

BYLAWS
Of
The European Health Psychology Society

Updated September 2008

1. DOMAIN OF RESEARCH

EHPS covers research in and applications of the study of behaviour, health, illness and health care.

2. NATIONAL REPRESENTATIVES

- a) National representatives can be installed by the Executive Committee to function as a central contact for EHPS in the various countries, being designated “National Delegates”.
- b) The National Delegates are coordinated by the National Delegates’ Officer who is an Ordinary Member of the Executive Committee that takes on this responsibility.
- c) The responsibilities of the National Delegates, the procedures for their nomination and election, as well as the roles and tasks of the National Delegates’ Officer are detailed in a separate document. These regulations have to be approved by the Executive Committee and by the National Delegates at the National Delegates’ Annual Meeting.

3. PROCEDURE FOR THE ADMISSION OF NEW MEMBERS

Persons interested in joining the Society should apply to the Executive Committee via the Membership Officer, providing information concerning their academic and professional history. The Membership Officer will refer unclear applications to the Executive Committee for the purpose of deciding upon the admission of new members. If the Executive Committee or the Membership Officer consider that a candidate satisfies the requirements for membership, his/her name will be notified to all members upon receipt of an annual membership fee.

4. SUSPENSION AND TERMINATION OF MEMBERSHIP

Members who do not pay their annual contribution two years in a row, will be suspended on January 1 of the third year until the next Members’ Meeting, at which their membership will be terminated.

5. CRITERIA FOR MEMBERSHIP IN THE EHPS

- a) Membership is open to those who meet the following criteria:
 - i) Have successfully completed a university (or equivalent) degree of three years or more in an area relevant to the study of health psychology, or
 - ii) Are professionally occupied with and/or have publications that contribute to the understanding of health psychology, or
 - iii) Are post-graduate (masters or doctoral) students (full-time or part-time), in an area relevant to the study of health psychology, provided that they are registered for a post-graduate degree at the time of application to become a member or to renew membership.
- b) Individuals may apply for membership by sending in a request to the Membership Officer, accompanied by a recommendation of at least one EHPS member.
- c) Members are eligible for reduced fees if they are citizens of, or work or reside in those countries considered as developing ones by the World Bank (see "list for reduced fees") or are post-graduate (masters or doctoral) students (full-time or part-time) at the time of application to become a member or to renew membership.

Additional notes:

- (a) Honorary membership will be awarded to selected members according to a separate procedure.
- (b) Applicants will be asked to send in their CV or a description of their training and occupation.
- (c) Applicants who do not know any other EHPS members, will contact the membership officer, who will review their credentials to verify eligibility and will ask for additional documents, should s/he find this necessary.

6. PROCEDURE FOR ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

- a) At least four months before the Members' Meeting, the Executive Committee will ask the members for nominations for vacancies for President-Elect, Secretary, Treasurer/Membership Officer and three Ordinary Members.
- b) The Secretary will send out to members a Call for Nominations for all Executive Committee positions, except those of President and the Past President (i.e. President-elect, Secretary, Treasurer/Membership Officer and three Ordinary Members). The Call for Nominations will be sent by E-mail and by express post to members not accessible by E-mail.
- c) For each nomination, the Secretary must receive an E-mail or faxed written confirmation of nominee name from two nominating Society members and an acceptance of nomination by the person being nominated. In accordance with Art. 8.2, only members who have been a member of the Society for at least two years can be elected as members of the Executive Committee.
- d) Each candidate will be asked to submit a personal statement describing their:
 - (i) Education and training;
 - (ii) Areas of interest and professional achievements;
 - (iii) Their experience in EHPS activities (or relevant activities in similar societies);

