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**BY-LAWS**  
**AMERICAN POLYGRAPH ASSOCIATION**  
*(Updated February 26, 2010)*

**1. Division I: Name.**

**1.1** This document shall be known as the By-Laws of the American Polygraph Association.

**2. Division II: General provisions.**

**2.1** No action or proceeding commenced before these By-Laws take effect, and no right accrued, is affected by the provisions of these By-Laws, but all provisions thereafter taken herein shall conform to the provisions of these By-Laws.

**3. Division III: APA Standards of Practice (Effective 01/20/2007)**

**3.1 Statement of Purpose**

A polygraph examination, properly administered by a well trained and competent polygraph examiner using a valid testing and analysis protocol is the most accurate means known to science for determining whether a person has been truthful. To promote the highest degree of accuracy, the APA establishes for its membership the following Standards of Practice. Moreover, all examinations are required to be conducted in compliance with governing local, state, and federal regulations and laws.

**3.2 Definitions**

**3.2.1 Evidentiary Examination:** A polygraph examination, the written and stated purpose for which, agreed to by the parties involved, is to provide the diagnostic opinion of the examiner as evidence in a pending judicial proceeding. This is not intended to prevent admission as evidence of a confession obtained during the examination.

**3.2.2 Paired-testing:** Polygraph examinations conducted in tandem on two or more individuals regarding a single central contested fact to which all examinees must know the truth thereof. Paired-testing is used by voluntary stipulation between the testifying parties to resolve disputed facts. Paired-testing must be conducted under the same standards as an evidentiary examination.

**3.2.3 Investigative Examination:** A polygraph examination for which the examination is intended to supplement and assist an investigation and for which the examiner has not been informed and does not reasonably believe that the results of the examination will be tendered for admission as evidence in a court of record. Types of investigative examinations can include applicant testing, counterintelligence screening, and post-conviction sex offender testing, as well as routine multiple-issue or multiple-facet criminal testing. Investigative examinations are required to be conducted with a testing and analysis technique that has been validated through published and replicated research.

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**3.2.4 Effective January 1, 2012 (previous passage deleted January 1, 2012)  
Validated Testing Technique: A polygraph technique for which exists a body of  
published and replicated studies demonstrating an average accuracy of :**

**3.2.4.1 90% or greater for evidentiary examinations, excluding inconclusive  
results, which cannot exceed 20%.**

**3.2.4.2 86% or greater for paired-testing examinations, excluding inconclusive  
results, which cannot exceed 20%.**

**3.2.4.3 80% or greater for investigative examinations, excluding inconclusive  
results, which cannot exceed 20%.**

**3.2.5 Specific Issue Polygraph Examination: A single-issue examination,  
generally administered in conjunction with an investigation.**

**3.2.6 Standards of Practice: The generally accepted principles for the best/most  
appropriate way to conduct a polygraph examination are required to be observed  
and followed in conducting, analyzing, documenting, and reporting polygraph  
examinations. Standards are mandatory and may be accompanied by  
enforcement sanctions.**

**3.2.7 Guidelines: Recommended practices for the conduct, analysis,  
documentation and reporting of polygraph examinations. They differ from  
standards in that standards are mandatory whereas guidelines convey better  
practices. Within the standards of practice, guidelines are explicitly set forth as  
recommendations.**

### **3.3 Polygraph Examiner**

**3.3.1 A polygraph examiner is required to meet the training and educational  
requirements of his or her category of membership as set forth in the Division V  
of the By- Laws.**

**3.3.2 Evidentiary examinations shall be conducted only by a Full or Associate  
member.**

**3.3.3 Polygraph examinations of sex offenders as a condition of treatment,  
probation or parole are required to be conducted by members who have  
completed specialized training consistent with guidelines found in section 3.11.**

**3.3.4 A polygraph examiner shall, where applicable, comply with all state  
continuing education requirements. Practicing examiners shall complete a  
minimum of 30 continuing education hours every two years in coursework  
related to the field of polygraphy. A practicing examiner shall be defined as any  
member who has conducted polygraph training, quality assurance, or  
examinations in the previous two years. Examiners are responsible for  
maintaining records to document that they have met the continuing education**

1 requirement.

2  
3 **3.3.5 Examiners are required to accurately represent their category of APA**  
4 **membership, their academic credentials, their licensure, and their certification**  
5 **status.**

6  
7 **3.3.6 Polygraph examiners conducting PCSOT tests shall have at least half of**  
8 **their required 30 continuing education hours specific to issues dealing with the**  
9 **testing, treatment or supervision of sex offenders.**

### 10 **3.4 Polygraph Examinee**

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13 **3.4.1 The examiner is required to make reasonable efforts to determine that the**  
14 **examinee is a fit subject for testing. Basic inquires into the medical and**  
15 **psychological condition of the examinee as well as any recent drug use must be**  
16 **made where allowed by law. Mental, physical or medical conditions of the**  
17 **examinee that should be observable to, or that should be reasonably known by**  
18 **the examiner, are required to be considered in conducting and evaluating the**  
19 **examination.**

20  
21 **3.4.2 During the pretest interview, where allowed by law, the examiner is**  
22 **required to specifically inquire of the person to be examined whether or not he or**  
23 **she is currently receiving or has in the past received medical, psychological or**  
24 **psychiatric treatment or consultation.**

25  
26 **3.4.3 If an examiner has a reasonable doubt concerning the ability of an**  
27 **examinee to safely undergo an examination, a release from the examinee and his**  
28 **or her physician is required.**

### 29 **3.5 Instrumentation and Recording**

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31  
32 **3.5.1 Polygraph examinations are required to be conducted with**  
33 **instrumentation that records with, at a minimum, the following channels or**  
34 **components:**

35  
36 **3.5.1.1 Respiration patterns recorded by pneumograph components. Thoracic**  
37 **and abdominal patterns are required to be recorded separately, using two**  
38 **pneumograph components.**

39  
40 **3.5.1.2 Electrodermal activity reflecting relative changes in the conductance or**  
41 **resistance of current by the epidermal tissue.**

42  
43 **3.5.1.3 Cardiograph to record relative changes in pulse rate, pulse amplitude, and**  
44 **relative blood pressure.**

45  
46 **3.5.1.4 A motion sensor is required for all examinations and will become**  
47 **mandatory as of January 1, 2012. This technology is recommended for**  
48 **investigative examinations. Effective January 1, 2012, this section is replaced as**  
49 **follows (previous passage deleted January 1, 2012): A motion sensor is required**

1 for all examinations.

