

American Association of Police Polygraphists, Inc. (AAPP)

CONSTITUTION

ARTICLE I

Name

The name of the Association shall be the American Association of Police Polygraphists, also known as AAPP.

ARTICLE II

Objectives

The objectives of the AAPP will be:

- A.** To encourage and develop cooperation among all American law enforcement organizations in the application and utilization of accepted polygraph techniques.
- B.** To develop the highest standards of proficiency in the polygraph profession by fostering and encouraging scientific training and research through advanced study and progressive techniques.
- C.** To promote and maintain the highest standards of ethics, integrity, honor, and conduct in the polygraph profession.
- D.** To provide an opportunity and forum for the exchange of information regarding polygraph experiences, studies, and research.
- E.** To cooperate with other national, regional, and state polygraph associations, and other professional organizations in matters of mutual interest and of benefit to the polygraph profession.

ARTICLE III

Definitions

- A. RECOGNIZED POLYGRAPH SCHOOL:** One designated as such by the Board of Directors. Recognition will be based upon licensing and/or authorization granted by the appropriate government body when necessary for the school to operate in its physical location. If no such licensing and/or authorization exists or is necessary, the Board of Directors may grant recognition to the school. Additionally, this recognition shall be based upon the professional ethics of the school, instructors and curriculum, and other items which the Board of Directors believes pertinent in granting

recognition.

- B. **AMERICAN LAW ENFORCEMENT ORGANIZATION**: A duly constituted law enforcement, investigative or intelligence agency acting pursuant to a grant of authority of the United States, a state government, or a local government.
- C. **LAW ENFORCEMENT POLYGRAPHISTS**: Any United States citizen who is a current employee, salaried or contract, of an American law enforcement organization whose responsibilities include the administration of polygraph examinations for that employer; and has met licensing/certification requirements mandated in the state of residence/practice; and is a graduate of an AAPP recognized polygraph school. Any foreign Member who is current and in good standing with the AAPP on the date of acceptance (April 18, 2007) of the change to this definition is hereby grandfathered in the respective current membership status as long as such Member remains current and in good standing. Should a foreign Member not remain current and in good standing, the Member will be dropped from the rolls and must reapply pursuant to the Constitution and Bylaws in force at the time of re-application.
- D. **POLYGRAPH**: An instrument capable of the simultaneous, visual, and permanent recording of changes in a person's respiration, electrodermal activity and cardiovascular systems. Other psychophysiological responses may also be recorded, but only in addition to and never in replacement of the above-listed.

ARTICLE IV ***Membership and Dues***

The classes of membership and dues will be defined in the Bylaws and established based on a two-thirds majority vote of the membership present.

ARTICLE V ***Annual Seminars and Meetings***

A. Annual Seminar

The Annual Seminar will be held in during the Spring (March-June) of each year unless otherwise recommended by the Board of Directors to the membership and approved by majority vote of the Members voting at an Annual Business Meeting. To provide the best opportunity for Members to attend, the Annual Seminar will be rotated around the five regions of the AAPP, not returning to one region before the other four regions have had an opportunity to be Seminar sites. The membership will vote on preferred locales (cities) no less than two years in advance to be held in the appropriate region. The membership votes to allow the Board of Directors to choose the Seminar site for any one year. The Board of Directors will solicit proposals and select the specific Seminar site no less than one year in advance. The Seminar site must be posted on the AAPP web page in the fall preceding the Seminar. Registrations, hotel information, and a tentative Seminar agenda must be posted on the AAPP website prior to the Seminar.

B. Annual Business Meeting

The Annual Business Meeting will be considered the business meeting of the AAPP

and will be held on Wednesday of the Annual Seminar. Due to agenda conflicts, the Board of Directors may choose to change the Annual Business Meeting date but must publish the change on the AAPP Website in the Members area. Nonmembers must be excused from the meeting, except by a majority vote of the membership. The Order of Business shall be that listed in Robert's Rules of Order. The Secretary will publish the minutes of the Annual Business Meeting on the AAPP Website Members Area promptly following the Seminar.

C. Board Meetings

The newly elected Board will meet at their earliest convenience prior to closing ceremonies on the last day of the Annual Seminar. The President will choose the midyear meeting site. The Board, due to financial consideration or known lack of a quorum (five Board Members), may cancel the midyear meeting. The Chairman of the Board will preside over the meetings. The President, in cooperation with the Chairman of the Board, will establish the agenda. The Secretary will publish the minutes of the Board Meeting on the AAPP Website Members Area promptly following the meeting. Board Members will be reimbursed for legitimate expenses relating to Board business.

Special meetings of the Board may be called for good cause by the President provided ten days written notice is given to each Board Member. The President may also conduct a mail ballot or a telephone conference call vote of all Board Members concerning matters of immediate importance. The Secretary will publish the minutes of any special meetings or the results of any mail ballots or conference call votes on the AAPP Website Members Area promptly following the meeting or vote.

