

**Society for Sex Therapy and Research  
BY-LAWS  
As of January 20, 2017**

***Article I***  
**Name**

The name of the corporation is the Society for Sex Therapy and Research, hereinafter sometimes referred to as SSTAR.

***Article II***  
**Objects and Powers**

1. It is the goal of this corporation to enhance, on a national and international scale, communication among therapists and researchers treating and studying patients with sexual problems and disorders. This is to be accomplished by an exchange of information, conferences and meetings, and the publication of a newsletter.

It is further a goal of this corporation to encourage and facilitate collaboration in research among members of the organization and/or faculties they represent.

It is further a goal of this corporation to define a set of standards stating the criteria of training, knowledge, experience, skill and ethics of its members.

It is further a goal of this corporation to provide a means of public relations so as to inform the professional and lay public in matters pertaining to the work of the members.

2. SSTAR shall have all the powers of a corporation, organized not for pecuniary profit as are now and shall hereafter be conferred by the statutes of the State of New York.

**Article III**  
**Membership**

1. The association shall have six categories of membership: Full Member, Associate Member, Early Career Professional Member, Student Member, Emeritus Member, and Honorary Member.

2. Proposal for Membership

With the exception of Honorary Membership and Emeritus Membership, a candidate for membership shall forward a completed application form and other application material to the Membership Officer. The Membership Officer will review the application, supporting materials, and letters of reference to verify that the application is complete and appropriate.

Each complete application shall be reviewed and voted on by the Executive Council. Election to membership shall be by majority vote of the Executive Council.

A successful candidate shall be notified of his or her approval and shall be informed that the membership dues are due. Upon receipt of dues, the candidate is designated as a member with all the appropriate rights and privileges for that specific membership category. It shall be the duty of each member to keep on file with the association an address to which all mailings regarding SSTAR are sent. Such mailings shall be the extent of the responsibility of SSTAR.

3. With the exception of Honorary Members, membership status is contingent upon receipt of dues, and/or assessments, which may be made from time to time. All members of SSTAR will receive a certificate specifying membership status.

4. Membership Categories

The Society for Sex Therapy and Research shall have membership in the following categories: Full Membership | Associate Membership | Early Career Professional Membership | Student Membership | Emeritus Membership | Honorary Membership

The goal of membership is to provide opportunities for students, early career professionals and members working in their careers to come together to advance communication and exchange information regarding sexual problems and disorders. Through staged membership opportunities, professionals can establish a continuum of SSTAR membership throughout their careers.



**Student Membership** is granted to undergraduates, graduate students and post-doctoral fellows in any accredited academic or clinical training program in clinical sexuality and/or sex research. The membership is also available to research assistants working in the field of sexual health.

Upon graduation, a Student Member will notify the SSTAR Management office to submit proof of their graduation and request a change of their membership status to Early Career Professional. The SSTAR office will present the candidate to the Executive Council for approval.

Applications for Student Membership shall include a completed application form, a curriculum vitae, a letter from an academic training director or the institution's registrar attesting that the individual is a full-time student in good standing, and a letter of recommendation from the student's clinical or research supervisor who is familiar with the applicant's qualifications and who has had training and experience in clinical work or research with sexual disorders.

Student Members are not eligible to vote on matters submitted to a vote of the membership but are eligible to serve as the Student Representative to the Executive Council.

**Early Career Professional Membership** is granted post-graduation to those entering their career as either clinicians or researchers, and may include medical residents or interns in any accredited academic program or full-time trainees in clinical sexuality and/or sex research, or are still completing requirements for licensure.

An Early Career Professional shall notify the SSTAR Management office after three years to submit proof of clinical licensure or academic appointments and or publications to change their membership status. The SSTAR office will present the candidate to the Executive Council for approval.

Those applying for Early Career Professional Membership shall include a completed application form, a curriculum vitae, a copy of diploma, one letter of recommendation from a SSTAR member or two letters from non-SSTAR professionals who are familiar with the applicant's qualifications and who have had training and experience in clinical work or research with sexual disorders.