2  
3 3.5.1.5 Other physiological data may also be recorded during testing, but may not  
4 be used to formulate decisions of truthfulness or deception unless validated in  
5 replicated and published research.

6  
7 3.5.2 Physiological recordings during each test are required to be continuous,  
8 and are required to be of sufficient amplitude to be easily readable by the  
9 examiner and any reviewing examiner. Pneumograph and cardiograph tracings  
10 between one-half inch and one inch in amplitude, at the time of data collection,  
11 will be considered of sufficient size to be easily readable.

12  
13 3.5.3 The polygraph instrument is required to be given a functionality or  
14 calibration test consistent with manufacturer recommendations and in  
15 compliance with state and federal law. Effective January 1, 2012, in the absence  
16 of manufacturer's recommendations, examiners should semi-annually record a  
17 chart demonstrating correct functioning of the instrument. A functionality or  
18 calibration test is required to be administered prior to all evidentiary  
19 examinations. These tests, where applicable, are required to be maintained by  
20 the examiner for not less than one year.

## 21 22 3.6 Test Location and Conditions

23  
24 3.6.1 Conditions under which testing occurs are required to be free from  
25 distractions that would interfere with the ability of the examinee to appropriately  
26 focus during the examination process.

27  
28 3.6.2 Examiners conducting polygraph examinations for public viewing are  
29 prohibited from rendering opinions regarding the truthfulness of the examinees  
30 on the basis of that examination. It is recommended examiners attempt to  
31 ensure that reenactments of polygraph examinations are clearly conveyed as such  
32 to viewers. Should the examiner determine that the reenactment will not or has  
33 not been clearly conveyed as a reenactment; the examiner is required to  
34 immediately notify the Manager of the APA National Office.

## 35 36 3.7 Preparation

37  
38 3.7.1 Prior to an examination, the examiner is required to dedicate sufficient  
39 time to identify the issues and any potential problem (s) in any area of testing.

## 40 41 3.8 Pretest Practices

42  
43 3.8.1 The examiner is required to obtain information sufficient to identify the  
44 examinee.

45  
46 3.8.2 The examiner is required to obtain the consent of the examinee prior to  
47 testing. It is recommended the consent of the examinee be obtained after there is  
48 a reasonable understanding of the polygraph process, including the duration, the  
49 issues to be covered, and the instrumentation to be used.

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**3.8.3 Sufficient time is required to be spent during the pretest interview to ensure that the examinee has a reasonable understanding of the polygraph process and the requirements for cooperation.**

**3.8.4 Sufficient time is required to be spent to discuss the issues to be tested and to allow the examinee to fully explain his or her answers.**

**3.8.5 Sufficient time is required to be spent to ensure the examinee recognizes and understands each question. Attempts by the examinee to rationalize should be neutralized by a pretest discussion in which the examinee demonstrates he or she understands the test questions to have the same meaning as does the examiner. Questions are required to be asked in a form that would prevent a reasonable person, facing a significant issue, from successfully engaging in a rationalization process.**

**3.8.6 The examiner is required not to display or express bias in any manner regarding the truthfulness of the examinee prior to the completion of testing.**

### **3.9 Testing**

**3.9.1 A member polygraph examiner is required to use a validated testing technique. Examinations are not permitted to materially deviate from the protocols of a validated testing technique. Where examinations deviate from the protocols of a validated testing technique it is recommended the deviations be noted and justified in writing from question onset.**

**3.9.2 A stimulation test or acquaintance test is required for all evidentiary and initial PCSOT examinations. A stimulation or acquaintance test is recommended for all initial examinations for any specific issue or investigative examination.**

**3.9.3 For the resolution of specific issues, a validated testing technique must be used.**

**3.9.4 Questions are required to be asked with clarity and distinctiveness.**

**3.9.5 Questions are required to be balanced in terms of length and impact for each category of questions utilized. Questions used in the assessment of truth and deception are required to be followed by time intervals of not less the 20 seconds from question onset to question onset. When approved validated research supports the use of another time interval, that time interval will be acceptable.**

**3.9.6 Examiners are required to collect a sufficient number of charts so as to acquire sufficient data for proper evaluation, in conformance with a validated testing technique.**

**3.9.7 Nothing in these standards is intended to prevent the use of new or not validated testing techniques for purposes of research.**

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**3.9.8 Standardized chart markings, recognized and utilized within the polygraph profession shall be employed.**

**3.9.9 An audio/video recording of the pretest and in-test phases is required to be made and maintained as part of the examination file for as long as required by regulation or law, but for a minimum of one year for all evidentiary and paired-testing examinations. Audio/video recording is recommended for PCSOT examinations.**

**3.9.10 A member polygraph examiner is prohibited from conducting more than four investigative or three evidentiary examinations in one day, and no more than five examinations of any type in one day. On rare occasion, exigent circumstances may warrant a waiver of this requirement.**

### **3.10 Scoring**

**3.10.1 Examiners conclusions and opinions are required to be based on quantitative or numerical scoring for all evidentiary examinations and for all specific issue investigative examinations. The scoring method and decision rules shall have been validated through published and replicated research demonstrating that they are valid and reliable, and appropriate for the type of examination.**

**3.10.2 Examiner notes of the test evaluation are required to have sufficient clarity and precision so that another examiner could read them.**

**3.10.3 Examiners are prohibited from disclosing the results of the examination until the analysis has been completed.**

**3.10.4 Examiners are required to maintain the confidentiality of their work conducted under privilege until a release by the client is obtained.**

**3.10.5 An examiner subject to a quality control evaluation of a case is required to fully disclose all relevant information regarding the case under review. Any doubts as to relevancy are required to be resolved through disclosure.**

**3.10.6 Examiners conducting polygraph examinations should annually submit to a quality control review of their work product. The submitted examination should be recorded in its entirety unless precluded by law or government policy, or it should be witnessed in its entirety by the reviewing examiner.**

### **3.11 Standards for Post-Conviction Sex Offender Testing (PCSOT)**

**3.11.1 PCSOT examiners are required to satisfy the provisions set forth in the Standards of Practice for investigative examinations as well as the following mandatory standard:**

**3.11.2 Minimum Training: A minimum of 40 hours of specialized instruction**

1 through PCSOT certification training approved by the APA, beyond the basic  
2 polygraph training course requirements. In the event an examiner attends and  
3 successfully completes the advanced training prior to completing 200 polygraph  
4 examinations, the examiner must participate in an internship program consisting  
5 of at least 10 PCSOT examinations, under the supervision of a PCSOT certified  
6 examiner, and upon successful completion of that testing, will receive an APA  
7 certificate reflecting satisfactory completion of training requirements, thus being  
8 considered to possess the requisite knowledge to conduct polygraph testing in  
9 conjunction with sex offender treatment and monitoring programs.

