

Adopted August 27, 2019

This amended version was approved at the Winter Board meeting in 2 March 2024

1.1 The American Polygraph Association (APA) is a professional organization that exists to provide training, best practices, and professional resources for the continued growth of ethical and evidence-based detection of deception through the use of polygraph. The APA membership consists of professional polygraph examiners, educators and researchers who share a common commitment to the public interest through the development, communication, and promotion of valid and ethical polygraph practices.

2.1 No action or proceeding commenced before these Bylaws take effect, and no right accrued, is affected by the provisions of these Bylaws, but all provisions thereafter taken herein shall conform to the provisions of these Bylaws.

3.1 To fulfill its mission objectives, the APA defines several categories of regular membership, including: Associates, Members, Life Members, and Fellows. Several categories of special membership are also defined, including Science and Technology Members, Honorary Members, and Retired Members. Each different membership category includes inherent rights, privileges and obligations.

3.1.a Rights and obligations

3.1.a.i

have the right to serve on Standing and Ad Hoc committees.

- 3.1.a.iii All members of the APA who conduct polygraph examinations shall do so in compliance with the APA Code of Ethics and Standards of Practice.

- 3.2.b.ii Be eligible to serve on any APA Standing or Ad Hoc Committee.
- 3.2.b.iii Shall not represent themselves as any type of APA member other than an Associate.
- 3.2.b.iv Meet all financial obligations required of Associates.

3.3 Member

3.3.a Members are those persons who:

- 3.3.a.i Have served as an Associate for at least twenty-four (24) months immediately prior to Member status.
- 3.3.a.ii Certify they have read and are in compliance with the APA's Code of Ethics and APA Standards of Practice.
- 3.3.a.iii Have provided certification from an APA Member in good standing that they have completed not fewer than two-hundred (200) field polygraph examinations using validated polygraph techniques while an Associate of the APA.
- 3.3.a.iv Within the thirty-six (36) months preceding their application to become a Member have completed a minimum of sixty (60) hours of continuing education on topics directly related to polygraph testing, including at least one (1) APA Annual Seminar, during the time they are an Associate.
- 3.3.a.v Have earned a minimum of a Baccalaureate (four-year post-secondary) Degree from a college or university accredited by an accreditation board recognized by the United States Department of Education or the Council for Higher Education Accreditation or an equivalent degree from a college or university outside of the United States recognized by the international educational community as meeting similar standards.
 - 3.3.a.v.1 Associate who have entered the polygraph profession through roles that do not already require University (4-year post-secondary) education, and who have not yet completed a Baccalaureate Degree shall be eligible to

transition to Member class after a period of five consecutive years in good standing with the APA, and after having attended five APA annual seminars, provided they satisfy the other requirements of 3.3, including the completion of 200 exams and 60 continuing education hours

3.3.b Members shall:

3.3.b.i Have the right to vote in all matters before the General Membership.

3.3.b.ii Be eligible to hold any elective office in the APA.

3.3.b.iii Be eligible to hold any appointed position in the APA; and serve as the Chair of any APA Standing or Ad Hoc Committee.

3.3.b.iv Meet all financial obligations required of Members.

3.4 Fellow

3.4.a APA Fellows are persons who:

3.4.a.i Have been nominated for Fellowship by the APA President for having been in good standing with the APA in any category of membership for a period minimally consisting of not less than 10 consecutive years immediately preceding nomination, and who have made substantive and long-term contributions to the APA, the polygraph profession, and the professionalism of others in the profession, and who meet any of the following criteria:

3.4.a.i.1 Have published not fewer than 10 articles in APA publications.

3.4.a.i.2 Have served on not fewer than 10 Standing or Ad Hoc committees.

3.4.a.i.3 Have presented information and training at not fewer than 10 APA Annual Seminars, or:

3.4.a.i.4 Any combination of 10 of these activities.

3.4.a.ii Whose nomination has been approved by at least a two-thirds (2/3) vote of the APA Board of Directors at which a quorum is present;

3.6 Science and Technology Member

3.6.a Science and Technology Members are those persons who have demonstrated professional or scientific interest in the promotion and advancement of professional polygraphic credibility assessment testing through polygraph research or development of instrumentation and technology.

3.6.b Science and Technology Members shall:

3.6.b.i Not have the right to vote in matters before the General Membership.

3.6.b.ii Not be eligible to hold any elective office in the APA.

3.6.b.iii Be eligible to serve on any Standing or Ad Hoc Committee.

3.6.b.iv Meet all APA financial obligations required of Science and Technology Members.

3.6.b.v Abide by APA's Code of Ethics and the APA Standards of Practice.

3.7 Honorary Members

3.7.a Honorary Members are those persons who:

3.7.a.i Have made an outstanding contribution to the APA or the polygraph profession.

3.7.a.ii Have been nominated by a voting member for Honorary Membership.

3.7.a.iii Have had their nomination approved by at least a two – thirds (2/3) vote of the Board of Directors at which a quorum is present.

3.7.a.iv Whose nomination has been confirmed by a majority vote of all APA voting Members present at a meeting of the General Membership.

3.7.a.v Abide by the APA's Code of Ethics and the APA Standards of Practice.

3.7.b Honorary Members shall:

- 3.7.b.i Not have the right to vote in matters before the General Membership.
- 3.7.b.ii Have the right to speak on any issue before the General Membership of the Board of Directors.
- 3.7.b.iii Not be eligible to hold any elective office in the APA.
- 3.7.b.iv Be eligible to serve on any Standing or Ad Hoc Committee.
- 3.7.b.v Be exempt from annual membership dues to the APA.