ARTICLE VI

Constitutional Amendments and Bylaws

- A.** This Constitution and Bylaws may be adopted, amended, or repealed.
- B.** Any change or amendments to the Constitution must be presented in writing to the full membership at least thirty days prior to the Annual Business Meeting. The motion for a Constitution amendment or change shall only carry when it has been seconded by a voting Member and carried by a two-thirds majority of the voting Members present. Upon passage the amendment or change shall take effect immediately unless otherwise specified in the change or amendment.
- C.** An emergency amendment to the Constitution may be brought before the membership at the Annual Business Meeting requiring a two-thirds vote of the membership present to declare the emergency and acted upon by the membership.

ARTICLE VII

Dissolution

Should the AAPP be dissolved for any reason, all remaining funds, assets, and property will be used to settle any outstanding financial obligations. Any remaining balance of funds shall be distributed, at the direction of the Board of Directors, for the benefit of American law enforcement organizations or foundations, or to charitable organizations with similar interests.

American Association of Police Polygraphists, Inc. (AAPP)

BYLAWS

NAME

This document shall be known as the Bylaws of the American Association of Police Polygraphists (AAPP).

GENERAL PROVISIONS

Robert's Rules of Order will be used as a guideline for conducting all official meetings of the AAPP. No action or proceeding commenced before these Bylaws take effect, and no right accrued, is affected by the provisions of these Bylaws, but all provisions thereafter taken herein shall conform to the provision of these Bylaws.

CODE OF ETHICS

All Members of the American Association of Police Polygraphists shall:

- ◆ Support the purposes and objectives of the AAPP.
- ◆ Maintain the high standards of professional, moral, and ethical conduct by assuming the responsibility for conduct and behavior designed to serve the cause of truth and justice.
- ◆ Respect the dignity of all persons and be just, fair, and impartial with each individual in discharging professional duties and objectives.
- ◆ Abide by all the provisions of The Standards and Principles of Practice of the Bylaws.

Public criticism regarding professional conduct of one Member by another, other than before the Committee of Standards and Ethics or the Board of Directors (filed in writing and signed by the writer), is condemned and expressly forbidden for all AAPP MEMBERS. Any Member who knowingly makes a false certification or endorsement regarding an applicant's eligibility and/or qualifications will be subject to termination of membership.

STANDARDS AND PRINCIPALS OF PRACTICE FOR THE AMERICAN ASSOCIATION OF POLICE POLYGRAPHISTS (AAPP)

I. Primary Purpose

The primary purpose of a polygraph examination is to determine if the person being examined is being truthful to the issue under investigation. To achieve unity of purpose, to assure a clear understanding of obligations, and to protect the welfare of the public, each Member of the

AMERICAN ASSOCIATION OF POLICE POLYGRAPHISTS agrees to abide by the following Standards and Principles of Practice:

II. Basic Uses of the Polygraph

- A. The polygraph should be a supplement to, not a substitute for, a thorough investigation.
- B. The effectiveness of the polygraph examination, to a large extent, will be based upon the thoroughness of the investigation prior to having the person take the examination.
- C. To maximize the effectiveness of the polygraph examination, the persons involved in developing and/or presenting the case information should strive to work together as a team.

III. Polygraphist Credentials

All law enforcement polygraphists, hereafter referred to as the Member(s), should be bound individually and collectively to the standards, objectives, and principals of practice of the American Association of Police Polygraphists, and existing law(s).

IV. Polygraph Instrument

Polygraph instruments must be capable of recording visually, permanently and simultaneously, indications of a person's:

- A. Cardiovascular pattern and changes therein.
- B. Respiratory pattern and changes therein.
- C. Changes in skin resistance (Electrodermal Activity).
- D. The polygraph instrument should be calibrated as per manufacturer's instructions.

V. Investigator Responsibilities

- A. During an investigation in which the polygraph might be utilized, the investigator should not resort to any misleading statements. If the person determines that he/she was deceived and later takes a polygraph examination, he/she may be overly suspicious of both the procedure and the Member. Such a mental attitude may cause the person's reactions to be so erratic that no conclusive chart interpretations can be made.
- B. The investigator must emphasize to a person who may take a polygraph examination that the polygraph technique is an extremely effective method of verifying the truth. Confidence should be expressed in both the accuracy of the procedure and the impartiality of the Member.
- C. Prior to the examination, the investigator should withhold, from the person to be examined, certain information believed to be known only to the victim, the investigator,

and a person with guilty knowledge. These facts could be of vital importance to the Member in test question formulation.

