Byelaws

Last updated: March 2024
Date of next review: March 2025

Introduction

1. These bye-laws are made under Articles 11.1(c), 19.2, 27.1, 27.4, 28.4 and 47 of the Articles of Association of The Society for the Study of Addiction (the Society) and deal with the following matters:

   a. Classes of membership and associates and their rights, duties, obligations and privileges.

   b. Procedures for admission to membership or as an associate.

   c. The conduct of the election of Trustees.

   d. Procedures for remote voting on matters to be put to General Meetings of the Society.

   e. Limits on the number of terms of office Trustees may serve.

   f. Election of Officers of the Society

Classes of membership and associates

2. The Society shall have the classes of membership, and associated conditions for admission to (eligibility), rights and obligations as set out in the table below:

Class	Eligibility	Rights/Benefits	Obligations
Member	Membership is open to persons the Trustees, in their absolute discretion, consider meets the following criteria: • People with at least 12 months' experience in addiction or a related field. Or • People with academic or professional qualifications in the subject of addiction or a related field.	Members shall have the following rights and benefits: • to attend and vote at General Meetings of the Society or to vote on resolutions put to such meetings by proxy or remotely as allowed by the Society's Articles of Association and these Byelaws; • to stand for election to the Board of Trustees (after accumulating at least two years of membership in the 5 years preceding the election)	Members shall have the following obligations: • to pay the amount of annual subscription as the Trustees may from time to time determine; • to uphold the aims of the Society and not to bring the Society into disrepute; and • such other obligations as are conferred by the Society's Articles of Association and these bye-laws.

Class	Eligibility	Rights/Benefits	Obligations
		• online access to both Society journals, Addiction and Addiction Biology; • access to all the Society's funding schemes; • reduced registration fee for the Society's Annual Conference; • access to networking opportunities; • access to the SSA library at the Wellcome Institute in London; and • such other rights as are conferred by the Society's Articles of Association and these bye-laws.	
Associate	Associateship is open to persons the Trustees, in their absolute discretion, consider meets the following criteria: • People who are currently studying towards a qualification in the subject of addiction. • Recipients of bursaries from the Society who apply before the end of the year in which their bursary funded studies conclude. • Reviewing editors (but not Senior	Associates shall have the following rights and benefits: • online access to both Society journals, Addiction and Addiction Biology; • access to all the Society's funding schemes; • reduced registration fee for the Society's Annual Conference; • access to networking opportunities; • access to the SSA library at the Wellcome Institute in London; and • such other rights as are conferred by the Society's Articles of Association and these bye-laws.	Associates shall have the following obligations: • to pay the amount of annual subscription as the Trustees may from time to time determine; • to uphold the aims of the Society and not to bring the Society into disrepute; and • such other obligations as are conferred by the Society's Articles of Association and these bye-laws

Class	Eligibility	Rights/Benefits	Obligations
	editors) of the Society's journals on receipt of a valid application and confirmation of eligibility (to be confirmed annually).		

Procedures for admission to membership or as an associate

3. Membership of the Society is conferred in accordance with the Society's Articles and specifically after formal approval by the trustees. Applications shall be submitted using the application form approved by the Trustees using the Society's website, which shall include a declaration that the applicant agrees to uphold the aims of the Society and undertakes not to bring the Society into disrepute.

4. Associateship of the Society is conferred in accordance with the Society's Articles and following approval by staff under delegated authority from the Trustees. Applications shall be submitted using the relevant application form using the Society's website, which shall include a declaration that the applicant agrees to uphold the aims of the Society and undertakes not to bring the Society into disrepute.

Conduct of election of Trustees

5. Election of Trustees pursuant to Article 27 of the Articles of Association of The Society shall be by email and postal ballot and shall be once in each calendar year in accordance with the procedures described in these bye-laws.

6. Only Members of the Society shall be eligible to stand for election as a Trustee.

7. In accordance with Article 27.5, a trustee retiring at the end of their elected term of office is eligible to stand for re-election, provided a majority of the other trustees recommend that they be proposed for re-election.

