

Bylaws
Of
The European Health Psychology Society (EHPS)

(Updated 23 August 2021)

1. DOMAIN OF EXPERTISE

The European Health Psychology Society (EHPS) covers research in and applications of the study of behaviour, health, illness and health care.

2. NATIONAL REPRESENTATIVES

- a) National representatives can be appointed by the EHPS Executive Committee to function as a central contact for EHPS in the various countries, being designated “National Delegates”.
- b) The National Delegates are coordinated by the National Delegates’ Officer who is an Ordinary Member of the EHPS Executive Committee.
- c) The responsibilities of the National Delegates, the procedures for their nomination and election, as well as the roles and tasks of the National Delegates’ Officer are detailed in a separate document. These regulations must be approved by the EHPS Executive Committee and by the National Delegates at the National Delegates’ Annual Meeting.

3. PROCEDURE FOR THE ADMISSION OF NEW MEMBERS

Persons interested in joining the Society should apply via the Online System. In order for the application to be processed applicants must read and agree with the Terms and Conditions and the Privacy Policy. In the case of any uncertainty about eligibility, the Membership Officer will refer applications to the EHPS Executive Committee for the purpose of deciding eligibility.

4. CRITERIA FOR MEMBERSHIP IN THE EHPS

- a) Membership is open to those who meet the following criteria:

- i) Have successfully completed a university (or equivalent) degree of three years or more in an area relevant to the study of health psychology, or
 - ii) Are professionally occupied with and/or have publications that contribute to the understanding of health psychology, or
 - iii) Are post-graduate (masters or doctoral) students (full-time or part-time), in an area relevant to the study of health psychology, provided that they are registered for a post-graduate degree at the time of application to become a member or to renew membership.
- b) Members are eligible for reduced fees if they are citizens of, or work or reside in those countries considered as low or lower-middle income countries or are post-graduate (masters or doctoral) students (full-time or part-time) at the time of application to become a member or to renew membership. If a reduced membership is selected based on country, additional documentation is required to be uploaded in order to proceed. If a reduced student membership is selected, residential proof and also student proof must be uploaded to proceed.
- c) The EHPS Executive Committee reserves the right to revoke membership where a member is in breach of the EHPS Code of Conduct.

Additional notes:

- a) Honorary Fellowship (Honorary Membership) will be awarded to selected members. The EHPS Executive Committee has delegated the responsibility for appointing Honorary Fellows to the Fellowship Committee, according to a separate procedure.

5. PROCEDURE FOR ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

- a) At least four months before the Members' Meeting, the EHPS Executive Committee will ask the members for nominations for vacancies for President-Elect, Secretary, Treasurer and three Ordinary Members.
- b) The Secretary will send out to members a Call for Nominations for all Executive Committee positions, except those of President and the Past President (i.e. President-elect, Secretary, Treasurer and three Ordinary Members).
- c) For each nomination, the Secretary must receive an email confirmation of nominee name from two nominating Society members and an acceptance of nomination by

the person being nominated. In accordance with Article 8.2, only members who have been a member of the Society for at least two years on the date of the Members Meeting can be elected as members of the EHPS Executive Committee.