- D. When requesting a person to submit to a polygraph examination, the investigator should inform the person that they will be given the polygraph examination only if they are freely and voluntarily in agreement to take the examination. It is also recommended that the Member have the person sign a consent form.
 - 1. If the person exhibits fear of the test procedure, the investigator should assure the person that the procedure will thoroughly be explained prior to the examination.
 - 2. No attempt should be made by the investigator to explain the procedure except to express complete confidence in the reliability.
 - 3. Threats to use the polygraph in an effort to obtain a confession are forbidden.
- E. Polygraph examinations should be approved for scheduling only when the following conditions have been met:
 - 1. An investigation by other means has been as thorough as circumstances permit.
 - 2. The person taking the examination has been interviewed.
- F. The investigator should provide the Member with as many case facts and documents as possible, including the complete complaint file. In addition, information concerning the background of the person being examined should be available.
- G. At least one investigator working on the case should be immediately available during the polygraph examination to assist the Member should a matter arise with which the Member is not familiar.
- H. If the person being examined is under arrest, the investigator should have custodial responsibility.
- I. In those situations where it is necessary to cancel a scheduled polygraph examination, the Member should be notified as soon as practical.
- J. The investigator should not subject the person taking the polygraph examination to interrogation immediately prior to a polygraph examination.

VI. Member's Responsibilities

- A. The Member shall respect the rights and dignity of all persons who are administered a polygraph examination.
- B. The responsibility of the conduct of the polygraph examination, areas to be covered, test questions, and all related procedures should lie with the Member.
- C. The Member should have sole responsibility to determine if any particular examination should take place and the time and location.

- D. A polygraph examination should never be conducted where, in the Member's opinion, poor examination atmosphere and/or surrounding(s) prevail.
- E. The Member shall only use those validated test techniques and question formats which are considered generally acceptable within the profession. This shall not preclude a Member from conducting bona fide scientific research.
- F. Members shall not render a conclusive opinion on physiological records of insufficient quality or clarity. This could include, but not be limited to, distorted data recordings believed to be manipulated by the subject or recordings with insufficient reactivity or amplitude that is generally accepted by the profession.
- G. The Member shall afford each person undergoing a polygraph examination a reasonable opportunity to explain physiological reactions to relevant questions evident on the polygraph charts.
- H. The Member should, if requested, submit a written report at the conclusion of each polygraph examination.
- I. The Member should be responsible for properly maintaining and protecting the polygraph files and records.
- J. Results of a polygraph examination and disposition of such written reports shall be in accordance with departmental policies and existing law(s).
- K. The Member shall not attempt to make a physical or psychiatric diagnosis of the examinee except to make a determination as to the suitability of the person taking the polygraph examination.
- L. The Member should collect a minimum of two polygraph charts relative to the testing issue in specific issue exams. Directed Lie Screening Tests require multiple presentations of relevant issues in a single chart.
- M. The Member may also avail him/herself to an AAPP Quality Control review.

Exceptions include:

1. The Member shall not conduct an examination when there is reason to believe the examination is intended to circumvent or defy the law.
2. The Member shall not solicit or accept fees, gratuities, or gifts which are intended to influence his or her opinion, decision, or report. The Member shall not set any fee for polygraph service contingent on the findings or results of such services; nor shall any Member increase his or her initially agreed-upon fee as a direct result of his or her opinion or decision subsequent to a polygraph examination.
3. The Member shall not knowingly submit or permit his or her employees to submit a misleading or false polygraph examination report. Each polygraph report shall be a complete factual, impartial, and objective account of the pertinent information developed during the examination and the examiner's professional conclusive opinion based on analysis of the collected polygraph data.

4. The Member shall not make, publish, or cause to be published, any false or misleading statements or advertisements relating to this Association or the polygraph profession. The Member shall not make any false representation, of whatever nature, as to his or her membership status.
5. To protect the privacy of each examinee, the Member shall not release information obtained during a polygraph examination to any unauthorized person. This shall not preclude the release of polygraph data for the purpose of quality control review.
6. The Member shall not disclose to any person, except his/her supervising officer or person requesting the test, irrelevant information gained during the course of a polygraph examination which has no connection with the relevant issue and which may embarrass or tend to embarrass the examinee, except where disclosure is required by law.
7. The Member shall not include in any polygraph examination questions intended to inquire into or develop information on legal activities, affiliation or belief on religion, politics or race, except where there is relevancy to a specific investigation or the investigation involves terrorism or subversion or is demonstrably related to a job performance qualification.

VII. Person(s) not to be Examined

A. Juveniles:

1. A polygraph examination should not be given to any person legally deemed to be a juvenile without written permission from at least one parent, a guardian, attorney, probate judge having jurisdiction, or as may be perceived by governing law(s).
2. The Member should have final authority to determine if a juvenile is to be examined.

- B.** It is impossible to detail all the physical disabilities which might affect the polygraph tracing. The Member should not conduct a polygraph examination on a person whom the Member believes to be medically or psychologically unsuitable for testing. If there is any doubt as to the person's ability to undergo a polygraph examination for these reasons, a competent examination by a licensed physician, psychologist or psychiatrist and a written report with recommendations, should be obtained prior to the polygraph examination being administered.