3.8 Retired Members

3.8.a Retired Members are those persons who:

- 3.8.a.i Are at least 65 years of age.
- 3.8.a.ii Are receiving and expect to receive no more than nominal compensation in connection with polygraph employment.
- 3.8.a.iii Have been members of the APA for at least twenty (20) years.
- 3.8.a.iv Have attended a minimum of five (5) APA annual seminars.
- 3.8.a.v Have had their nomination approved by a least two – thirds (2/3) vote of the Board of Directors at which a quorum is present.
- 3.8.a.vi Have had their nomination confirmed by at least a majority vote of all APA voting members present at a meeting of the General Membership.

3.8.b Retired Members shall:

- 3.8.b.i Have the right to vote in all matters before the General Membership.
- 3.8.b.ii Be eligible to hold any elective office in the APA.

3.10.i Any member who fails to meet financial obligations to the APA within 90 days of the due date for payment shall be suspended without action of the Board of Directors until the next meeting of the Board of Directors at which time the Board of Directors may, in its sole discretion, remove the suspension, revoke or continuBT/F1 12 Tf1 0 0 1 276.88 642.95 T

the term remaining, and one (1) year thereafter, or until a successor is duly qualified. Any vacancy in the office of the Immediate Past President will result in the duties of that office being assumed by the President, who will retain rights as a voting member of the Board while serving as Chairperson of the Board for the unexpired term, or until a successor as President is duly qualified. A vacancy in the office of the President-Elect will be filled by vote of the Board of Directors from among its members, or any duly qualified member in good standing. Nomination of one (1) or more candidates may be made by any voting member of the Board of Directors, and unless there is only one (1) candidate, where voice vote shall suffice, voting shall be by secret ballot with a majority vote of those voting necessary to elect. In the event no single candidate receives a majority vote on the first or subsequent ballots, the two (2) candidates, plus ties, receiving the most votes shall be voted on the next ballot. The person elected shall serve the balance of the term remaining and automatically shall become the President at the next annual General Membership Meeting.

- 5.6 Resignation or Removal. Any Board Member may resign, and such resignation shall take effect (a) at the time specified in the notice of resignation or (b) if unspecified, at the time set by the Board of Directors in accepting a resignation. Any elected Officer or Director may be removed by at least a two-thirds (2/3) vote of the entire Board of Directors or two-thirds (2/3) vote of the voting members at any General Membership Meeting or a

- 6.1 Nominations of President-Elect. Any member qualified under Article III to hold APA elected office may have his or her name appear on the ballot if the member:
- 6.1.a Attended at least 3 past APA annual seminars with one of them occurring within the last five years or has served in an elected director's position for at least 1 term and has been nominated by at least one (1) voting member. A voting member may self-nominate. The nomination shall be made in writing and submitted to or received by the APA's National Office at least ninety (90) days prior to the commencement of the APA annual seminar. Any form of written communication (e.g., electronic, facsimile, etc.) is acceptable, provided the communication can be authenticated, if necessary.
 - 6.1.b 6.1.a With the exception of self-nominees, the Immediate Past President shall notify each President-Elect nominee in writing of his or her nomination no later than eighty five (85) days prior to the commencement of the APA annual seminar. Within two (2) business days of notification, nominees must notify the Immediate Past President in writing of his or her acceptance or rejection of the nomination. If the nominee does not timely and properly notify the Immediate Past President, the nominee will be deemed to have rejected the nomination.
- 6.2 Nominations of Directors Other Than President-Elect. Any member qualified to be a Director may have his or her name appear on the ballot to be a Director if nominated by at least (1) voting member. A voting member may self-nominate. The nomination shall be made in writing and submitted to APA's National Office at least ninety (90) days prior to the commencement of the APA annual seminar. Any form of written communication (e.g., electronic, facsimile, etc.) is acceptable,

8.5 General Counsel. The General Counsel shall:

- 8.5.a Advise the Board of Directors on all legal matters which may come before it and may represent the APA in all litigation;
- 8.5.b Provide legal advice to the Board of Directors;
- 8.5.c Maintain professional liability insurance at General Counsel's own expense for professional legal services provided to the APA in an amount determined by the Board of Directors, and;
- 8.5.d Perform other duties as assigned by the President.

8.6 Editor-In-Chief. The Editor-In-Chief shall:

- 8.6.a Publish or cause to be published any and all publications, newsletters, journals or other documents authorized and directed by the Board of Directors;
- 8.6.b Distribute or cause to be distributed any and all publications, newsletters, journals or other documents authorized and directed by the Board of Directors;
- 8.6.c Recommend to the President, for approval and appointment, the names of other editorial and/or staff members. The Editor-In-Chief shall maintain

8.7.e Perform other duties as assigned by the President and/or Board of Directors.

9.1 Standing Committees. The following are the APA Standing Committees and the President shall appoint a Chairperson from the Board of Directors for each such Standing Committee:

- 1) Communications and Public Relations Committee
- 2) Ethics and Grievance Committee
- 3) Member Services Committee
- 4) Professional Development

10.1 Fiscal Year. The fiscal year of the APA shall be determined from time to time by the Board of Directors.

11.1 Amendment. The Bylaws may be amended only by at least a two-thirds (2/3) vote of the voting members of the Board of Directors provided no amendment or other revision shall be voted upon unless a copy of the proposed amendment or revision has been mailed or otherwise provided to all members of the Board of Directors at least thirty (30) days prior to the meeting upon which the amendment is to be voted.

12.1 Parliamentary Authority. In all instances,