- (iv) Their view of their contribution to the development of health psychology in Europe.
- e) The Secretary will inform the Executive Committee of the results of the call for nominations. Where the same number or fewer nominations than places are made, and the results are in accordance with Article 8.2 of the Articles, no election ballot will take place. The nominated candidates will be deemed elected. Where fewer nominations than available places are made, the Executive Committee shall be empowered to co-opt members to fill the vacant places. If no election ballot is to be conducted, the Executive Committee shall communicate this to the members at the time when ballot papers would have been distributed. Members will be notified of the names of those deemed elected at this time. If there are more nominations than positions, the election process continues as outlined below.
- f) Voting will be by secret ballot. Members will receive a ballot form by mail or e-mail, not later than one month before the Members' Meeting. Members must vote by post and return their ballot form to the Secretary in a sealed envelope to arrive not later than one week before the beginning of the Members' Meeting. In order to secure anonymity in voting and to allow election scrutineers to confirm that only members vote and that only one vote per member is counted, members will also receive a Member identification form, which contains member's name and address to confirm entitlement to vote. The two forms must be entered in separate envelopes and marked "vote" and "member identification", respectively. These are then sealed and enclosed in a third envelope marked "EHPS Secretary/Elections" and forwarded to the mailing address of the scrutineers.
- g) Two scrutineers are nominated by the EC to open election post. Sealed election envelopes will be provided to the scrutineers who will count votes on the day prior to the commencement of the conference. They first open member identification envelopes to confirm single votes by members only are included. These names are checked against a list of current members to determine if they are eligible voters. The authorised set of voting envelopes is then opened independently of the "member identification" envelopes and only after the first procedure is completed. Scrutineers count the votes and judge the results in accordance with the Bylaws and representativeness as defined in Article 8.2 of the Articles. The counting process will be the responsibility of the Past-President.
- h) Candidates who receive the largest number of votes will be declared elected, subject to the restriction that no more than two candidates from one country can serve on the Executive Committee and depending on the representativeness as defined in Article 8.2 of the Articles. That is to say, the scrutineers are obliged to judge the representativeness of the Executive Committee elected and they have the right to propose to the Members' Meeting to appoint members with less votes than other candidates to improve thereby the representativeness of the Executive Committee. The members present at the Members' Meeting decide whether to accept or to reject this proposal.
- i) In the case of a tied vote (that is, more than one person having the same number of votes for the the last Ordinary Member position or the same and highest number of votes for the President-Elect, Secretary or Membership Officer/Treasurer positions), a second ballot for these positions only will be conducted by secret ballot during the Members' Meeting.

- j) The election results will be communicated to members by E-mail or post, as deemed necessary, and will be included in the following Society's Newsletter.

7. EXECUTIVE COMMITTEE MANAGEMENT, TASKS AND RESPONSIBILITIES

- a) It will be the duty of the President to preside at all meetings and to perform such other duties as are incident to his or her office, or as may properly be required by vote of the Executive Committee, including corresponding on behalf of the Society.
- b) The Secretary will keep records of all meetings of the Society. It shall be the responsibility of the Secretary to bring to the attention of the Executive Committee and the Society such matters as deemed necessary; to conduct the official correspondence of the Society; to issue official calls and notices of meetings; to conduct elections and to notify new members of their election directly.
- c) It will be the responsibility of the Treasurer to sign such checks or other drafts upon the funds of the Society as may be necessary; to execute, seal and deliver any contracts, deeds, instruments or other documents which shall be required on behalf of the Society by the Articles or by vote of the Society; to have custody of all funds and securities and to deposit same in the name of the Society in such bank or banks as the Society may direct, to have custody of all other property of the Society not otherwise expressly provided for by these Articles and to hold them subject to the order and direction of the Society; to collect dues and other debts to the Society by any persons whatsoever. The Treasurer will, at any reasonable time, exhibit the books and accounts to any member of the Society, and in general will perform all such duties as may be incident to the office or as properly may be required by vote of the members of the Executive Committee at any duly constituted meetings.
- d) Meetings of the Executive Committee may be held at any time, with reasonable attempts to find a mutually agreeable date, time and venue, on the call of the President or the Treasurer/Membership Officer. A quorum at any meeting will consist of four or more members of the Executive Committee. Decisions will be taken by a simple majority of the members of the Executive Committee present at a meeting.
- e) The Executive Committee may delegate its duties (either wholly or partially) to one or more committees of members, notwithstanding Art. 10.1 hereof. The functioning of these committees is regulated by the Bylaws.
- f) The Executive Committee may delegate all preliminary organizational work for scientific meetings, conferences, congresses, symposia and seminars, in whole or in part (and whether that committee acts alone or in co-operation with others) to one or more ad hoc committees (notwithstanding Art. 10.1 hereof) duly established for such purposes. All ad hoc committees must have at least one member of the Executive Committee to facilitate communication between this committee and the Executive Committee. In the case of the organization of the Society's annual conferences, this role will be implemented by the Liaison Officer. The Liaison Officer will be appointed by the Executive Committee.
- g) The Executive Committee may, for the promotion of co-operation with other associations in the field, appoint members to represent the Society in national or