10  
11 **3.11.3 Written Examination:** Passing a final written examination, approved by  
12 the APA or its designated representative is required prior to receiving a diploma  
13 for the training. The written examinations are required to be properly controlled  
14 and protected to prevent exposure of the test questions or answers to any  
15 unauthorized persons.

16  
17 **3.11.4 Maintaining of Written Examinations:** The instructors of the approved  
18 course are required to maintain a copy of the final written examination. Upon  
19 completion of the 40-hour PCSOT course instructors are required to administer  
20 the examination to those students who qualify for the final examination. Upon  
21 completion of the examination the instructors are required to submit the tests to  
22 the APA National Office for scoring verifications.

23  
24 **3.11.5 Recording Requirements:** All PCSOT polygraph examinations submitted  
25 for quality control are required to be audio/visually recorded in their entirety.  
26 When required for quality control purposes these recordings will be made  
27 available. All recorded physiological data is required to be retained as part of the  
28 examination file as long as required by regulation or law, but for a minimum of  
29 one year.

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31 **3.11.6 Conflict of Interest:** PCSOT examiners who are therapists/treatment  
32 providers shall not conduct polygraph examinations on an individual that they  
33 directly or indirectly treat or supervise.

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35 **3.11.7 PCSOT examiners who are probation or parole officers shall not conduct a**  
36 **polygraph examination on any individual that they directly or indirectly**  
37 **supervise.**

#### 38 39 **4. Division IV: Code of Ethics (01/10/99)**

##### 40 41 **4.1 Rights of Examinees.**

42  
43 **4.1.1 A member shall respect the rights and dignity of all persons to whom**  
44 **they administer polygraph examinations.**

##### 45 46 **4.2 Standards for Rendering Polygraph Decisions.**

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48 **4.2.1 A member shall not render a conclusive diagnosis when the**  
49 **physiological records lack sufficient quality and clarity. This may include, but is**

1 not limited to, excessively distorted recordings possibly due to manipulations by  
2 the examinee, recordings with insufficient responsivity, or recordings with  
3 tracing amplitudes less than that generally accepted by the profession.  
4

#### 5 4.3 Post-Examination Notification of Results.

6  
7 4.3.1 A member shall afford each examinee a reasonable opportunity to  
8 explain physiological reactions to relevant questions in the recordings. There are  
9 three exceptions:

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11 4.3.1.1 When the examinee is represented by an attorney who requests that no  
12 post-examination interview be conducted, and that the results of the examination  
13 be released only to the attorney.

14  
15 4.3.1.2 When the examination is being conducted by court order which  
16 stipulates that no post-examination interview is to be conducted.

17  
18 4.3.1.3 Instances of operational necessity.

#### 19 20 4.4 Restrictions on Rendering Opinions.

21  
22 4.4.1 A member shall not provide any report or opinion regarding the medical  
23 or psychological condition of the examinee for which the member is not  
24 professionally qualified to make. This shall not preclude the examiner from  
25 describing the appearance or behavior of the examinee. Polygraph outcome  
26 decisions shall be restricted to only those based on polygraph data.  
27

#### 28 4.5 Restrictions on Examinations.

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30 4.5.1 A member shall not conduct a polygraph examination when there is reason  
31 to believe the examination is intended to circumvent or defy the law.  
32

#### 33 4.6 Fees.

34  
35 4.6.1 A member shall not solicit or accept fees, gratuities, or gifts that are  
36 intended to influence his or her opinion, decision, or report. No member shall set  
37 any fee for polygraph services which is contingent upon the findings or results of  
38 such services, nor shall any member change his or her fee as a direct result of his  
39 or her opinion or decision subsequent to a polygraph examination.  
40

#### 41 4.7 Standards of Reporting.

42  
43 4.7.1 A member shall not knowingly submit, or permit employees to submit, a  
44 misleading or false polygraph examination report. Each polygraph report shall  
45 be a factual, impartial, and objective account of information developed during the  
46 examination, and the examiner's professional conclusion based on analysis of the  
47 polygraph data.  
48

49 4.7.2 A member shall maintain for a period of at least one year, all polygraph

1 data and documentation related to the conduct of a polygraph examination.

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3 **4.8 Advertisements.**

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5 **4.8.1** A member shall not knowingly make, publish, or cause to be published any  
6 false or misleading statements or advertisements relating to the Association or  
7 the polygraph profession. No member shall make any false representation as to  
8 category of membership in the Association. All advertisements making reference  
9 to membership in the Association shall also list the category of membership.

10  
11 **4.9 Release of Non-relevant Information.**

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13 **4.9.1** A member shall not disclose to any person any irrelevant personal  
14 information gained during the course of a polygraph examination which has no  
15 connection to the relevant issue, and which may embarrass or tend to embarrass  
16 the examinee, except where such disclosure is required by law.

17  
18 **4.10 Restrictions on Examination Issues.**

19  
20 **4.10.1** A member shall not include in any polygraph examination, questions  
21 intended to inquire into or develop information on activities, affiliation, or beliefs  
22 on religion, politics, or race except where there is relevancy to a specific  
23 investigation.

24  
25 **4.11 APA Oversight Authority.**

26  
27 **4.11.1** A member who administers or attempts to administer any polygraph  
28 examination in violation of the Code of Ethics or the Standards of Practice may  
29 be subject to investigation, censure, suspension or expulsion from the  
30 Association, as provided by Article IV of the APA Constitution.

31  
32 **5. Division V: Membership (*MODIFIED AUGUST 2005*) –**  
33 **(*DELETED CATEGORY OF INTERN MEMBER & INTERNATIONAL AFFILIATE*)**

34  
35 **5.1 Full Member.**

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37 **5.1.1** Full members of this Association are those persons who have:

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39 **5.1.1.1** Graduated from an APA Accredited School.

40 **5.1.1.2** Completed not less than two hundred (200) actual polygraph  
41 examinations using a standardized polygraph technique as taught at an APA  
42 Accredited School and hold a current and valid license to practice polygraphy  
43 issued by an state or Federal agency requiring such license.