8. In accordance with Article 27.6, anyone other than a trustee retiring at the end of their elected term of office is eligible to stand for election provided that:

    a. they are recommended for election by the trustees; or

    b. a nomination form is received in accordance with these bye-laws signed by the person being nominated to stand for election and two other Members.

9. Nomination forms will be available to Members to download from the Society's website not later than the end of June each year and must be submitted to The Executive Officer not later than the end of July each year. A valid, signed nomination form must contain the following details:

    a. A statement that the person being nominated agrees to stand for election, together with their CV, biography, declaration of interests and manifesto (in a format prescribed in the nomination form).

b. A statement that the signatories wish to propose the person named in the form person to stand for election as a trustee.

c. The details that, if the person were to be elected, the charity would have to file at Companies House and the Charity Commission.

d. A statement confirming that the person being nominated is not disqualified from acting as a Company Director or as a Charity Trustee.

10. The trustees must appoint at least one person independent of the charity to serve as a scrutineer to supervise the conduct of the postal/email ballot and the counting of votes.

11. The Executive Officer must send the following to all Members not less than 21 clear days before the deadline for receipt of postal/email votes:

    a. a notice by email, if the member has agreed to receive notices in this way including an explanation of the purpose of the vote, the voting procedure to be followed by the member (as specified in these bye-laws), the deadline for the return of voting forms (stating that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted) and a voting form capable of being returned by email or post, containing details of the candidates for election;

    b. a notice by post to all other members, including a written explanation of the purpose of the postal vote, the voting procedure to be followed by the member (as specified in these bye-laws), the deadline for the return of voting forms (stating that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted) and a postal voting form containing details of the candidates for election.

12. All voting forms to be returned by post must be addressed to 'The Scrutineer for The Society for the Study of Addiction', at the Society's principal office or such other postal address as is specified in the voting procedure.

13. All voting forms returned by email must include member's name in the subject field of the email, and the email must be authenticated by matching the email address from which the email was set to the email address of the members named at the top of the email.

14. Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

15. The scrutineer must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing the election.

16. For postal votes, the scrutineer must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineer must retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

17. Votes cast by post or email must be counted by all the scrutineer only after the deadline for receipt of voting forms has passed.

18. The scrutineer must provide to the Chief Officer written confirmation of the number of valid votes received by post and email, the number of votes received which were invalid and the number of votes for each candidate. The scrutineer must not disclose the result of the postal/email ballot other than to the Chief Officer.

19. The candidates receiving the most votes shall be elected until all the vacancies have been filled, save that a candidate shall be elected, even in an uncontested election, only if at least 50% of the members casting a valid vote, vote for them.

20. The results of such elections shall be declared by the Chief Officer at the conclusion of the November Board meeting and by email to all members as soon as reasonably practicable thereafter. In accordance with the Articles of Association, retiring Trustees shall leave office and newly elected Trustees shall take up office on the declaration of results of the elections. Candidates and Trustees will be notified of the results in confidence in good time to enable the incoming Trustees to attend the November Board meeting as observers if they so wish.

21. Following the final declaration of the result of the vote, the scrutineer must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

22. Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the Trustees, to consist of two trustees and two persons independent of the Society. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

Procedures for remote voting

23. The trustees may, but are not required to, allow voting by post and/or electronically on any resolution put to a General Meeting.

24. If postal and/or electronic voting is to be allowed for a meeting, the charity trustees must appoint at least two persons independent of the Society to serve as scrutineer to supervise the conduct of remote voting and the counting of votes.

25. The Executive Officer must send the following to all Members with the notice of the meeting not less than 21 clear days before the deadline for receipt of votes cast:

    a. a notice by email, if the member has agreed to receive notices in this way, including an explanation of the purpose of the vote and the voting procedure to be followed by the member (as specified in these bye-laws), the deadline for the return of voting forms (stating that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted) and a voting form capable of being returned by email or post, containing details of the resolution being put to a vote at a General Meeting of the Society; and

    b. a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member (as specified in these bye-laws), the deadline for the return of voting forms (stating that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted) and a postal voting form containing details of the resolution being put to a vote at a General Meeting of the Society.