VIII. Responsibilities of the Agency/Department to the Member

In order for the Member to maintain and improve his/her professional competency, the employing agency/department should allow the Member:

- A.** To attend a minimum of one professional polygraph seminar on a yearly basis. Traveling, living and attendance expenses in this regard, should be paid for by the agency/department employing the Member.

- B. To require membership in appropriate professional organizations, reimbursing the actual cost of membership and/or assessments.

IX. Re-examination

- A. As a person's mental and physical condition affects the test results, the Member must occasionally conduct re-examinations. Even after re-examination, the Member is not always able to determine if the person is being truthful or untruthful.
- B. If an indefinite finding is reported by the Member, it is not to be interpreted as indicating truthfulness or untruthfulness. It merely indicates that the person should have the same status as if no polygraph examination had been administered. When an indefinite finding is reported, it is the responsibility of the Member to decide if a re-examination should be conducted.
- C. Due to the complexities involved in recording and analyzing physiological reactions, it is possible for a Member to make an incorrect interpretation. When such a decision is discovered, it should be brought to the Member's attention. Research of such cases provides information which would prevent or lessen such future interpretations.

X. Membership and Dues

There shall be six classes of membership:

A. Member

- 1. Must be a law enforcement polygraphist as defined in Article III.
- 2. Must have demonstrated proficiency in the administration of polygraph examinations.
- 3. Members shall have the right to vote if the Member's dues for that year are paid prior to the Annual Business Meeting.
- 4. Members may hold any AAPP office.
- 5. Members may serve on any AAPP committee.

B. Honorary

- 1. Any person not eligible for Membership but who has rendered distinguished service and support to the polygraph profession.
- 2. Such person shall be nominated by a majority vote of the Board of Directors and approved by majority vote of the membership at an Annual Business Meeting. Not more than one Honorary Membership will be awarded annually.
- 3. Honorary Members are eligible to attend all AAPP functions but are not eligible to vote or hold any elected office.
- 4. Honorary Members shall have the right to participate in any AAPP committee, but not as Chair.

5. Honorary Members shall not be assessed any annual dues or any special assessments.

C. Affiliate

1. Any person demonstrating a genuine interest in the polygraph profession shall be eligible for Affiliate Membership. Such interest may be demonstrated by being involved in the:
 - a. Manufacture or sale of polygraph instruments.
 - b. Research of polygraph instruments or techniques.
 - c. Other functions acceptable to the Board of Directors.
2. Further, any current employee, salaried or contractual, of any agency equivalent to an American law enforcement organization in countries friendly to, or allied with, the United States may also be eligible for Affiliate Membership. Due to the infeasibility of performing an equivalent membership application background investigation, any prospective foreign Affiliate Member shall be responsible for demonstrating that they have met the following requirements to the satisfaction of the Board of Directors:
 - a. Shall provide proof of being employed by, or contracted to, an agency equivalent to an American law enforcement organization, with a primary responsibility to conduct polygraph examinations.
 - b. Shall provide proof of having successfully graduated from an AAPP recognized or APA accredited school.
 - c. Shall provide proof of having met any licensing or certification requirements mandated in the place of residence or practice.

Affiliate Members of the AAPP shall abide by all of the requirements and expectations of Members of the AAPP.

Affiliate Members shall declare their status as an "Affiliate Member" of the AAPP, not as a "Member" in all public and professional declarations and documents.

Affiliate Members are not eligible to vote or hold any elected office.

Affiliate Members shall have the right to participate in other activities of the AAPP, and may serve on any committee, but not as Chair.

D. Life

1. Life Membership shall consist of all Past Presidents.
2. Life Members will not be required to pay annual dues or Seminar registration fees.
3. Life Members have the right of voice, vote and eligibility for election to any office.

4. Life Membership is also granted to those **Members** or Retired Members of the AAPP who, because of exemplary support of the AAPP, are nominated by a two-thirds majority of the Board of Directors and approved by a majority vote of the membership at an Annual Business Meeting.
5. No more than one Life Membership will be awarded annually.
6. Life Members may only hold the office of President, or Vice President if the qualification for Life Membership is met. Life Members shall have the right to hold the other elected offices of the AAPP.
7. Life Members may serve on any AAPP committee.

E. Retired

1. Retired Membership is limited to those Members that have been a Member for a minimum of five (5) consecutive years and are no longer actively engaged in any type of polygraph consultations and/or the administration of polygraph examination.
2. Retired Members shall not be assessed any annual dues.
2. Retired Members are eligible for reinstatement to Membership upon application.
4. Retired Members shall have the right to vote.
5. Retired Members shall be eligible to hold any elective offices other than President and Vice President.
6. Retired Members may serve on any committee.
7. Retired Members shall have access to the AAPP Website.