44  
45 **5.1.1.3** Received a Baccalaureate Degree from a college or university  
46 accredited by a regional accreditation board.

47  
48 **5.1.1.4** Full Members shall:

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1 5.1.1.4.1 Have the right to vote in all matters before the General Membership.

2  
3 5.1.1.4.2 Be eligible to hold any elective office in the Association.

4  
5 5.1.1.4.3 Be eligible to hold any appointed position in the Association or serve as  
6 the Chair of any standing or Ad Hoc Committee, as well as serve as the Chair of  
7 any such committee.

8  
9 5.1.1.4.4 Shall be permitted to cast votes in any election conducted by the  
10 Association.

11  
12 5.1.1.4.5 Shall meet all financial obligations to the Association.

13  
14 5.2 Associate Member.

15  
16 5.2.1 Associate Members of this Association are:

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18 5.2.1.1 Persons who are practicing polygraph examiners and who are  
19 graduates of an APA Accredited Polygraph school, but do not meet the  
20 requirements as Full Member; or,

21  
22 5.2.1.2 Are graduates of any basic polygraph school of at least six weeks in  
23 continuous, full time duration which was in existence on or before 1 August 2001,  
24 and are practicing polygraph examiners; and,

25  
26 5.2.1.2.1 Have attended an APA sponsored seminar; and,

27  
28 5.2.1.2.2 Have successfully passed an APA administered written examination;  
29 and,

30  
31 5.2.1.2.3 Have presented the work product (pretest worksheet, question list,  
32 charts and report) from a minimum of ten (10) completed polygraph  
33 examinations to the Membership Committee to confirm whether an acceptable  
34 level of technical competence has been achieved. If the Membership Committee  
35 deems it necessary, any person applying for membership agrees to allow a  
36 representative of the Membership Committee to observe a live test administered  
37 by the applicant. Any such observation shall be conducted in accordance with  
38 existing laws and regulations applicable to that examiner.

39  
40 5.2.2 Associate members shall be eligible to be upgraded to Full Member  
41 status, provided that the following conditions have been satisfied:

42  
43 5.2.2.1 They have satisfactorily completed a qualifying examination attesting  
44 to their knowledge of and competence in the administration of polygraph  
45 procedures. This examination shall consist of an oral and written assessment of  
46 both academic and practical knowledge of polygraph detection of deception  
47 procedures and shall be administered by the APA Membership Committee.

48  
49 5.2.2.2 They have been Associate members for not less than 36 months.

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5.2.2.3 Within the 36 months preceding upgrading, they have successfully completed either:

5.2.2.3.1 A minimum of 108 hours of continuing education in topics directly related to polygraph testing, including at least one APA annual seminar, during their Associate membership; or,

5.2.2.3.2 They have completed an APA approved refresher course administered by a polygraph training school accredited by the APA.

5.2.2.4 They are in attendance at an APA annual seminar at the time of consideration of their request for upgrading to Full Member.

5.2.2.5 They submit proof of having completed not less than 200 satisfactory polygraph examinations.

5.2.2.6 They hold a current and valid license as a polygraph examiner in the state or other similar governmental jurisdiction of their practice, if at the time of application such license is required by law.

5.2.2.7 They have satisfied all financial obligations to the APA.

5.3.3 Associate Members shall:

5.3.3.1 Have the right to vote in all matters before the General Membership, but not hold any elective office in the Association.

5.3.3.2 Be eligible to hold any appointed position in the Association and Chair any standing or Ad-Hoc Committee.

5.3.3.3 Shall not represent themselves as other than Associate Member of the APA.

5.4 Life Member

5.4.1 A Life Member is any member of the Association:

5.4.1.1 Who has been nominated by another Member for Life Membership, and;

5.4.1.2 Whose nomination has been approved by a two-thirds (2/3) majority vote of the Board, and;

5.4.1.3 Whose nomination has been confirmed by a majority vote of all Voting Members present at a meeting of the General Membership.

5.4.2 Life Members shall:

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5.4.2.1 Have the right to vote in all matters before the General Membership.

5.4.2.2 Be eligible to hold any elective office in the Association.

5.4.2.3 Be eligible to hold any appointed position in the Association and Chair any Standing or Ad-Hoc Committee.

5.4.2.4 Be eligible to serve on any Standing or Ad-Hoc Committee.

5.4.2.5 Be exempt form annual membership dues to the Association.

## 5.5 Science and Technology Membership.

5.5.1 Science and Technology members are those persons, organizations or corporations who have a professional or scientific interest in the polygraph profession through polygraph research or instrumentation.

5.5.2 Science and Technology members shall:

5.5.2.1 Not have the right to vote in matters before the General Membership.

5.5.2.2 Not be eligible to hold any elective office in the Association.

5.5.2.3 Not be eligible to hold any appointed position in the Association.

5.5.2.4 Be eligible to serve on any Standing or Ad-Hoc Committee.

5.5.2.5 Meet all financial obligations to the Association.

## 5.6 Honorary Member.

5.6.1 Honorary Members are those persons who:

5.6.1.1 Have made an outstanding contribution to the Association and the polygraph profession, and;

5.6.1.2 Have been nominated by any Member for Honorary Membership, and;

5.6.1.3 Whose nomination has been approved by a two-thirds (2/3) majority vote of the Board, and;

5.6.1.4 Whose nomination has been confirmed by a majority vote of all Voting Members present at a meeting of the General Membership.

5.6.2 Honorary Members shall:

- 1 5.6.2.1 Not have the right to vote in matters before the General Membership.  
2  
3 5.6.2.2 Have the right to speak on any issue before the General Membership or  
4 the Board of Directors.  
5  
6 5.6.2.3 Not be eligible to hold any elective office in the Association.  
7  
8 5.6.2.4 Not be eligible to Chair any Standing or Ad-Hoc Committee.  
9  
10 5.6.2.5 Be exempt from annual membership dues to the Association.  
11  
12 5.7 Retired Members.  
13  
14 5.7.1 Retired members are those persons who:  
15  
16 5.7.1.1 Are at least 65 years of age.  
17  
18 5.7.1.2 Are no longer engaged in profit-making polygraph employment.  
19  
20 5.7.1.3 Have at least 20 years of membership in the American Polygraph  
21 Association.  
22  
23 5.7.1.4 Have attended a minimum of five (5) American Polygraph Association  
24 Annual Seminars.  
25  
26 5.7.1.5 Whose nomination has been approved by a two-third (2/3) majority  
27 vote of the Board, and;  
28  
29 5.7.1.6 Whose nomination has been confirmed by a majority vote of all Voting  
30 Members present at a meeting of the General Membership.  
31  
32 5.7.2 Retired Members shall:  
33  
34 5.7.2.1 Have the right to vote in all matters before the General Membership.  
35  
36 5.7.2.2 Be eligible to hold any elective office in the Association.  
37  
38 5.7.2.3 Be eligible to hold any appointed position in the Association and Chair  
39 any Standing or Ad-Hoc Committee.  
40  
41 5.7.2.4 Be eligible to serve on any Standing or Ad-Hoc Committee.  
42  
43 5.7.2.5 Be exempt from annual membership dues to the Association.  
44  
45  
46  
47  
48 5.8 Divisional Members.  
49