Early Career Professional Members are eligible to vote in matters submitted to a vote of the membership

**Associate Membership** is granted to licensed clinicians (e.g. Psychologists, Physicians, Social Workers, Nurses, Marriage/Family Therapists) who have significant experience in the assessment and treatment of sexual disorders, but have not had the three years of clinical experience required for full membership

OR

To researchers with academic or related appointments who are interested in or currently carrying out sex research, but have not yet published.

An Associate Member who has gained more than three years of clinical experience or an academic or related appointment shall notify the SSTAR Management office to submit proof to change their membership status to Full Membership. The SSTAR office will present the candidate to the Executive Council for approval.

Those applying for Associate Membership shall include a completed application form, a curriculum vitae, a copy of a current professional license (only for clinicians), a copy of relevant

certificates (if applicable) and one letter of recommendations from a SSTAR member or two letters from non-SSTAR professionals who are familiar with the applicant's qualifications and who have had training and experience in clinical work or research with sexual disorders.

Associate Members are eligible to vote in matters submitted to a vote of the membership and may serve as members of the Executive Council.

**Full Membership** is granted to licensed clinicians (e.g. Psychologists, Physicians, Social Workers, Nurses, Marriage/Family Therapists) with at least three years of clinical experience diagnosing and providing treatment for sexual problems

OR

To researchers with academic or related appointments who have published at least one article in a refereed journal concerning sex therapy or research. Other forms of publication, such as books, computer programs, web sites, or videos will also be considered.

Those applying for Full Membership shall include a completed application form, curriculum vitae, a copy of a current professional license (for clinicians), copy of relevant certificates (if applicable) and one letter of support from a current SSTAR member or two letters from non-SSTAR professionals who are familiar with the applicant's qualifications and who have had training and experience in work with sexual disorders.

Full Members are eligible to vote in matters submitted to a vote of the membership and may serve as members of the Executive Council.

**5. Emeritus Membership** status is open to all SSTAR current members who meet the following conditions:

a) has been a member in good standing for twenty five years, has reached the age of 70 and is no longer deriving primary income from professional activities,

OR

b) has been a member in good standing for twenty five years and has illness or disability.

Emeritus Member requests must be made in writing to the SSTAR office and are subject to a majority vote of the Executive Council. Newly approved Emeritus Members will be required to pay a reduced annual membership fee. In cases of hardship or disability, this fee can be waived at the discretion of the Executive Council.

Emeritus Members are not eligible to vote in matters submitted to a vote of the membership and may not serve as members of the Executive Council.

**6. Honorary Membership** is granted to individuals who have made significant and outstanding contributions to the field may be elected to Honorary Membership. They shall be elected in accordance with the by-laws of SSTAR and with such rules and regulations that may come to be adopted. Honorary Members shall not be eligible to vote or to hold elective office. They shall not be required to pay initiation fees, dues, or assessments. Certificates of Honorary Membership are obtainable from SSTAR free of charge.

Nominations for Honorary Membership shall be by a formal motion to the Executive Council from a Member and election shall be by majority vote of the Executive Council.

7. Termination of Membership may be for any of the following:

a. Resignation

All rights and privileges of any member shall be terminated upon his or her resignation.

b. Expulsion

The Executive Council shall have the power to expel a member for non-adherence to the principles of membership or for any cause which in its judgment is deemed sufficient. No member may be expelled unless he or she has been properly informed of the charges against him or her in writing and has had the privilege of a hearing before the Executive Council. An affirmative vote of at least 2/3 of the members of the Executive Council is necessary for such expulsion. Upon expulsion, all rights and privileges are terminated, and the certificate of membership shall be returned to SSTAR for destruction.

c. Delinquency

A member shall become delinquent after failure to pay dues for 90 days. If the delinquency continues for 30 days after written notification by the Secretary-Treasurer, the membership shall be automatically terminated. A delinquent member so terminated may upon payment of dues owed reapply for membership and be reinstated by a majority vote of the Executive Council.