F. Membership Dues and Fees

1. Membership dues shall be set at an Annual Business Meeting by a two-thirds majority vote of the membership present and voting. The Board of Directors can recommend any change in the dues to the membership with recommended change having been communicated to the membership via the AAPP Website and/or email prior to the Annual Business Meeting at which the recommendation is to be voted upon. In accordance with Robert's Rules of Order, any qualified Member may make a motion to change dues at an Annual Business Meeting. Should such motion reach the floor, it must be passed by a two-third majority vote of the Members present and voting.
2. A non-refundable application fee, established by the Board of Directors, will accompany the application of each prospective new Member along with the first year's dues. Persons applying after June 30 will not be required to pay dues until January 1st (for the next calendar year).
3. The National Office Manager shall receive all membership applications and funds and submit copies of same to the Vice President (membership

committee chair) and the appropriate Regional Director. The original application shall be sent to the Secretary. Funds collected shall be deposited to the AAPP operational account. Upon completion of the background check by the Regional Director, and receipt of the funds (as verified by the Treasurer), the National Office Manager will issue each new Member a number and the Secretary will send them a membership certificate. However, such membership is contingent upon approval by Members at the next Annual Business Meeting (see G.4, below). The National Office Manager will collect annual dues from each Member required to pay dues. The National Office Manager will mail a dues notice no later than December 1 and the dues will be payable by January 1. Receipts for dues will be issued only upon specific request. Any Member not having paid dues by March 31st will be considered delinquent and be mailed a second notice by the National Office Manager. Any Member not having paid dues or any special assessment by the opening of the Annual Business Meeting will be dropped from membership. The National Office Manager will notify the Treasurer of delinquency. After review, if necessary, the treasurer shall direct the Secretary to drop the person from the roster and all mailing lists.

4. Special assessments may be required of any dues paying Member. No assessment shall be made except after notification via the AAPP website and/or email and upon a two-thirds majority vote of the Members present and voting at an Annual Business Meeting or by a two-thirds majority vote of the Members returning a mail ballot approved by the Board of Directors.

G. Membership Application

Any person wishing to make application to the AAPP shall do so on a form provided by the Board of Directors. The application shall be completed in its entirety with complete and truthful information. Providing false information on the application shall be cause to deny membership or revoke membership. The application is to be accompanied by the appropriate application fee and dues. Tentative membership is granted after acceptance by the Chair of the Membership Committee upon recommendation by the appropriate Regional Director.

Full membership is granted only after acceptance by a majority vote of the membership at an Annual Business Meeting. No Member can be accepted without the background having been completed.

XI. Officer and Board of Directors

A. The Officers and Board of Directors of the AAPP shall be:

1. Chairman of the Board (immediate Past President)
2. President
3. Vice President
4. Secretary

5. Treasurer
6. Five Region Directors (as described in B6 below)

All officers shall comprise the Board of Directors and each officer shall be entitled to one vote on each matter voted by the Board of Directors with the exception of the Chairman of the Board, who shall have a vote only in the case of a tie vote but shall have a voice on all Board matters. The Board of Directors has the authority, by majority vote of the Board, to call special meetings to conduct business of the AAPP.

B. Officers Duties, Eligibility and Terms of Office

1. **Chairman of the Board:** The Chairman of the Board shall preside over all meetings of the Board of Directors and will vote only to break a tie vote of the Board. The Chairman of the Board is the immediate past President and shall remain Chairman until the election of a new President. Should the office of the Chairman of the Board become vacant for any reason, the previous Chairman shall assume the office until a new President is elected.
2. **President:** The President is the executive officer of the AAPP and is responsible for the supervision, business and administration of all association affairs and enforcing the Constitution and Bylaws. The President shall preside at all AAPP meetings and functions and may designate any Board Member to act in his/her capacity. The President shall be an ex-officio Member of all committees, except those committees on which he/she is a full Member as provided by the Constitution. The President has the authority to call special meetings of the Board of Directors to conduct business of the AAPP (see Article V). The President is responsible for appointing persons to represent the AAPP as needed. The President may establish special committees as needed and appoint the Chair of the committees (see Article V). The President shall appoint a person to fill any office vacant for any reason. The person appointed must be approved by a majority vote of the Board. The President may take appropriate action to ensure the daily operation management and integrity of the AAPP provided that such decisions may be nullified by a two-thirds majority vote of the Board of Directors. The President shall perform all other duties necessary or otherwise provided by the Constitution and Bylaws.

The nominee shall be a Member for a minimum of five years and shall be an active law enforcement polygraph examiner (See Article III C in AAPP Constitution). The term of office shall be for one year and shall run from Annual Business Meeting to Annual Business Meeting.

3. **Vice President:** The Vice President will assume all duties and responsibilities of the President in case of his/her absence. The Vice President shall perform all other duties provided by the Constitution and Bylaws and such duties as directed by the President.

The nominee shall be a Member for a minimum of five years and shall be an active law enforcement polygraph examiner (See Article III C in AAPP Constitution). The term of office shall be for one year and shall run from Annual Business Meeting to Annual Business Meeting.