1 5.8.1 Divisional Members are those polygraph organizations or associations  
2 who desire a professional relationship with the American Polygraph Association  
3 and whose members agree to abide by the Code of Ethics and the Standards of  
4 Practice of the Association. An applicant for Divisional Membership shall:

5  
6 5.8.1.1 File a copy of its Constitution or By-laws with the Board and, if granted  
7 membership, notify the Board of any changes in said documents.

8  
9 5.8.1.2 Be granted Divisional Membership upon a two-thirds (2/3) majority  
10 vote of the Board.

11  
12 5.8.2 Divisional Members shall:

13  
14 5.8.2.1 Be autonomous in all matters, but must be in compliance with the Code  
15 of Ethics and Standards of Practice of this Association.

16  
17 5.8.2.2 Not represent themselves as other than a Divisional Members of this  
18 Association nor represent that by virtue of their Divisional Membership some or  
19 all of the members therein are members of the American Polygraph Association.  
20 This shall not preclude members of the American Polygraph Association from  
21 belonging to a Divisional Member and representing themselves to be members of  
22 the Association.

23  
24 5.8.2.3 Maintain separate financial accounts and records from the American  
25 Polygraph Association and not bind the Association to any financial commitment  
26 or responsibility.

27  
28 5.8.2.4 The Board of Directors may upon a two-thirds (2/3) majority vote,  
29 revoke the Divisional Membership of any such member who:

30  
31 5.8.2.4.1 Fails to subscribe to or enforce upon its members the American  
32 Polygraph Association Code of Ethics and Standards of Practice.

33  
34 5.8.2.4.2 Fails to hold a meeting of its General Membership within a twelve (12)  
35 month period.

36  
37 5.9 General Provisions.

38  
39 5.9.1 Subject to the terms and conditions of this Article, membership in the  
40 Association shall be terminated upon the conviction of any member, other than a  
41 Divisional Member, of any felony crime or any crime of moral turpitude.  
42 Conviction, for the purpose of this section, shall mean the judgment of any court  
43 of competent jurisdiction, local, state or federal and shall include a plea of "no  
44 contest" to a crime amounting to a felony or when included as a lesser offense or  
45 when included as a condition of probation. Such termination of membership  
46 shall be automatic and without action by the Grievance Committee or the Board.

47  
48 5.9.2 Any Member, other than a Divisional Member, who has been formally  
49 charged in any court of competent jurisdiction on a charge amounting to a felony

1 crime or any crime of moral turpitude shall, within thirty (30) days of such  
2 arraignment, notify the Chairperson of the Grievance Committee of such  
3 arraignment. Notification shall be in writing and shall include the nature of the  
4 charge, the name and address of the court where the member was arraigned, the  
5 date of the arraignment and the case or docket number assigned by the court.  
6

7 **5.9.2.1** The membership of any Member who fails to comply with the  
8 provisions of this sub-section shall be suspended without action by the Grievance  
9 Committee or Board. Said suspension shall be effective on the thirty-first (31st)  
10 day after being formally charged and shall continue until the member complies  
11 with the requirements of this sub-section.  
12

13 **5.9.3** The membership of any Member, other than a Divisional Member, who  
14 resigns from this Association shall be reinstated upon approval of the  
15 Membership Committee or the Board; provided, the member:  
16

17 **5.9.3.1** Qualifies for the class of membership to which he or she qualified at  
18 the time of resignation.  
19

20 **5.9.3.2** Meets all financial obligations to the Association for the year in which  
21 the reinstatement is sought.  
22

23 **5.9.3.3** Was not the subject of investigation by the Grievance Committee or  
24 failed to meet his or her financial obligations to the Association at the time of his  
25 or her resignation.  
26

27 **5.9.4** Any applicant pending Board approval of membership or Associate  
28 Member who is in the process of upgrading to Full Member will not be eligible for  
29 further membership processing unless their current grievance investigation is  
30 deemed unfounded and closed.  
31

## 32 **6. Division VI: Nominations and Fair Elections Committee**

33

### 34 **6. Division VI: Nominations and Fair Elections Committee (Amended August 4, 35 2009)**

36

37 **6.1** Any member qualified under Division V of the By-Laws may have their  
38 name appear on the ballot if they are nominated by at least one voting member of  
39 the Association. A voting member may nominate oneself. The nomination shall  
40 be made on a form provided by the Association.  
41

42 **6.2** All completed nomination forms shall be delivered to the Immediate Past  
43 President by January 1 in the calendar year of the election. Upon receipt of the  
44 nominations, the Immediate Past President shall examine the authenticity of  
45 each nomination and that the nominees meet all qualifications required by the  
46 Association to hold the office to which they have been nominated.  
47

48 **6.3** All nominees shall deliver to the Immediate Past President by February 5  
49 in the calendar year of the election a letter in support of their candidacy for

1 inclusion in the ballot packet for APA members. The letter shall not be more than  
2 500 words.

3  
4 **6.4** The Immediate Past President shall present to the Board of Directors a  
5 slate of all qualifying nominees. The Board of Directors considers any challenge  
6 as to whether the candidate meets all qualifications required by the Association to  
7 hold the office to which they have been nominated. The Board of Directors shall  
8 timely certify the slate of nominees for the ballot.

9  
10 **6.5** The Immediate Past President shall notify all nominated candidates of  
11 their status for the ballot.

## 12 13 **7. Division VII: Election Procedures**

14  
15 **7.1** A Fair Elections Committee shall be appointed by the Immediate Past  
16 President, immediately after leaving the office of President, to conduct the annual  
17 election. The Fair Elections Committee shall consist of at least five (5) Full  
18 Members of the Association and the Immediate Past President who shall serve as  
19 Chair. At least one appointed member shall be selected from each of the three  
20 categories of membership, Private, Law Enforcement and Government; an  
21 additional Full member shall be selected so as to make the Committee broadly  
22 representative of the constituent interests of the Association.