26. All voting forms returned by post must be addressed to 'The Scrutineer for The society for the Study of Addiction', at the Society's principal office or such other postal address as is specified in the voting procedure.

27. All voting forms returned by email must include member's name in the subject field of the email, and the email must be authenticated by matching the email address from which the email was set to the email address of the members named at the top of the email.

28. Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

29. The scrutineer must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing voting at the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on they have already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

30. For postal votes, the scrutineer must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineer must retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

31. Votes cast by post or email must be counted by all the scrutineer only after the deadline for receipt of voting forms and before the meeting at which the vote is to be taken. The scrutineer must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

32. The scrutineer must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted (including votes cast by proxy). Only at this point shall the scrutineer declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

33. Following the final declaration of the result of the vote, the scrutineer must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

34. Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the Society. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

Limits on the number of terms of office Trustees may serve

35. In accordance with Article 27.3 of the Articles of Association of the Society, Trustees elected from amongst the members serve a term of office until the declaration of the result of the elections held in the third year following the elections at which they were elected.

36. In accordance with Article 28.3 of the Articles of Association of the Society, a co-opted trustee must retire on the third anniversary of their appointment.

37. A charity trustee who has served for three consecutive terms of office may not stand for re-election or be re-co-opted (as the case may be) for a fourth consecutive term but may stand for re-election or be re-co-opted (as the case may be) after an interval of at least three years.

Election of Officers

38. Not later than the end of June each year the Society's Chief Officer must circulate a request to all Trustees for nominations for trustees to stand for any of the following Officer posts:

    a. President

b. Vice-President

c. Treasurer

39. Any Trustee is eligible to stand for election as an Officer of the Society, provided they are nominated by at least one other Trustee and the nominated Trustee confirms their willingness to stand, including providing a manifesto for the post they wish to stand for.

40. Valid nominations must be received not later than the end of July of the same year.

41. The trustees must appoint at least one person independent of the charity to serve as scrutineer to supervise the conduct of the ballot and the counting of votes.

42. Following the closing date for nominations the Chief Officer will:

    a. announce to the Trustees those standing for each Officer post;

    b. circulate their manifestos;

    c. ask for Trustees to send their vote for their preferred candidate for each contested post by email to the scrutineer by not later than the end of September in the same year; and

    d. ask Trustees to confirm by email to the scrutineer not later than the end of October in the same year their agreement to the appointment of the nominated candidate to each uncontested post.

43. For contested elections, the scrutineer must provide to Chief Officer written confirmation of the number of votes received and the number of votes for each candidate. The scrutineer must not disclose the numbers of votes cast or who those votes are for to until after the deadline for receipt of votes has passed.

44. A candidate in a contested election shall be elected if they receive a majority of the votes cast. If there are three or more candidates for any post, the election for that post shall be conducted in accordance with the Single Transferable Vote procedure.

45. The results of such elections shall be announced by the Chief Officer by email.

46. Retiring Officers shall leave office and newly elected Officers shall take up office at the conclusion of the Society's Annual Conference.

47. Any dispute about the conduct of the ballot must be referred to the board for resolution.

48. A resolution appointing the successful candidates will be put to the next board meeting for ratification. Unless any trustee notifies the Chief Officer prior to the start of the meeting that such an appointment should not be ratified, it will not be necessary for any candidate to leave the room for the ratification decision.

49. If any Trustee notifies the Chief Officer prior to the start of the meeting that such an appointment should not be ratified the candidates for that post will leave the room while the Board votes on the ratification decision.

50. If the Board does not ratify the successful candidate, the nomination and voting procedure set out above shall be repeated and concluded within one month of the date of the meeting and a further Board meeting will be held to ratify the outcomes of that ballot.