



THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

Membership Committee Standard Operating Procedure (SOP)

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. 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 to 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 acceptability of each applicant for regular and associate membership. Acceptance of regular and associate memberships requires voting by the BOD
- Review and evaluation of requests for change in membership status. This includes changes from student or member-in-training to associate or regular, associate to regular, and the conferring of fellow status (including those who have completed a term on the BOD). After this review, the Membership Committee then makes recommendations to the BOD regarding such requested changes, which are then voted upon by the BOD
- Recommending to the BOD changes in criteria for membership levels and establishment of new membership categories. Approval of changes in membership criteria and new membership categories is made by the BOD.
- In addition to these activities by the full committee, the Chair of the Membership Committee reviews and decides upon acceptability of applications for member-in-training memberships. BOD voting is not required for member-in-training 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 seven members, which includes the Chair of the Committee.

Committee Operations: The Committee establishes an annual agenda of goals and activities in response to input or requests from the Executive committee of other CPDD Committees.

The Committee initiates discussion of the annual agenda via a committee meeting scheduled at the annual CPDD meeting. This meeting is scheduled by the outgoing Chair. Current members and those appointed to serve the coming year attend this meeting. The outgoing Chair provides information regarding ongoing activities that need to be maintained and informs the

Committee about any recent requests or directives received from the Executive Committee. Following the CPDD meeting, the new Chair develops the annual agenda and circulates it to Committee members for further development. The plan is then forwarded to the Executive Committee for review and approval.

Action on agenda items is coordinated and managed by the Chair throughout the year. 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 an Executive Office.

Committee reports are provided by the Chair to the Executive Committee as requested, and a report is delivered at the annual meeting.

Current Standard Action Items:

- Meeting of current and incoming members at the annual CPDD meeting to initiate development of yearly agenda
- Letters inviting first authors to apply for CPDD membership are included in notice of acceptance of publication in DAD. We provide such letters to the U.S. and International Editors.
- Materials to facilitate application for membership are made available prior to and at the Annual Meeting. Application materials are included in non-member attendees mailing packet Nonmember symposia participants are contacted and provided with membership application materials. Application information is placed on tables approximate to on-site registration area. Materials are made available to Travel Awardees, In-training attendees, and Breakfast of Champion attendees at their respective receptions at the Annual Meeting.
- A yearly report is presented at the Business Meeting during the Annual Meeting. This report should include announcement of new members.
- Non-member attendees are contacted via e-mail following the Annual Meeting to encourage membership application.

Applications for Associate and Regular Membership: Prior to each CPDD annual and semi-annual BOD meeting (usually 2 months before the meeting), each member of the Membership Committee receives the current applications for regular and associate membership from the office of the Executive Officer. Each Membership Committee member reviews all applications to determine eligibility. Members of the Membership Committee send their votes and relevant comments to the Chair of the Membership Committee. In cases where less than 75% of votes by the committee agree to approve or reject membership, the Chair of the Membership Committee arranges a conference (possibly by telephone) to discuss such cases and reach a consensus. It is also possible to recommend a candidate to a class of membership different than the one requested. During closed sessions at the annual and semi-annual meetings of the BOD, the Chair of the Membership Committee presents the lists of applicants, including information on each applicant's research area to the BOD. The Chair of the Membership

Committee also presents the recommendations of the Membership Committee regarding acceptance to the BOD. The BOD votes on the membership applications. Voting by the BOD takes place at a time that is sufficiently early during the annual meeting for the Chair of the Membership Committee to post the names of new members in time for them to attend the business meeting.

Once the BOD has completed their election of new members, the Chair of the Membership Committee contacts all applicants who either are not being offered membership or who are being offered membership at a different category of membership than they had requested (i.e. associate vs. regular membership). If an applicant is offered associate membership when regular membership was sought, the Chair of the Membership Committee obtains acceptance (or rejection) of this membership status by the applicant, and forwards notification of acceptance to the President's office, so that an official notice of membership can be sent.

Changes in Membership Status: At the time members of the Membership Committee receive application packages, they also receive applications for upgrade in membership from the Executive Office. The Past President shall be responsible for nominating those board members rotating off the BOD who are suitably qualified to become fellows. 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 made by the Membership Committee.

Recommendations to the BOD: The Membership Committee shall meet on a regular basis (typically at the annual meeting for CPDD). 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.