international committees. It will invest these members with special powers, but subject always to the provision contained in Art.10.1 hereof.

- h) The Executive Committee may, from time to time, be assisted or advised by experts from outside the Society or by other committees on affairs relating to the field of Health Psychology.

8. ORGANIZATION OF CONFERENCES, SYMPOSIA AND SEMINARS

- a) In the case of the Society's annual conference, the proposal of the conference venue will be submitted to the EC at least two years before the proposed conference.
- b) In the case of locally symposia and specialist seminars, a detailed proposal with a budget should be submitted to EC, at least three months before the proposed symposium or seminar.
- c) The proposal for the conference venue of the Society's annual conference will be presented to the Member's Meeting normally two years before the proposed conference and subject to their approval. In case of adverse circumstances, the Executive Committee will decide on the conference venue and will inform members in a timely manner.
- d) Authorization will be communicated in writing to the proponents within six months of the submission.
- e) The procedures for conference organization are described in a separate document entitled "Procedures for conference organization".
- f) The agreement to hold a conference, symposia or seminar under the auspices of the Society will be formalized in writing and signed by the local organizers and the Society.
- g) This agreement can be suspended if either party does not fulfill the obligations contained in the agreement.
- h) Workshop organisers should submit to the EHPS the detailed proposal for the workshop, including a detailed budget, normally one year before the conference.

Participants do not need to be an EHPS member to attend the workshop, but in case of over-subscription, preference will be given to EHPS members.

A workshop fee per day is suggested. In case of extra profit, the profit goes to the EHPS. Workshop organizers are encouraged to seek additional funding from non-profit organizations.

Within a month of submission, the EHPS will respond, and in case of acceptance, a letter of agreement will be signed between the workshop organizers and the Education Officer of the EHPS.

Within a month after the workshop, the workshop organizers should submit to the EHPS, a report of the workshop including the results of the evaluation. The report, together with the description and program of the workshop will be downloaded to the EHPS database and will be available for future workshop organizers.

9. PUBLICATIONS

1. THE EHPS ELECTRONIC NEWSLETTER

- a) The main goals of the Newsletter (currently entitled “The European Health Psychologist” are to promote the Society and its activities, to maintain regular contact with members and to offer members a means of interchange.
- b) The frequency of this publication is decided by the Executive Committee.
- c) The Newsletter is edited by a “EHPS Newsletter Editor”, who may or may not be a member of the Executive Committee. If the Editor is not on the EC, s/he will liaise with an ordinary member of the Executive Committee who has agreed to take on this role.
- d) The Editor consults with the Society on editorial policy and Newsletter contents.
- e) The Editor shall provide the Executive Committee with an annual report of the Newsletter and report on the journal at the annual Members’ Meeting of the Society.

2. JOURNAL PSYCHOLOGY & HEALTH

- a) “Psychology & Health” is an official journal of the Society.
- b) The relationship of the Society and Taylor & Francis, the publisher of the journal, is regulated by a contract established between the two parties.
- c) The Editor of the journal is a member of the Society. The Editor is appointed by agreement of the Society and the publisher.
- d) The Editor consults with the Society on editorial policy, appointment of Co-editors, Book Review Editor and editorial board.
- e) The Editor shall provide the Executive Committee with an annual report of the journal and report on the journal at the annual Members’ Meeting of the Society.

3. HEALTH PSYCHOLOGY REVIEW

- a) “Health Psychology Review” is the official review journal of the Society.
- b) The relationship of the Society and the publisher of the journal is regulated by a contract established between the two parties.
- c) The Editor of the journal is a member of the Society. The Editor is appointed by agreement of the Society and the publisher.
- d) The Editor consults with the Society on editorial policy, appointment of co-editors, and editorial board.
- e) The Editor shall provide the Executive Committee with an annual report of the journal and report on the journal at the annual Members’ Meeting of the Society.