- d) Each candidate will be asked to submit a personal statement describing their:
 - I. Education and training;
 - II. Areas of interest and professional achievements;
 - III. Their experience in EHPS activities (or relevant activities in similar societies);
 - IV. Their view of their contribution to the development of health psychology.
- e) The Secretary will inform the EHPS Executive Committee of the results of the Call for Nominations. Where the same number or fewer nominations than places are made, and the results are in accordance with Article 8.2 of the Articles, no election ballot will take place. The nominated candidates will be deemed elected. Where fewer nominations than available places are made, the EHPS Executive Committee shall be empowered to co-opt members to fill the vacant places. If no election ballot is to be conducted, the EHPS Executive Committee shall communicate this to the members at the time when ballot papers would have been distributed. Members will be notified of the names of those deemed elected at this time. If there are more nominations than positions, the election process continues as outlined below.
- f) Voting will be by an electronic secret ballot. Members will receive details of the candidates for each position by email not later than one month before the Members' Meeting. Each member will be sent an email with a link, and unique password, to a web-based ballot form. Each password will only be able to be used once to ensure that only members are able to vote and that each member only votes once. In addition, as the emails and passwords will be generated automatically, the passwords will not be able to be traced back to individual members, thereby assuring that all votes are anonymous. Members must vote not later than one week before the Members' Meeting.
- g) Two scrutineers will be appointed by the EHPS Executive Committee. The scrutineers will be given access to the web ballot once voting has closed and will independently tally the votes for each candidate. The scrutineers will inform the

Past-President by email of the number of votes cast for each candidate not later than the day before the EHPS Executive Committee meeting at the annual conference.

- h) Candidates who receive the largest number of votes will be declared elected, subject to the restriction that no more than two candidates from one country can serve on the EHPS Executive Committee and depending on the representativeness as defined in Article 8.2 of the Articles. That is to say, the scrutineers are obliged to judge the representativeness of the EHPS Executive Committee elected and they have the right to propose to the Members' Meeting to appoint members with less votes than other candidates to improve thereby the representativeness of the Society's Executive Committee. The members present at the Members' Meeting decide whether to accept or to reject this proposal.
- i) In the case of a tied vote (that is, more than one person having the same number of votes for the last Ordinary Member position or the same and highest number of votes for the President-Elect, Secretary or Treasurer positions), a second ballot for these positions only will be conducted by secret ballot during the Members' Meeting.
- j) The election results will be communicated to members at the Members Meeting and by email and will also be included in the Society Magazine.

6. EXECUTIVE COMMITTEE MANAGEMENT, TASKS AND RESPONSIBILITIES

- a) EHPS is a membership organisation (it serves the interests of and is guided by the wishes of the membership). This means the elected EHPS Executive Committee is accountable to the wishes of the membership as expressed through the Membership Meeting.
- b) It will be the duty of the President to preside at all meetings and to perform such other duties as are incident to his or her office, or as may properly be required by vote of the EHPS Executive Committee, including corresponding on behalf of the Society.
- c) The Secretary will keep records of all meetings of the Society. It shall be the responsibility of the Secretary to bring to the attention of the EHPS Executive Committee and the Society such matters as deemed necessary; to conduct the

- official correspondence of the Society; to issue official calls and notices of meetings; to conduct elections and to notify new members of their election directly. When a professional Administrator is available the Secretary will liaise with this professional on this. The ultimate responsibility will be on the Secretary.
- d) It will be the responsibility of the Treasurer to make payments on behalf of the Society as necessary; to execute, seal and deliver any finance related contracts, deeds, instruments or other documents which shall be required on behalf of the Society by the Articles or by vote of the Society; to have custody of all funds and securities and to deposit same in the name of the Society in such bank or banks as the Society may direct, to have custody of all other property of the Society not otherwise expressly provided for by these Articles and to hold them subject to the order and direction of the Society; to collect dues and other debts to the Society by any persons whatsoever. The Treasurer will, at any reasonable time, exhibit the books and accounts to any member of the Society, and in general will perform all such duties as may be incident to the office or as properly may be required by vote of the members of the EHPS Executive Committee at any duly constituted meetings. All payments in excess of 500 Euro should be approved by a majority of the EHPS Executive Committee.
- e) Meetings of the EHPS Executive Committee may be held at any time, with reasonable attempts to find a mutually agreeable date, time and venue, on the call of the President or the Treasurer. A quorum at any meeting will consist of four or more members of the EHPS Executive Committee. Decisions will be taken by a simple majority of the members of the EHPS Executive Committee present at a meeting. All major decisions will be reached by process of voting. In exceptional circumstances where a meeting is not possible, votes may be collated by email.
- f) The EHPS Executive Committee may delegate its duties (either wholly or partially) to one or more committees of members, notwithstanding Article 10.1 hereof. The functioning of these committees is regulated by the Bylaws.
- g) The EHPS Executive Committee may delegate all preliminary organizational work for scientific meetings, conferences, congresses, symposia and seminars, in whole or in part (and whether that committee acts alone or in co-operation with others) to a Third Party with whom there is a standing contract or to an ad hoc committee