***Article IV***  
**Officers**

1. The officers of SSTAR shall consist of the following:

- a. President
- b. President-elect
- c. Secretary-Treasurer
- d. Membership Officer
- e. Continuing Education Officer
- f. Development Officer

2. Committee on Nominations

A standing committee on nominations shall consist of three persons appointed as follows:

- a. Past President;
- b. President-elect; and
- c. One (1) member elected by those present at the Annual Meeting to serve for the following year.

Members of the Nominating Committee shall not nominate themselves. The duties of the Committee shall be to recommend candidates for each elective office to the Executive Council, to be presented to the total membership of SSTAR by mail or email for vote prior to the Annual Meeting.

3. Election

Election of all officers and members of the Executive Council shall take place by mail or email nominations and ballot. Names of candidates proposed by the Committee on Nominations, and reviewed by the Executive Council will be circulated by ballot at least six weeks prior to the Annual Meeting. The election of all officers shall be by plurality vote of all eligible members voting by ballot. The new officers shall be announced by the President at the Annual Meeting. Officers shall assume office at the

end of the Members Business Meeting at the Annual Meeting and shall hold office until their successors are elected and assume office.

#### 4. Duties of the Officers

a. **President:** The President shall preside at all meetings of the Executive Council. He or she shall deliver a State of the Association address at the Annual Meeting and shall perform all the duties usually associated with the office of President. He or she shall be an ex officio member of all committees so appointed, except the Committee on Nominations. Following the President's two year term of office, he or she shall assume the role of Past President and shall remain as a voting member of the Executive Council for two years.

b. **President-elect:** The President-elect shall serve as assistant to the President. He or she shall serve in this position for two years in order to gain knowledge and experience until assuming the office of President following the President's term in office. The President-elect shall serve as President and shall assume all duties of the President in the absence of the President. The President-elect shall assist the President at all functions of SSTAR whether general or executive.

c. **Secretary-Treasurer:** The Secretary-Treasurer shall keep a record of all meetings of SSTAR and of all meetings of the Executive Council. The Secretary-Treasurer shall oversee correspondence for SSTAR and be an ex officio member of all committees of SSTAR except the Committee on Nominations. The Secretary-Treasurer shall oversee collection of all monies, make all authorized disbursements and render an account thereof at any session of the Executive Council and Annual Meeting. The term of office shall be for three years.

d. **Membership Officer:** The Membership Officer has the duty and responsibility of processing all applications for membership and presenting them to the Executive Council for review and vote. The term of office shall be for three years.

e. **Continuing Education Officer:** The Continuing Education Officer shall oversee the process of seeking approval from appropriate agencies for SSTAR to award continuing education credits for attendance at relevant functions, and shall conduct or oversee any functions necessary for SSTAR to meet its requirement as a sponsoring organization. The term of office shall be for three years.

f. **Development Officer:** The Development Officer shall coordinate the securing of funding from sources other than dues and registration fees in support of SSTAR programs providing continuing education credit, in accordance with guidelines developed by the executive council. The term of office shall be three years.

### *Article V* **Executive Council**

#### 1. Definition

The Executive Council shall consist of the six officers of SSTAR, the Past President, the Communications Chair, and a Student Representative.

## 2. Powers and Duties

The general management of SSTAR shall be vested in the Executive Council whose powers and duties shall be those ordinarily held and performed by the board of directors of a corporation. They are to:

- a. Transact all SSTAR business.
- b. Manage and promote SSTAR interests.
- c. Appoint the Communications Chair.
- d. Create and maintain committees as necessary such as: Communications Committee, Program Committee, Research Committee, Finance Committee, Ethics Committee, and Committee on Training Standards; and any and all other ad hoc committees. The chairs of these committees shall be appointed by the President. All chairs and standing committees shall terminate when the term of the President expires. The new President may or may not reappoint the same members to the committees as he or she wishes.
- e. Determine dues and assessments as needed.
- f. Call regular and special meetings of SSTAR.
- g. Elect members of all categories by ballot.
- h. Adopt rules and regulations as needed.

