

Membership Committee
Standard Operating Procedure (SOP)
Last revised 09/23/2023

Membership Committee Mission: The Membership Committee is advisory to the Executive Committee and is generally responsible for reviewing CPDD policies and procedures that pertain to College membership. The Committee attends primarily to activities that address recruitment of new members and retention of current members, in addition to reviewing and advising on membership applications. The Committee works toward the final goal of enlisting committed professionals with interests in furthering basic and clinical science related to the problems of drug dependence to become active members of the College. The Membership Committee also has three overall areas of responsibility when they review and evaluate membership applications for CPDD:

- Review and evaluate applications for associate and regular membership in CPDD. After this review, the Membership Committee then makes recommendations to the Board of Directors (BOD) regarding the acceptability of each applicant for regular membership. Associate Membership Applications are approved by committee's review and do not require Board review
- Review and evaluation of requests for changes in membership status. This includes changes from member-in-training status to associate or regular, and the conferring of fellow status. After this review, the Membership Committee then makes recommendations to the BOD regarding such requested changes, which are then voted upon by the BOD. Associate to Regular upgrades are reviewed and approved by the Executive Office.
- Recommending changes in criteria for membership levels and establishment of new membership categories to the BOD. Approval of changes in membership criteria and new membership categories is made by the BOD and can be recommended by the Membership Committee at any time.
- The Executive Office reviews and approves Member-in-Training and Professional level applications. BOD voting is not required for member-in-training and Professional level membership.

Committee Members: Members are appointed by the President-Elect of CPDD for three-year terms. A CPDD Board member or Executive Officer also serves as an ex-officio member. Terms begin immediately following the Annual CPDD Meeting. The Membership Committee is comprised of at least 12-14 members, which includes the Chair of the Committee.

Committee Operations: The Committee establishes an annual agenda of goals and activities in response to CPDD's Long-Range Plan.

Following the CPDD meeting, the new Chair develops the annual agenda and circulates it to Committee members for further development.

Action on agenda items is coordinated and managed by the Chair throughout the year, with assistance from the Executive Office. Work on action items is delegated, managed, and monitored by the Chair via e-mail and other forms of communication with members of the Committee.

All activities that may involve formal contact with other organizations or that involve placing CPDD in the public forum are first discussed with the Executive Committee or the Executive Office.

Committee reports are provided by the Chair to the Executive Committee as requested, and a report is delivered to the BOD at the Annual Board Meeting and the Interim Board Meeting.

Current Standard Action Items:

- Non-member attendees are contacted via e-mail following the Annual Meeting to encourage membership application, in addition to other membership drives that may occur throughout the year.

Applications for Associate and Regular Membership: Applications for CPDD membership are accepted at the end of each calendar month and reviewed monthly. After each membership application deadline has passed, applications are assigned to committee members (3 members assigned to each application) who review applications to determine eligibility. Votes from reviewers (or the Committee Chair and potentially entire committee if needed) and comments are collected by the Executive Office. When a reviewer is not sure of approving or not approving an applicant the Chair of the Membership Committee has the option to arrange for an additional committee call to discuss the applicant and/or seek recommendations electronically from additional committee members. It is also possible to recommend a candidate to a class of membership different to the one requested. The BOD votes on the Regular membership applications via email response to the Executive Office.

Once the BOD has completed their approval of new members, the Executive Office emails all approved candidates with a welcome letter (and advising if the approval is at a different membership level than requested in their application). Applicants not accepted are also notified via email by the Executive Office.

Changes in Membership Status: At the time members of the Membership Committee review applications, they also review applications for upgrade in membership (e.g., MIT to Associate and MIT to Regular). The Membership Committee shall review these upgrades in membership status and follow the same procedures as applications for new membership with respect to recommendations to the BOD. The BOD shall vote upon the recommendations for upgrade to Regular Membership made by the Membership Committee.

Recommendations to the BOD: Revision in the criteria for membership or the addition of new membership categories may be initiated by the Membership Committee or the BOD. The Membership Committee shall provide timely responses to the BOD regarding such requests and recommendations.