(notwithstanding Article 10.1 hereof) duly established for such purposes. All ad hoc committees must have at least one member of the EHPS Executive Committee to facilitate communication between this committee and the EHPS Executive Committee.

- h) The EHPS Executive Committee may, for the promotion of co-operation with other associations in the field, appoint members to represent the Society in national or international committees. It will invest these members with special powers, but subject always to the provision contained in Article 10.1 hereof.
- i) The EHPS Executive Committee may, from time to time, be assisted or advised by experts from outside the Society or by other committees on affairs relating to the field of Health Psychology.
- j) The EHPS Executive Committee may appoint co-opted members, for a specific period of time not exceeding two years, and for a particular reason or purpose explicitly documented and communicated to members.

7. ORGANIZATION OF CONFERENCES, SYMPOSIA AND SEMINARS

- a) In the case of the Society's annual conference, the proposal of the conference venue will be submitted to the EHPS Executive Committee preferably at least two years before the proposed conference. If the Society has a contract with a conference organizing company in place for the relevant year the proposal should be a joint proposal from the local team and the conference company. The proposal for the conference venue of the Society's annual conference will be presented to the Member's Meeting preferably two years before the proposed conference and subject to their approval. In case of adverse circumstances, the EHPS Executive Committee will decide on the conference venue and will inform members in a timely manner.
- b) In the case of local symposia and specialist seminars, a detailed proposal with a budget should be submitted to the EHPS Executive Committee, at least three months before the proposed symposium or seminar.
- c) The procedures for conference organization are outlined in a separate contract between the conference organizer and the local organizing committee (or in the "Procedures for conference organization" in the absence of any contract).

8. PUBLICATIONS

1. THE EHPS ELECTRONIC MAGAZINE

- a) The main goals of the Magazine (currently entitled “The European Health Psychologist”) are to promote the Society and its activities, to maintain regular contact with members and to offer members a means of interchange.
- b) The frequency of this publication is decided by the EHPS Executive Committee.
- c) The Magazine is edited by an “EHPS Newsletter Editor(s)”, who may or may not be a member of the EHPS Executive Committee. If the Editor is not on the EHPS Executive Committee, s/he will liaise with an ordinary member of the EHPS Executive Committee who has agreed to take on this role. The Editor(s) of the Magazine is/are a member of the Society. The Editor(s) is/are appointed by the EHPS Executive Committee
- d) The Editor consults with the Society on editorial policy and Magazine content.
- e) The Editor shall provide the EHPS Executive Committee with an annual report of the Magazine and report on the journal at the annual Members’ Meeting of the Society.

2. PSYCHOLOGY & HEALTH

- a) “Psychology & Health” is an official journal of the Society.
- b) The relationship of the Society and Taylor & Francis, the publisher of the journal, is regulated by a contract established between the two parties.
- c) The Editor(s) of the journal is/are a member of the Society. The Editor(s) is/are appointed by agreement of the Society and the publisher.
- d) The Editor(s) consults with the Society on editorial policy and appointment of Co-editors
- e) The Editor(s) shall provide the EHPS Executive Committee with an annual report of the journal and report on the journal at the annual Members’ Meeting of the Society.

3. HEALTH PSYCHOLOGY REVIEW

- a) “Health Psychology Review” is the official review journal of the Society.