4. OTHER PUBLICATIONS

- a) In accordance with Article 2.2 of the Articles, the Society may organize scientific publications within the domain of Health Psychology.
- b) These publications may be proposed by the Executive Committee, a sub-committee appointed by the Executive Committee or any other member of the Society.
- c) The Executive Committee evaluates and approves the organization of such publications.
- d) Whenever possible, the Society strives to preserve the title and or copyright of such publications.

10. INTEREST GROUPS WITHIN THE SOCIETY

1. “The Society may include Interest Groups, which have specific goals that further the general aims of the Society, and may target specific audiences.
2. Interest Groups may be proposed to the EHPS Executive Committee by a group of at least three members of the Society and are subject to the approval of the EC.
3. The proposal should state the objectives of the Interest Group, how these goals will further the objectives of the Society, the target audience, type of planned activities, organisational structure and financial arrangements.
4. The EHPS Executive Committee will appoint an EC Liaison Officer to the Interest Group and the Interest Group will have a representative before the EHPS EC.
5. The Interest Group must submit a plan of activities and a corresponding annual budget, which will be subject to the approval of the Society’s EC.
6. The Interest Group must present an annual report before the Society’s Executive Committee and will report on its annual activities and finances at the Society’s Annual Members’ Meeting.”

1. CREATE (Collaborative Research and Training in the EHPS)

- a) CREATE is an interest group within the Society which aims at promoting training and collaboration for early career researchers working in the field of Health Psychology.
- b) CREATE has two main goals: 1. To organize training workshops for early career researchers in the field of Health Psychology and 2. To run a web-based resource/support network for early career researchers in this field.
- c) CREATE has its own statutes which regulate the functioning of this interest group and define in detail the relationship between the Society and CREATE.
- d) Participants of CREATE workshops are required to become Society members.
- e) The Chairperson of CREATE (or substitute) will represent CREATE at the Society’s Executive Committee meetings.
- f) The Executive Committee of the Society will appoint a Liaison Officer to CREATE who will become a member of CREATE’s Executive Committee.

- g) CREATE will submit a plan of activities and corresponding annual budget which will be subject to the approval of the Society's Executive Committee.
- h) CREATE accounts shall be audited once a year by auditors appointed by its Executive Committee and by the Society's Executive Committee.
- i) CREATE will present an annual report before the Society's Executive Committee and will report on its annual activities and finances at the Society's Annual Members' Meeting.

2. SYNERGY (Collaboration and Innovation in Theory and Research in the EHPS)

- a) SYNERGY is an interest group within the Society which aims at promoting research and collaboration for advanced researchers working in the field of Health Psychology.
- b) SYNERGY aims at organizing workshops for advanced researchers in the field of Health Psychology
- c) Participants of SYNERGIE workshops are required to become Society members.
- d) A SYNERGY organizer will represent SYNERGY at the Society's Executive Committee meetings.
- e) The Executive Committee will appoint a Liaison Officer to SYNERGY.
- f) SYNERGY will submit a plan of activities and corresponding annual budget that will be subject to the approval of the Society's Executive Committee.
- g) SYNERGY will present an annual report before the Society's Executive Committee and will report on its annual activities and finances at the Society's Annual Members' Meeting.
- h) SYNERGY covers the conference fee for facilitators, travel expenses up to 500 Euros for each facilitator, and accommodation expenses for 3 nights
- i) A fee of about 50 Euros per day is suggested. In case of extra profit, the profit goes to the SYNERGY account. Workshop organizers are encouraged to seek for additional funding from non-profit organizations.
- j) The EHPS covers 500 Euros for conference fee contribution for each organizer, and two grants for participation of the total amount of 1000 Euros.
- k) Within a month after the workshop, SYNERGY organizers should submit to the EHPS, a report of the workshop including the results of the evaluation.

Last updated on the basis of decisions at the Members' Meeting in Bath, September 2008.