23  
24 **7.2** A printed ballot shall be mailed to all regular members qualified to vote.  
25 The ballot shall include the names of the candidates for each office in last name  
26 alphabetical order and a space for write-in candidates. Election materials will be  
27 mailed to the membership by February 15 of each year.

28  
29 **7.3** Enclosed with the printed ballot shall be biographical and goals  
30 statements by the candidates for each office, a self-addressed envelope, and a  
31 smaller inner envelope bearing only the statement, "Secret Ballot." The marked  
32 ballot must be returned in the inner envelope, within the self-addressed  
33 envelope. Members may insert and return the "Secret Ballot" envelope in their  
34 own envelope or an agency envelope if preferred.

35  
36 **7.4** As a means of certifying that the return envelope and the enclosed ballot  
37 were the result of a regular member's vote the member's printed name and  
38 signature shall be placed on the outside of the "Secret Ballot" envelope. The Fair  
39 Elections Committee shall count only official "Secret Ballot" envelopes designed  
40 for return ballots.

41  
42 **7.5** Thirty (30) days shall be allowed for the voting process, i.e., for the receipt  
43 of election materials and the return of marked ballots. In the instructions  
44 accompanying the election material, a deadline for receipt of the ballots shall be  
45 announced. No ballots received after this date shall be counted.

46  
47 **7.6** The Fair Elections Committee will then tabulate the results of the election  
48 and notify the entire membership of the Association and report the results to the  
49 Board of Directors.

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7.7 If no candidate for an office has received a majority of those valid ballots cast, a runoff election shall be held. Such ballot shall include only the two persons who receive the highest number of votes on the original ballot. A period not exceeding thirty (30) days shall be allowed for conducting the runoff election. The Chairman of the Fair Elections Committee shall retain the ballots and all other election material until the election has been certified at the annual meeting. The Board may authorize the destruction of the ballots and other election material at its annual meeting provided there is no pending contest of the election.

7.8 Anyone wishing to contest the election results must submit a formal, written petition to the Board at or before its first session during the annual meeting setting forth all pertinent information. If this matter is not resolved by the Board to the satisfaction of all parties directly concerned, it shall be presented to the membership during the scheduled business session for final disposition.

7.9 If an election is held to be null and void by the Board, the Board may authorize an election from the floor of the annual meeting. Article VII of the Constitution applies.

8. Division VIII: Election Certification

8.1 The official certification of the results will be by the Board at the next annual meeting of the Association.

9. Division IX: Amendment of the Election Code.

9.1 Amendments to the Election Code may be made only by the procedure specified in Article XI of the Constitution. However, nothing in these provisions in the Election Code or Article XI shall be deemed to preclude modification of purely administrative or clerical procedures or details by the Fair Elections Committee or the Board necessitated by effective and efficient carrying out of the intent and purposes of the Code. In any such case, the decision of the Board shall be final, subject to the provisions of Article XI Interpretation of the Constitution.

9.2 Proposed amendments approved by the Board shall be submitted by the Secretary to the membership using the same procedures provided for in Article XI, insofar as applicable. Amendments may be submitted at any time as determined by the Board.

10. Division X: Directors

10.1 Directors of the Association shall perform such duties as assigned by the President or Board of Directors.

11. Division XI: Officers

11.1 The President shall:

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11.1.1 Preside over all meetings of the General Membership.

11.1.2 In the absence of the Chairperson of the Board, preside over all meetings of the Board of Directors.

11.1.3 Have general supervision over the affairs and administration of the Association and of the duties of those appointed to office.

11.1.4 Perform such duties as the Board may assign and represent this Association at all official functions.

11.1.5 Appoint the general Chairpersons of all Standing or Ad-Hoc Committees.

11.1.6 Perform other duties as assigned by the Board.

11.2 The President-Elect shall:

11.2.1 Assist the President in the performance of his/her duties.

11.2.2 Upon direction by three-fourths (3/4) majority vote of the Board of Directors, the President-Elect shall act to discharge the duties of the presidential office in the event of the President's absence, disability, or refusal to act.

11.2.3 If the office of the President becomes vacant for any reason, the President-Elect shall succeed to the presidency until the expiration of the term remaining for his predecessor and for the term of one year thereafter, or until a successor is duly qualified.

11.3 The Immediate Past President shall:

11.3.1 Be the presiding Chair at meetings of the Board of Directors but shall not be a voting member thereof except in cases of a tie among the Board.

11.3.2 Shall call meeting of the Board upon request of the president, or as may be required by majority vote of the Board.

11.3.3 He/She shall undertake such other duties as may be assigned by the President or the Board of Directors.

11.4 The Vice-Presidents shall:

11.4.1 Represent the interest of all APA members, especially focusing on the segment of their representation, Government, Private, Law Enforcement.

11.4.2 Perform other duties as assigned by the Board.

11.5 The Secretary shall:

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**11.5.1** In conjunction with the National Office Manager, serving as appointed Assistant Secretary, be responsible for recording and retaining the official minutes, resolutions, and proceedings of the Association derived from business meetings of the general membership, the Board of Directors, or other meetings as may be required for the effective and orderly transaction of the Association's business.

**11.5.2** Distribute official notices, correspondence and other materials and record policy and procedures established during Board of Directors Meetings.

**11.5.3** Perform other duties as assigned by the President or the Board.

**11.6** The Treasurer shall:

**11.6.1** Be the primary custodian of all funds and securities, of whatever nature, which are the property of the Association and shall provide copies thereof to the National Office Manager.

**11.6.2** Maintain complete and accurate records of all financial transactions related to the Association.

**11.6.3** Be authorized, and by virtue of these By-laws is authorized, to act in all financial matters wherein an authorized signature is required on behalf of this Association. In the absence or disability of the Treasurer, the President may act for him.

**11.6.4** Select an independent Certified Public Accountant, approved by the Board of Directors, to perform a certified annual audit of the Association's records and financial transactions and report the results to the membership at the Annual Business meeting.

**11.6.5** Publish or cause to be published a Statement of Assets and Liabilities as well as a Statement of Income and Expenses of the Association on a monthly basis and mail to each member of the Board of Directors. Such statements shall be available for review by any Voting Member upon demand. Such information is deemed proprietary to the APA and shall be treated as confidential and any dissemination to anyone other than the requester is prohibited and unlawful.