- b) The relationship of the Society and the publisher of the journal is regulated by a contract established between the two parties.
- c) The Editor(s) of the journal is/are member of the Society. The Editor(s) is/are appointed by agreement of the Society and the publisher.
- d) The Editor(s) consults with the Society on editorial policy and appointment of co-editors.
- e) The Editor(s) shall provide the EHPS Executive Committee with an annual report of the journal and report on the journal at the annual Members' Meeting of the Society.

4. HEALTH PSYCHOLOGY AND BEHAVIORAL MEDICINE: AN OPEN ACCESS JOURNAL

- a) Health Psychology and Behavioral Medicine: An Open Access Journal is an official journal of the Society.
- b) The relationship of the Society and the publisher of the journal is regulated by a contract established between the two parties.
- c) The Editor(s) of the journal is/are members of the Society. The Editor(s) is/are appointed by agreement of the Society and the publisher.
- d) The Editor(s) consults with the Society on editorial policy and appointment of co-editors.
- e) The Editor(s) shall provide the EHPS Executive Committee with an annual report of the journal and report on the journal at the annual Members' Meeting of the Society.

5. HEALTH PSYCHOLOGY BULLETIN

- a) Health Psychology Bulletin is an official journal of the Society.
- b) The relationship of the Society and the publisher of the journal is regulated by a contract established between the two parties.
- c) The Editor(s) of the journal is/are members of the Society. The Editor(s) is/are appointed by agreement of the Society and the publisher.
- d) The Editor(s) consults with the Society on editorial policy and appointment of co-editors.

- e) The Editor(s) shall provide the EHPS Executive Committee with an annual report of the journal and report on the journal at the annual Members' Meeting of the Society.

6. OTHER PUBLICATIONS

- a) In accordance with Article 2.2 of the Articles, the Society may organize scientific publications within the domain of Health Psychology.
- b) These publications may be proposed by the EHPS Executive Committee, a sub-committee appointed by the EHPS Executive Committee or any other member of the Society.
- c) The EHPS Executive Committee evaluates and approves the organization of such publications.
- d) Whenever possible, the Society strives to preserve the title and or copyright of such publications.

9. SPECIAL INTEREST GROUPS WITHIN THE SOCIETY

- a) The Society may include Special Interest Groups, which have specific goals that further the general aims of the Society and may target specific audiences.
- b) Special Interest Groups may be proposed to the EHPS Executive Committee
- c) Special Interest Groups should be formed in line with the Term of References agreed and published on the EHPS website.
- d) One of the Ordinary Members of the EHPS Executive Committee will act as a Liaison Officer to the Special Interest Groups.

10. STANDING NETWORKS

- a) The Society includes Standing Networks, which have specific goals that further the general aims of the Society and may target specific audiences.
- b) Standing Networks may be proposed to the EHPS Executive Committee.
- c) Standing Networks have their own Terms of Reference agreed with the EHPS Executive Committee and published on the EHPS website.
- d) One of the EHPS Executive Committee members will act as a Liaison Officer to these Standing Networks.

1. CREATE (Collaborative Research and Training in the EHPS)

- a) CREATE is an interest group within the Society which aims at promoting training and collaboration for early career researchers working in the field of Health Psychology.
- b) CREATE has two main goals: 1. To organize training workshops for early career researchers in the field of Health Psychology and 2. To run a web-based resource/support network for early career researchers in this field.
- c) CREATE has its own statutes which regulates the functioning of this group and defines in detail the relationship between the Society and CREATE. These statutes must be approved by the EHPS Executive Committee and should be published on the EHPS website
- d) Participants of CREATE workshops are required to become Society members.
- e) The Chairperson of CREATE (or substitute) will represent CREATE at the Society's Executive Committee meetings when CREATE matters are being discussed.
- f) CREATE will submit a plan of activities and corresponding annual budget which will be subject to the approval of the Society's Executive Committee.
- g) CREATE accounts shall be audited once a year by auditors appointed by its Executive Committee and by the Society's Executive Committee.
- h) CREATE will send an annual report to the Society's Executive Committee and will report on its annual activities and finances at the Society's Annual Members' Meeting.