4. **Secretary:** The Secretary shall be responsible for correspondence related to the AAPP. The Secretary shall keep and have full charge of all records and the minutes of all meetings of the AAPP. The Secretary will publish accurate and complete minutes to the AAPP website, as well as publish all pertinent announcements and information to the membership. Advance notices are required of all membership meetings and educational Seminars of the AAPP. Such notice shall be published on the AAPP website Member's area. The Secretary shall maintain a correct and current record of total membership and a list of all Members to include, but not be limited to, their addresses and class of membership. During the month of July of each year, the Secretary shall post a listing of new Members or Member changes in addition to a list of the current membership on the AAPP website Member's only area. The Secretary shall have available, at each Annual Business Meeting, the National Office Manager's list of current paid Members eligible to vote. The items are issued pending approval of membership at the next Annual Business Meeting. The Secretary shall read all communication, reports, etc., unless waived, and shall reply to all communications as directed by the President. The Secretary shall perform all other duties as required by the Constitution and Bylaws and such duties as directed by the President.

The nominee shall have been a Member for at least three years and shall be an active law enforcement polygraph examiner (See Article III C in AAPP Constitution). The Secretary's two-year term will overlap the two-year term of the Treasurer (elected in odd years).

5. **Treasurer:** The Treasurer's two-year term will overlap the two-year term of the Secretary. The Treasurer shall ensure that the National Office Manager keeps complete and accurate records of accounts and all financial transactions of the AAPP. These books and records shall, at all reasonable times, be open to inspection by any and all AAPP Members in good standing. The names of the Treasurer, Secretary and President, along with the National Office Manager will be placed on the account. The Treasurer shall ensure that the National Office Manager pays all bills and debts promptly. At each meeting of the Board of Directors, the Treasurer will file and verbally summarize a financial report of the AAPP's expenses and accounts, listing all assets and liabilities. Prior to each Annual Business Meeting, the Treasurer shall ensure that the National Office Manager have the financial records and accounts of the AAPP audited by a CPA or independent public accounting firm approved by the Board of Directors. A complete and detailed financial report approved by the Treasurer shall be presented at each Annual Business Meeting. This report will be made available to any Member in good standing requesting such report.

The nominee shall have been a Member for at least three years and shall be an active law enforcement polygraph examiner (See Article III C in AAPP Constitution). The Treasurer's two-year term will overlap the two-year term of the Secretary (elected in even years).

6. **Regional Directors:** There will be five Regional Directors, each Director representing a separate region. The Regional Directors will be required to

reside within their respective regions and are elected by majority ballot cast at the appropriate Annual Business Meeting. The Regional Director shall have been a Member for at least one year and shall be an active law enforcement polygraph examiner (See Article III C in AAPP Constitution) with the term of office being two years, from Annual Business Meeting to Annual Business Meeting, two years later. (Region I, II, and III will be elected in even years and Region IV and V will be elected in odd years.)

The five Regional Directors will represent the regions as follows:

Region I - Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington, Canada, and the Pacific Area.

Region II - Indiana, Illinois, Michigan, Wisconsin, Minnesota, North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, and Africa.

Region III - Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Ohio, and Pennsylvania.

Region IV - Arizona, Colorado, Montana, Oklahoma, New Mexico, Texas, Wyoming, Utah, and Latin America.

Region V - Washington D.C., Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Tennessee, Kentucky, and Europe.

Each Regional Director will serve as the liaison for the membership for the region to the Board of Directors. The Regional Director is encouraged to appoint at least one state coordinator in each state of the region, assist with the planning of any Seminars held in that region, and monitor legislation regarding the polygraph profession. The Regional Director shall conduct background investigations on applicants and shall be the liaison to each state/regional polygraph organization. As such, the Regional Director shall establish contact with the officers of each state organization, provide applications to the state organizations to distribute at each meeting of the organization, and coordinate joint Seminars between the AAPP and state/regional organizations. The Regional Director shall maintain contact with all school directors with the region, stay aware of classes being offered by each school, and provide AAPP applications for each class held. The Regional Director, as practical, will offer to appear during a regional/state meeting or polygraph school class to introduce the AAPP to the members and students. When the Regional Director cannot appear or it is more prudent to do so, the Regional Director shall appoint another AAPP Member to appear. Each Regional Director will submit to the President a report from the respective region to be posted on the AAPP website. Each Director will perform all other duties as required by the Constitution and Bylaws and such duties as directed by the President.

C. Impeachment of Officer/Board Member

Any Member may call for the impeachment of a Board Member by submitting in written form a letter to the Board of Directors. This letter should outline the Board Member's alleged misconduct and/or failure to meet the responsibility of the office. The Board is required to act on the letter of impeachment at the next regularly scheduled Board

Meeting. The President, at his/her discretion, may call for a special meeting of the Board (see Article VII). To impeach a Board Member, a two-thirds majority vote of the Board is required. The impeached Member may appeal the decision to the membership at the next Annual Business Meeting and must notify the President in writing within 30 days of the intent to appeal the impeachment decision. It will take a majority vote of the Member voting at the Annual Business Meeting to reverse the Board's impeachment decision. Any vacancy shall be filled pursuant to Section XI.