**11.6.6** Collect all dues authorized by the General Membership and all assessments levied by the Board. Dues are due on or before 31 March each year. Any member who fails to meet financial obligations to the Association shall be suspended without action of the Board until the next meeting of the Board of Directors at which time they may continue the suspension or terminate the membership.

**11.6.7** Provide a bond in an amount deemed appropriate by the Board of Directors. The bond shall be payable to the American Polygraph Association. The premium shall be paid by the Association.

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11.6.8 Assisted by the National Office Manager, be responsible for preparing or supervising such tax and other official documents as may be required by law; proposing or supplying such other budget or financial reports as the Board may direct.

11.6.9 Compile and present a budget to the incoming APA Board of Directors subsequent to the General Membership meeting.

11.6.10 Perform other duties as assigned by the Board.

12. Division XII: Ex-Officio Members of the Board of Directors

12.1 The General Counsel shall:

12.1.1 Advise the Board on all legal matters which may come before it and may represent the Association in all litigation.

12.1.2 Provide advice to the Board of Directors on policies and decisions under consideration by the Board of Directors.

12.1.3 Perform other duties as assigned by the President.

12.2 The Editor In Chief shall:

12.2.1 Publish or cause to be published any and all publications, newsletters, journals or other documents authorized and directed by the Board.

12.2.2 Distribute or cause to be distributed any and all publications, newsletters, journals or other documents authorized and directed by the Board.

12.2.3 Shall recommend to the President for approval and appointment, the names of other editorial and/or staff members. The Editor shall maintain financial and other records as may be required by the Board of Directors.

12.2.4 Perform other duties as assigned by the President.

12.3 The National Office Manager shall:

12.3.1 Manage the National office in support of APA members under the direct supervision of the President and the members of the Board of Directors.

12.3.2 Be the primary custodian of all records, of whatever nature, which are the property of the American Polygraph Association.

12.3.3 Perform other duties as assigned by the President and the Board of Directors.

13. Division XIII: Standing Committees

1  
2 13.1 Standing Committees shall consist of a Chairperson appointed by the  
3 General Chair and not less than three, whose total number shall be determined  
4 by the General Chair dependant on the needs of the Committee.  
5

6 13.1.1 The Ethics and Grievance Committee  
7

8 13.1.1.1 The Ethics and Grievance Committee receives and expeditiously,  
9 fairly, and impartially investigates all allegations of misconduct against members  
10 of the Association. An ethics or grievance investigation shall be initiated by filing  
11 a complaint. All complaints shall be in writing, signed by the complainant, and  
12 submitted to the APA National Office. The Committee shall not consider,  
13 investigate, nor act upon any allegation that does not meet these criteria.  
14

15 13.1.1.2 Upon receipt of the complaint, the General Chair of the Committee  
16 shall determine whether the complaint sets out an allegation of an ethical  
17 violation. If the General Chair determines that the complaint sets out an  
18 allegation of an ethical violation, the General Chair shall forward the complaint to  
19 the accused member requesting a written response to the complaint along with a  
20 request for any other documentation deemed necessary for investigation of the  
21 complaint. The accused member shall have thirty (30) days, or such longer time  
22 as granted by the General Chair, from the receipt of the complaint to respond, in  
23 writing, to the General Chair. Failure to provide requested information to the  
24 Ethics & Grievance Committee shall be grounds for the Ethics and Grievance  
25 Committee General Chair to seek suspension of the accused member by the  
26 Board of Directors. Continued failure to provide the requested information shall  
27 be grounds for additional sanctions, up to and including termination of  
28 membership. Upon receipt of the written response, the General Chair shall, along  
29 with any investigation deemed necessary, determine if the complaint is without  
30 merit and should be dismissed or whether disciplinary proceedings should be  
31 initiated.  
32

33 The General Chair shall notify, in writing, the complainant and the accused  
34 member of the decision of whether to initiate a disciplinary proceeding.  
35

36 13.1.1.3 If a disciplinary proceeding is initiated, the accused member shall  
37 have thirty (30) days from the date of notification by the General Chair to request  
38 a hearing. Such request shall be in writing and addressed to the General Chair.  
39 The hearing is to provide the accused member of an opportunity to present any  
40 additional evidence or argument in response to the grievance complaint. The  
41 General Chair shall, after receipt of the accused member's request for a hearing,  
42 appoint a hearing officer from a list of hearing officers, which have been  
43 nominated and approved by the Board of Directors, to conduct the hearing in the  
44 state, province, or country of the accused member. This hearing may be  
45 accomplished by telephone, videoconference or in person. The investigating  
46 Committee member shall provide at least ten (10) days written notice to the  
47 accused member of the time, place, and date of the hearing. The accused  
48 member shall have the right to legal counsel or other advocate and may call  
49 witnesses to provide evidence on his or her behalf. The appointed hearing officer

1 may examine witnesses called by the accused member and may call other  
2 witnesses as deemed necessary.

3  
4 13.1.1.4 Upon consideration of the evidence and testimony, within ten (10)  
5 days, or such longer time as granted by the General Chair, the hearing officer  
6 shall submit his or her findings to the Ethics & Grievance Committee who will  
7 make a determination of whether the grievance is founded or unfounded. The  
8 General Chair shall be governed by a majority vote of the Committee and shall  
9 notify the accused member, in writing, of its findings and recommendations.

10  
11 13.1.1.5 If disciplinary action is recommended, the General Chair or the  
12 appointed hearing officer shall present the evidence, findings, and  
13 recommendations to the Board of Directors. The accused member may appear or  
14 submit in writing to the Board of Directors, on such conditions as determined by  
15 the Board of Directors, only mitigating or extenuating matters that may effect the  
16 Board of Directors decision concerning types of disciplinary actions to be  
17 imposed. The Board of Directors shall by majority vote determine whether, and  
18 the nature of, disciplinary action to be taken against the member. The Board of  
19 Directors may publicly or privately censure, suspend, or terminate membership  
20 in the Association or take such other actions as deemed appropriate. The General  
21 Chair shall notify the accused member, in writing, of the Board's determination.  
22 The General Chair shall advise the complainant of whether disciplinary action  
23 was taken.