2. Synergy

- a) Synergy is an interest group within the Society which promotes research and collaboration of expert researchers working in the field of Health Psychology.
- b) Synergy organizes Expert Meetings for researchers in the field of Health Psychology.
- c) Synergy has its own statutes which regulates the functioning of this group and defines the relationship between the Society and Synergy. These statutes must

be approved by the EHPS Executive Committee and should be published on the EHPS website.

- d) Participants of Synergy Expert Meetings are required to become Society members before attending the Expert Meeting.
- e) The Chairperson of Synergy (or substitute) will represent Synergy at the Society's Executive Committee meetings when Synergy matters are being discussed.
- f) Synergy will submit a plan of activities and corresponding annual budget that will be subject to the approval of the Society's Executive Committee.
- g) Synergy will send an annual report to the Society's Executive Committee and will report on its annual activities and finances at the Society's Annual Members' Meeting.

11. STANDING COMMITTEES

- a) Standing Committees are created as a clear response to the work that our Society is set out to engage with. For example, as a Society with a seat at the United Nations (UN) Economic and Social Research Council (ECOSOC) and considering the quantity of work involved in this, the EHPS Executive Committee supported the creation of an EHPS UN Standing Committee.
- b) A Standing Committee is expected to exist and function more or less on a permanent basis (for example, the EHPS UN Standing Committee).
- c) Standing Committees are approved by the EHPS Executive Committee and report to the EHPS Executive Committee.
- d) Standing Committees are expected to self-regulate.
- e) Standing Committees are expected to keep in close contact with the EHPS Executive Committee and report yearly to the members at the members meeting.
- f) Expressions of interest should be invited from all EHPS members to join such a committee (with a summary of responsibilities) to increase inclusivity. The members of the Standing Committee will be engaged in selecting the chair. The chair should be approved by the EHPS Executive Committee.

- g) If necessary, a Standing Committee can propose a budget to the EHPS Executive Committee. The Executive Committee will consider this and analyse the justification provided for the resources requested.

12. TASK AND FINISH WORKING GROUPS (Task & F group)

A Task and Finish Working Group is a time limited group set up as a working group of the EHPS Executive Committee or of a larger committee or network. This group will work together with the aim of delivering a specified objective. The size of such a group needs to be restricted only to those who have the responsibility and knowledge to deliver the objective. The procedures for setting up such a group are as follows:

- a) EHPS Executive Committee devises a clear vision of the aims of such group or members approach the EHPS Executive Committee or those in charge of Standing Committees or Networks to set up a Task & F group. To apply to a Task & F group members should submit a form where they state the aims of the Task & F group, the timeline, procedures and resources available or requested budget with an accompanied justification of resources (to request from the EHPS Executive Committee).
- b) When the EHPS Executive Committee is requesting a Task & F group the Executive Committee will be inviting expressions of interest from members to lead such a group. To this, the EHPS Executive Committee will circulate a role description and remit of the group and timeline (no longer than 18 months) and invite members to submit 1 page detailing why they are suitable for this role. A committee will be formed within the Executive Committee with a minimum of 3 people to evaluate submissions and make a decision on a chair.
- c) Once the lead of the Task & F group is in post, they will issue a call for experts in the area.
- d) The EHPS Executive Committee or any of the Network Groups or Standing Committees that have set up a Task & F group will be asking the Task & F group Lead to submit a report to the Executive Committee twice a year, coinciding with their own meetings. Their work will be subsumed under the yearly reports that the groups they are affiliated with, will need to submit to our members.

- e) If necessary, a Task & F group can propose a budget to the EHPS Executive Committee. The Executive Committee will consider this and analyse the justification provided for the resources requested.

Presented for approval at the virtual Members' Meeting 23rd August 2021