XII. Disciplinary Action of the AAPP

This article applies to every Member of the AAPP regardless of membership class or status. Every Member, upon admittance to the AAPP, shall be deemed to have agreed to comply with this Constitution. Therefore, any Member is subject to the findings and disciplinary actions outlined below, up to and including expulsion from membership.

A. Violations

1. Allegations of misconduct may include any of the following: illegal, unethical, dishonorable, indecorous, or unbecoming behavior. Criminal behavior, whether felony or misdemeanor. Acts involving moral turpitude. Any conduct that injures or tends to bring discredit to the polygraph profession adversely affects the reputation of the AAPP. Allegation must be submitted in writing to any Member of the Board of Directors. Within five days of receipt the Board Member must submit the allegation to the President. The President will immediately forward a copy of the allegation to all Members of the Board of Directors. The Board of Directors, at its discretion, may determine if further action is warranted. The AAPP's records will reflect the action leading to and including the resolution of the allegations. Upon receipt, the Secretary will notify the accused Member in writing within ten working days of the nature of the allegation and the accuser. Notification shall be made by certified mail with return receipt requested if the Secretary is unable to reach the Member by any other means.
2. Grievance Committee: The President will appoint a three-person Grievance Committee, if warranted, within thirty days of receipt of the allegation. The Committee will consist of the Regional Director and two Members. The Regional Director will serve as Chair of the Committee. The Grievance Committee will conduct an investigation of the allegation which may include, but not be limited to, contacting all named parties within the allegation, reviewing all written documentation (including charts, reports and other written documents associated with the allegations), reviewing any associated recordings or videos and taking statements as necessary. The committee will use all reasonable and legal avenues to determine the truth and severity of the allegation. The President may grant permission to the Grievance Committee to utilize polygraph examinations in the course of the inquiry. Within sixty days of receipt of the allegation, the Grievance Committee will make a written report to the Board of Directors concerning the Committees findings.

3. The Board of Directors, upon hearing the report of the Grievance Committee, may conclude that no further proceedings are warranted. This may be the case when evidence to support the allegation is insufficient, or where the evidence does not support imposition of any formal discipline. In such case, no disposition shall be made public.
4. Where the Board of Directors concludes that further proceedings are warranted, the Board shall determine whether the hearing is to be conducted in person or by telephone conference call. When a hearing is to be conducted, the Chair of the Grievance Committee will notify the accused and the complainant of the hearing date, time, and location by certified mail, return receipt requested. The accused and the complainant may choose to present his/her case either in person (or by telephone, in the case of a telephonic hearing) or in writing. The accused and complainant may identify and suggest witnesses who have information that directly relates to the accusation. The Board may ask any witnesses to attend that it deems necessary. The AAPP will bear the cost of attendance of any Board or Grievance Committee Members directly related to the investigation and hearing with prior Board approval. The AAPP will not bear the cost related to the attendance of the complainant or the accused. On the date of the hearing after considering the information obtained by the Grievance Committee and all other information, the Board will issue any finding by a two-thirds majority vote of the Board present and voting. The finding will reflect as to whether the allegation is founded, unfounded, or not sustained. A "founded" finding indicates the allegation occurred. An "unfounded" finding indicates the preponderance of evidence indicates that the allegation did not occur. A "not sustained" finding indicates either that the preponderance of evidence could not support the founded or unfounded allegation, or that the nature of the allegation is such that the conduct was not a breach of the Constitution or Bylaws, or that the conduct was unrelated to the accused's reputation or work as a polygraphist. If the allegation is founded, disciplinary actions will be taken as described below. Prior disciplinary actions will be considered in the determination.
5. Disciplinary Action will be decided by a two-thirds majority of the Board as follows:
 - a. Private Reprimand/Censure
 - b. Private Remedial Training
 - c. Suspension of membership (not to exceed 12 months) - reapplication required
 - d. Suspension of AAPP Examiner Certification (not to exceed 12 months) - reapplication required
 - e. Revocation of membership - no reapplication allowed
 - f. Revocation of AAPP Certification - no reapplication allowed

At any time after an allegation is received, the accused Member may resign. The Board of Directors by a majority vote will decide if the resignation is accepted with or without prejudice. A vote of with prejudice indicates that the allegation has enough merit that it is possible that the Board will resume proceedings in the event the Member applies for readmission in the future.

6. Appeals:

- a. Within ten days of notification of the Board's findings and disciplinary action, the accused may file an appeal of the finding or the disciplinary action. The notice of appeal must be in written form to the President. The finding and disciplinary action will be stayed pending the outcome of the appeal.
- b. The appeal will be heard by the membership at the next scheduled Annual Business Meeting. Notice of the appeal hearing will be posted in the Member's only area of the AAPP website preceding the Annual Business Meeting. The Chair of the Grievance Committee will present the report to the membership. The accused may present his/her side in person or in writing. By a two-thirds majority vote the voting Members can overturn the Board's findings and may vote to reduce or overturn the Board's disciplinary action. The decision of the membership is final.

