

Constitution of the Association for Cognitive Bias Modification (ACBM)

A. Name, Purpose, Mission and Activities

- i. The name of this organization is the Association for Cognitive Bias Modification (ACBM)
- ii. The ACBM is committed to improving CBM research and application in a manner that reflects scientific rigour, clinical integrity and dissemination of evidence-based assessment and therapeutics.
- iii. The Mission of the ACBM is to refine the assessments of cognitive biases associated with dysfunctional psychological processes; to optimise training procedures to modify cognitive biases; and to leverage the understanding of mechanisms to maximise their therapeutic benefits.
- iv. The ACBM will facilitate the exchange of scientific knowledge, foster the development of collaborations, promote and support open science, and encourage research innovation, with the three key goals of:
 - Developing guidelines and software resources to promote the adoption of reliable and valid approaches for assessing cognitive biases;
 - Designing and evaluating methods of delivering cognitive bias modification procedures that maximise their capacity to engage their targets;
 - Translating the resulting scientific advances into empirically-validated CBM interventions that are accessible, scalable and sustainable within the clinical setting.

B. Membership

- i. There are two types of membership – Early Career Membership, and Regular Membership.
- ii. Membership of the Association is open to those with a commitment to advancing CBM research and practice in ways that are evidence-based and scientifically rigorous. Such commitment may include, but is not limited to, contributions to publications, and presentation of relevant work at scientific and professional meetings.
- iii. To be considered for Early Career Membership, an individual must be an undergraduate student, a graduate student, or a postdoc within three years of their PhD completion.
- iv. Applications for membership may be made online, or submitted to the Membership Secretary at any time.
- v. Membership dues will be set annually at the Annual General Meeting of the Association.
- vi. A Member may resign at any time by giving written notice to the Membership Secretary. A Member may be removed at any time, when this is decided by a two-thirds majority of the Board.

- vii. Members are expected to follow the ethical principles of research outlined by the American Psychological Association's Ethical Principles and Code of Conduct, Section 8 (Research and Publication).
- viii. There shall be an Annual General Meeting of the Association, which will handle election of Board members, and the transaction of other business as determined by the Board.
- ix. There may be additional meetings of the Association, as called by the President, the Secretary, the Board, or the Executive Committee.
- x. Members will be advised of the place and time of Association meetings, at least 30 days in advance, via email.
- xi. At any meeting, if the President is not present then the attending Members will appoint a presiding officer. If the Secretary is not present, then the appointee of the person presiding at the meeting shall act as secretary for this meeting.

C. Board of Directors

- i. The affairs of the Association will be overseen by the Board of Directors
- ii. There will be eleven elected Directors on the Board. Six Directors will be elected by the Members to the following offices: President Elect, Treasurer, Secretary, Membership Secretary, Science Director, and Director of Public Engagement. Three general Directors will also be elected by the Members to the Board, without specific office. The other two Directors will be the President, and the Immediate Past President.
- iii. Up to four additional Directors may be appointed to the Board by the elected Directors of the Board, with the objective of ensuring diversity.
- iv. The Secretary and Treasurer will each hold office for terms of three years.
- v. The Membership Secretary, Science Director, Director of Public Engagement, elected Directors without office, and those appointed to the Board by elected Directors will each serve terms of two years.
- vi. The Director elected to the position of President Elect will serve an initial two year term as President Elect, then a two year term as President, followed by a two year term as Immediate Past President.
- vii. Election of Board members will be determined at the Associations Annual General Meeting. Except as stipulated in point viii. below, any Member can stand for election as President Elect, as Treasurer, as Secretary, as Membership Secretary, as Science Director, as Director of Public Engagement or as a general member of the Board, provided that they are nominated and seconded by Members of the Association.
- viii. The same Member cannot hold the same specific office on the Board for more than two consecutive terms.

- ix. A Director may be suspended, or removed from the Board, at any time, by vote at Board or by vote at the Annual General Meeting.
- x. A Director may resign at any time by giving written notice to the Board, the President, or the Secretary of the Association, with such resignation taking effect at the time such notice is given.
- xi. Any vacancies occurring on the Board must be filled at the subsequent Annual General Meeting through the normal election process.
- xii. Meetings of the Board may be called by any Director, with 10 days' notice being given to all Directors. Any or all Directors may participate in a meeting of the Board (or a committee of the Board) via an appropriate form of electronic communication.
- xiii. If a Director is absent or unable to act, the other Directors will carry be responsible for handling the business of the Board.
- xiv. Participation of the majority of Directors will constitute the quorum for transaction of Board business. The decision taken by a majority of the Directors participating in a Board meeting at which quorum is satisfied shall be the decision of the Board of Directors.
- xv. In general, Board decisions will be reached by discussion and consent. When decisions are made by vote, then if votes are evenly divided the resolution of the Board shall be in accordance with the President's vote.
- xvi. A Board decision may be taken without a meeting if all Directors consent in writing to the adoption of a resolution authorizing the action.
- xvii. The President will chair meetings of the Board and the Annual General Meeting.
- xviii. The Secretary will keep records of all Board meetings, Annual General Meetings, and meetings of the Executive Committee. The Secretary also will arrange mailings to the membership regarding meeting, elections, and other matters of interest.
- xix. The Treasurer will have custody of all funds and property of the Association, will coordinate the collection of dues, and will make or approve disbursements of Association funds as authorized by the Executive Committee.
- xx. The Membership Secretary will be responsible for guiding and implementing decisions concerning membership of the Association.
- xxi. The Scientific Director will be responsible for guiding and implementing decisions concerning the scientific content of the Association website and research meetings.
- xxii. The Director of Public Engagement will be responsible for promoting public awareness of CBM research and applications.

E. Annual General Meeting

- i. There will be a General Meeting of the Association each year.

- ii. Admission to this Annual General Meeting will be open to all current Members of the Association.
- iii. Quorum at the Annual General Meeting will be 10 Members.
- iv. When a resolution of the Annual General Meeting is made by vote, each Member will have one vote and the resolution will be in accordance with the majority of votes cast. In the event that votes are evenly divided, the resolution of the Annual General Meeting will be in accordance with the President's vote.
- v. The election of Board Directors will be conducted within the Annual General Meeting. Those newly elected to positions on the Board will assume their Board positions on the year following the Annual General Meeting at which they were elected.
- vi. Any changes to the Constitution of the Association for Cognitive Bias Modification will be made only with approval of the Annual General Meeting. Proposed changes to this Constitution must be detailed in writing, and must be provided to Members at least 14 days prior to the Annual General Meeting at which they will be considered for approval.

E. Committees

- i. The Board, by resolution of the majority of the Directors, may establish one or more committees that include two or more Directors, and this committee will exercise the authority of the Board. Quorum at the meetings of each such committee requires participation of at least one of the Directors who are on this committee.
- ii. One such committee that operates with the authority of the Board will be the Executive Committee, which will comprise the President, the Secretary, the Treasurer, and up to two more Directors from the Board. The Executive Committee will be empowered to call meetings and deliberate on any issues that may arise. The Executive Committee will be responsible for the routine management of the Association, will be obliged to keep records of its financial position and must publish its annual report. The Executive Committee will organise and convene the Annual General Meeting, and will prepare the activity plan, with a related budget, that is submitted to this meeting for approval.
- iii. Other committees that operate without exercising the authority of the Board may be designated and appointed by a resolution of the Board. Decisions taken by vote within these committees will represent recommendations to the Board.

