing process when a student or intern demonstrates a clear and persistent inability to provide competent and ethical professional services.

PRINCIPLE 11: VIOLATION OF ETHICAL PRINCIPLES

- A. IAAP members shall be 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 shall be considered a violation of the *Code of Ethics*.
- B. The IAAP Ethics Committee shall have jurisdiction over all complaints filed against any person holding or applying for IAAP certification or membership, and shall have authority to conduct investigations into any instance of alleged misconduct by any current, potential, or former IAAP member.

- C. The names of all individuals who have been adjudicated by the Ethics Committee or IPLA and found to be in violation of the Code of Ethics shall be published in the organization's newsletter along with sanctions imposed by the Ethics Committee and/or IPLA.
- D. No member of the IAAP Ethics Committee, Hearing Panels, Board of Directors, Officers, Membership Committee, Certification Board, or Staff shall 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.