XIII. Appointments and Committees

A. Appointments

The President shall have sole authority to appoint any Member or Retired Member to the below listed positions.

1. **Parliamentarian** - will be the ruling authority in all parliamentary proceedings or questions pursuant to Robert's Rules of Order.
2. **Communications Director** - The official posting of the AAPP articles and announcements shall be on the AAPP website and via email newsletters or announcements. The website will be updated continuously throughout the year as determined by the Board of Directors for the good of the Association. The Communications Director shall compile, produce, and publish information pursuant to the direction and approval of the President. The Communications Director will notify the Treasurer of the monies owed the association for advertising and the Treasurer will collect the fees directly from the advertisers. The Board of Directors will set advertising fees by majority vote. No fees will be charged for the posting of available polygraph positions. The Communications Director will determine the due dates for all articles. Each Board Member shall submit an article. In addition, Regional Directors will provide the Communications Director with all upcoming polygraph school and Seminar dates, as well as, all state/regional Seminar dates.

The following shall also be considered regular articles and prepared by the Communications Director: Pending Applications, List of New Members,

Changes of Status in Membership, Legislative, Research, meeting minutes, and any other articles as directed by the President.

3. **Historian** - will preserve all historical documents, data, article, photos, and other information of interest concerning AAPP history and its Members.
4. **Sergeant-at-Arms** - will remove persons disrupting or otherwise being disorderly at AAPP meetings at the direction of the President; will also restrict access of non-members to meetings.
5. **AAPP Counsel** - appointed by the President on an as-needed basis with prior approval of the Board of Directors.
6. **AAPP Quality Control Coordinator** - conducts chart review and quality control for all members of AAPP.
7. **Research and Development** - researches and reports to the Board of Directors advancements in polygraph research, law, best practices. This includes research on advancements in technology related to detection of deception.
8. **Director of Web Design/Development** - will be responsible for the AAPP website core structure using coding languages, design and maintenance. The Director of Web Design/Developments works with the Communications Director to respond in a timely manner to website/app issues and continuously update the website throughout the year as determined by the Board of Directors for the good of the Association. The Director of Web Design/Development may attend annual training seminars to assist in the implementation of the seminar app and any other website issues that may arise.

B. Committees

The following will be considered standing committees of the AAPP:

1. **Nomination Committee** - will consist of five past Presidents in attendance at the Annual Business Meeting. The past President having served the earliest term will serve as Chair. If there are not enough past Presidents in attendance to fill the Committee, the President will appoint the most immediate past Board Members or Members to fill the vacant office. The Nomination Committee will nominate one (1) qualified person for each available office for consideration by the membership at the Annual Business Meeting. A Member or Retired Member during an Annual Business Meeting may make nomination for any available office from the floor. The nominee must have appeared before and been vetted by the Nomination Committee prior to said nomination. The Member may be nominated to the office which the Member was vetted or any office lower in rank.
2. **Audit Committee** - shall consist of the Secretary, a Regional Director and two Members. The Committee will review the financial report and independent audit. The review is to be done during the Seminar prior to the Annual

Business Meeting. The Committee will report their findings and recommendations during the Annual Business Meeting.

3. **Professional Committee** - will consist of three Members who shall be recognized as “experts” through their education and experience as demonstrated by continuing education and professional recognition. The Committee will conduct and monitor research topics, professional standards, education, and new techniques. The Committee will act under the direction of the President. Additionally, this Committee will serve to respond to Members’ questions regarding polygraph procedures and techniques. If a Member of the Committee is not trained in the technique in question, the Committee must use as a consultant a Member trained in the technique. The Member must have the prior approval of the President.
4. **Grievance Committee** - See Section XII.
5. **Seminar Committee** - the Chair, the Regional Director and at least one Member from the Seminar city will serve on the committee. The Chair may appoint other Members to the Committee, as necessary. The Committee will recommend topics and speakers to the Board at the midyear meeting. Upon approval of the speaker, the Committee will establish the Seminar agenda and functions. The final Seminar agenda must be approved by the President no less than three months prior to the Seminar date.
6. **Membership Committee** - will be chaired by the Vice President and consist of the Board of Directors. The Membership Committee will review all new applicants and make a recommendation for approval; disapproval/further investigation based upon majority vote. New applications will be reviewed at the Board Meeting held immediately prior to the Annual Seminar. The recommendation will then be presented to the membership for consideration at the Annual Business Meeting.
7. **Special Committee** - may be implemented by the President with prior approval of the Board of Directors. The purpose of a special committee shall be clearly defined by the President and the committee will dissolve upon completion or resolution of its assignments.

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