## 3. Meetings

The President of SSTAR shall designate the time and place of all meetings of SSTAR as approved by the Executive Council.

## 4. Quorum

A quorum shall consist of five members in order to conduct business.

## 5. Council of Past Presidents

A council of all SSTAR past presidents will be called upon to advise and offer guidance to the President of SSTAR as requested by the President or the Executive Committee. This council is advisory in nature and does not have a vote on the Executive Committee. The Chairperson of the Council of Past Presidents shall be the Immediate Past President.

## *Article VI* **Annual and Special Meetings**

### 1. Annual Meeting

A meeting of the general membership of SSTAR known as the Annual Meeting, shall be held each year. Regional meetings, as approved by vote of the Executive Council, may be held.

New members of all categories will be announced at this meeting and the President shall deliver a State of the Association address.

All general SSTAR business may be transacted.

A quorum shall consist of twenty-five percent of all SSTAR members, either by presence or proxy. Special meetings or a ballot vote may be called by the Executive Council as needed. Such a meeting, as well as the annual meeting, shall be designated by the Executive Council as to time and place and proper notification shall be made by the Secretary-Treasurer by mail or email to the membership not less than thirty days prior to such a meeting.

*Article VII*  
**Publications**

The Executive Council shall have the full power to foster and promote publications connected with the objects and purposes of SSTAR.

A newsletter shall be distributed to the membership.

*Article VIII*  
**Parliamentary Authority**

Roberts' Rules of Order shall govern all proceedings of SSTAR except in special cases as covered by special rules then so designated.

*Article IX*  
**Corporate Seal**

The corporation shall have a seal inscribed with the name of the corporation.

*Article X*  
**Offices**

The corporation shall have offices maintained at a place designated by the Executive Council for the conduct of business.

*Article XI*  
**Contracts, Checks, Deposits, Funds**

The Executive Council may authorize any officer or officers to act as agents of the corporation and thus may execute and deliver any instrument in and on behalf of the corporation.

All checks, drafts, or payments as authorized by the Executive Council shall be issued in the name of the Corporation by authority of the Secretary-Treasurer or, in case of need, by the President or President-Elect.

*Article XII*  
**Books and Records**

SSTAR shall keep complete and accurate minutes and recordings of all proceedings of its meetings and shall keep a record of all members entitled to vote. All books and records may be inspected by any member or the member's agent for any proper purpose within a reasonable time.

*Article XIII*  
**Fiscal Year**

The fiscal year shall begin January 1 and end December 31 each year.

*Article XIV*  
**Reimbursement**



Each officer or agent of the Society for Sex Therapy and Research, whether or not then in office, shall be reimbursed at the discretion of the President for costs and expenses reasonably incurred in connection with SSTAR business or during the process of carrying out the intent of these by-laws.

***Article XV***  
**Dues**

Changes in annual dues and assessments or any special dues shall be decided by majority vote of the Executive Council.

***Article XVI***  
**Policies and Procedures**

The Executive Council shall adopt in writing a set of Policies and Procedures, which shall clarify and supplement the intent of the by-laws of the Corporation. These Policies and Procedures shall contain all policy statements of the Corporation and the typical procedures to be followed by members of the Executive Council and the administrative staff. They shall be made available to all new incoming officers, and to any member in good standing, upon written request. The Policies and Procedures Manual shall be reviewed on a yearly basis and revised if necessary.

***Article XVII***  
**Mail Ballots**

All ballots shall be considered closed thirty days after being mailed or emailed out to the membership.

***Article XVIII***  
**Amendments**

These by-laws may be amended by a two-thirds vote of the returned ballots of the eligible members voting by mail ballot.

Approved: January, 2017