24  
25 13.1.1.6 If the accused member fails to request a hearing or fails to appear at  
26 a hearing subsequent to a request for such, the General Chair shall appoint a  
27 member of the Committee to proceed with an investigation as he or she deems  
28 necessary to make findings and recommendations. The appointed Committee  
29 member shall submit his or her findings and recommendations to the General  
30 Chair for submission to the full Committee for review and comment. The  
31 Committee shall determine whether to accept, reject or modify the findings and  
32 recommendations. The General Chair or his appointed representative shall  
33 notify the accused member, in writing of its findings and recommendations. If  
34 disciplinary action is recommended, the General Chair or his or her appointed  
35 Committee representative shall present the matter to the Board of Directors as  
36 set out in 9.1.5 above.

37  
38 13.1.1.7 Except as otherwise contemplated by the Constitution and By-laws,  
39 information obtained by the Grievance Committee is considered confidential and  
40 should not be released outside the Committee or Board of Directors.

41  
42 13.1.1.8 If an ethics or grievance complaint is filed by or against a member  
43 of the Ethics and Grievance Committee or a member of the Board of Directors,  
44 that member shall recuse himself or herself from investigation or consideration  
45 of the complaint.

46  
47 13.1.1.9 The Ethics and Grievance Committee performs other duties as  
48 assigned by the President of the Board of Directors.  
49

1 **13.1.2 The Legislative Committee:**

2  
3 **13.1.2.1** Represents the interests of the Association in all matters relating to  
4 legislation, proposed or enacted, at the federal, state or local level, which affect or  
5 may affect the Association or the members thereof.

6  
7 **13.1.2.2** When appropriate, recommends to the Board any changes in the  
8 Standards and Principles of Practice necessitated by changes in law or the effects  
9 of law.

10  
11 **13.1.2.3** Performs other duties as assigned by the President and the Board of  
12 Directors.

13  
14 **13.1.3 The Membership Committee:**

15  
16 **13.1.3.1** Examines the qualifications of applicants for membership,  
17 publishes the names of all applicants for membership at least thirty (30) days  
18 prior to the submission of their names to the Board and sends to the Board the  
19 names of all those whom the Committee finds meet the qualifications for the class  
20 of membership requested.

21  
22 **13.1.3.2** Performs other duties as assigned by the President and the Board of  
23 Directors.

24  
25 **13.1.4 The Seminar Committee:**

26  
27 **13.1.4.1** Is responsible for the training and education components of that  
28 meeting of the General Membership designated as the annual seminar.

29  
30 **13.1.4.2** Performs other duties as assigned by the President and the Board of  
31 Directors.

32  
33 **13.1.5 Research and Development Committee:**

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35  
36 **13.1.5.1** Investigates those areas of science and technology which impact the  
37 validity, reliability and use of the polygraph technique and reports the findings of  
38 said investigations to the Board and the General Membership as appropriate.

39  
40 **13.1.5.2** Performs other duties as assigned by the President and the Board of  
41 Directors.

42  
43 **13.1.6 Educational Accreditation Committee:**

44  
45 **13.1.6.1** Has the authority and responsibility to establish and promulgate  
46 criteria for evaluation and accreditation of programs and institutions engaged in  
47 any course of study within any private, public, or federal educational or training  
48 institution which purports to offer instruction in, or the teaching of, the theory or  
49 practice of detecting deception or verifying truth of statements through the use of

1 any polygraph techniques or instrumentation. The criteria are under continuing  
2 review and changes are made as appropriate and as required.

3  
4 **13.1.6.2** Uses the accreditation process to enhance the instruction and  
5 learning experience of those seeking to be polygraph professionals.

6  
7 **13.1.6.3** Performs other duties as assigned by the President and the Board of  
8 Directors.

9  
10 **13.1.7 Public Relations and Information Committee:**

11  
12 **13.1.7.1** Develops written, visual and auditory materials for dissemination of  
13 positive and educational information about the polygraph profession.

14  
15 **13.1.7.2** Establishes public relations programs to promote the best interest  
16 of the polygraph profession.

17  
18 **13.1.7.3** Answers media inquiries regarding polygraph matters.

19  
20 **13.1.7.4** Performs other duties as assigned by the President and Board of  
21 Directors.

22  
23 **13.1.8 Continuing Education Committee:**

24  
25 **13.1.8.1** Offers educational seminars for American Polygraph Association  
26 members at various regional locations.

27  
28 **13.1.8.2** Provides training and information on technological advances in the  
29 polygraph profession.

30  
31 **13.1.8.3** Performs other duties as assigned by the President and the Board of  
32 Directors.

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36 **13.1.9 Budget Committee**

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38 **13.1.9.1** Is chaired by the Treasurer

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40 **13.1.9.2** By May 1 each year, provides an estimated budget of income and  
41 expenses for the American Polygraph Association to the Board of Directors.

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43 **13.1.9.3** Monitors the budget and provides such information to the Board of  
44 Directors.

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46 **13.1.9.4** Performs other duties as assigned by the President and the Board of  
47 Directors.

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49 **13.1.10 Awards Committee:**

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**13.1.10.1** Identifies those persons who through their unselfish and extraordinary efforts promote and advance the best interests of the polygraph profession.

**13.1.10.2** The following are current Awards offered by the American Polygraph Association:

**13.1.10.2.1** William L. and Robbie S. Bennett Memorial Award: For unrelenting efforts and display of ability in the interest of the American Polygraph Association.

**13.1.10.2.2** Al & Dorothea Clinchard Award: For extended, distinguished, devoted and unselfish service in behalf of the American Polygraph Association membership.

**13.1.10.2.3** Cleve Backster Award: Honoring an individual or group that advances the polygraph profession through tireless dedication to standardization of polygraph principles and practices (January 28, 2006).

**13.1.10.2.4** Leonarde Keeler Award: For long and distinguished service to the American Polygraph Association.

**13.1.10.2.5** David L. Motsinger Horizon Award: In recognition of a new shining star in the profession or association who early in their career demonstrates loyalty, professionalism and dedication to the polygraph profession (less than 10 years) (January 28, 2006).

**13.1.10.2.6** John E. Reid Award: For achievement in research teaching and writing of the polygraph profession.

**13.1.10.2.7** President's Award: Given at the discretion of the President.

**13.1.10.2.8** Merit and Service award certificates.

**13.1.10.3** Perform other duties as assigned by the President and the Board of Directors.

#### **14 Division XIV: Ratification**

**14.1** These By-Laws shall take effect at the time the Constitution of the American Polygraph Association is ratified and shall supersede all other By-Laws then in effect.