

**BY-LAWS and ARTICLES of  
THE ASIAN AMERICAN PSYCHOLOGICAL ASSOCIATION**

**Article I. PURPOSES**

**The Asian American Psychological Association was formed to advance the welfare of Asian Americans through the development of Asian American psychology.**

**Section 1.** The Association shall assist and advance understanding of, encourage research and service to, educate and inform citizens on, and influence public policy relevant to or affecting Asian Americans and Pacific Islanders.

**Section 2.** The Association shall hold meetings, issue publications and other materials, provide information on psychological issues facing Asian Americans, and perform activities necessary or pertinent to the furtherance of the Association's objectives, including the raising of funds through gifts, dues, bequests, or other activities.

**Section 3.** Except for the distribution of information and other business expenses, no part of the assets of the Association shall be used for the personal benefit of its members or Officers. Reimbursement of expenses properly incurred may be paid to members and Officers.

**Section 4.** The Asian American psychological Association is a nonprofit professional organization.

**Article II. MEMBERSHIP & QUALIFICATIONS**

**1. Professional Member.** Persons with a master's or doctorate degree in psychology, mental health, health, or related field and/ or professionals whose work and interests are consistent with the purposes of the Association may apply for professional membership status and submit payment of dues to the Membership Officer.

- a. Professional Members may also be members of other professional organizations, whose interests are primarily psychological in nature. These include Fellows, Members, and Associates of the American Psychological Association, the American College Personnel Association, the American Counseling Association, and other such organizations as designated by the Association's Executive Committee.
- b. Professional Members may also be persons who have retired from the professional psychology workforce.

**Section 2: Fellows.** Fellows shall be Members (Professional, Lifetime, or Honorary Lifetime) of the Association who have made unusual and outstanding contributions to the Association. The minimum requirements for Fellow status shall be (a) a doctoral degree, (b) prior status as a Member for at least one year, (c) five years of acceptable professional experience subsequent to the granting of the doctoral degree, and (e) evidence of unusual and outstanding contribution or performance in the field of Asian American psychology.

Nominees for Fellow status will be evaluated by a Fellowship Committee but final election as Fellow will come from the Executive Committee of the Association. The Fellowship Committee will consist of members who have already attained Fellow status. The Chair and members of this committee will be appointed by the President.

**Section 3. Student Member.** Any person enrolled as an undergraduate or as a graduate student in psychology, counseling, mental health, or related field may apply as a Student Member by submitting the necessary student membership information and payment of dues to the Membership Officer.

**Section 4. Associate Organization Member.** Associate Members include, but are not limited to, organizations interested in the purposes and objectives of the Association. Such organizations may apply for membership by submitting the necessary application materials and dues as set forth by the Executive Committee.

**Section 5. Lifetime Members.** Any AAPA member may pay Lifetime Membership dues (amount set forth by the Executive Committee).

**Section 6. Honorary Lifetime Members.** These are select members who have made extraordinary contributions in advancing the welfare of Asian Americans or in the understanding of Asian American psychology. Honorary Lifetime Memberships are selected by the Executive Committee. Honorary Lifetime Members are exempt for payment of Association dues.

### **Article III. RIGHTS, RESPONSIBILITIES, and PRIVILEGES OF MEMBERS**

**Section 1. Qualifications.** Membership in the Association is not based upon race, ethnic origin, nationality, sex, age, sexual orientation, physical abilities, or religious conviction. All individuals who wish to join the Association must demonstrate an interest in, or concern for, people of Asian and/ or Pacific Islander ancestry.

**Section 2. Rights.** The rights of all members, regardless of type of membership, shall be the same. Rights include eligibility to vote on Association matters (except Associate Organization members), eligibility to hold office in the Association (student members are limited to student Board of Director position), eligibility to work on special projects within the Association by approval of the Executive Committee, and the right to express opinions or ideas.

**Section 3. Responsibilities.** The responsibilities of members shall include the adoption and practice of professional ethics and values. These include, but are not limited to, *Ethical Principles of Psychologists* (The American Psychological Association), *Ethical Standards* (The American Counseling Association), *Code of Ethics for Mental Health Counselors* (National Academy of Certified Clinical Mental Health Counselors), *Principles of Medical Ethics, with Annotations Especially Applicable to Psychiatry* (American Psychiatric Association), *Code of Ethics* (National Association of Social Workers), and other codes of professional conduct.

**Section 4. Privileges.** Association members are entitled to attend Association conventions and meetings at Association members' fees. Members are also entitled to receive Association newsletters and/ or other Association correspondence at no additional cost. Members are entitled to purchase Association publications at members' rates.

**Section 5. Voting Privileges.** All members in good standing (except Associate Organization Members) shall have voting privileges and shall be eligible to hold offices. All elected officers shall have voting privileges in Executive Committee business matters.

**Section 6. Creation of Chapters and Divisions within AAPA.** Chapters and divisions of AAPA may be created following the "Guidelines for Creation of Chapters and Divisions".

**Section 7. Re-organization.** In the event that the Association decides to become a constituent part of another organization, differing rights and responsibilities may be established for different categories of Association members.

#### **Article IV. TERMINATION OF MEMBERSHIP**

**Section 1. Unethical or Unlawful Activities.** Termination of membership shall occur when it has been substantiated that a member is/ has engaged in activities inconsistent with the purposes of the Association, has been charged with unethical or unprofessional conduct, or is convicted of illegal activities. Termination of membership of any person shall be decided by the affirmative majority vote of the Executive Committee.

**Section 2. Failure to Pay Dues.** Termination of membership shall occur when any member has failed to pay dues for two consecutive years. That individual shall be automatically dropped from membership in the Association. However, the individual may be re-enrolled upon payment of current dues.

#### **Article V. ELECTED OFFICERS**

**Section 1. Composition.** The President, Vice President, Secretary-Historian, President elect Past-President, and the American Psychological Association's Council Representative are Association officers elected by the membership. *Five* association members, who comprise the Board of Directors, shall also be elected by the membership. One Director position shall be held by a student member of the Association. One Director position shall be the Division CoR Chair.

**Section 2. Duties of the President.** In performing the duties of office, the President shall:

- a. conduct the business of the Association between meetings of The Executive Committee;

- a. be an ex-officio member of all committees and chair of The Executive Committee meetings;
- b. represent the Association in business matters with other organizations, agencies, or governmental bodies;
- c. act for the Association in any particular business matter, provided that prompt reports are furnished to The Executive Committee, and that the action is not opposed by a majority of The Executive Committee, and that the action is consistent with the Association By-Laws;
- d. delegate some of his or her duties to other members at his or her discretion;
- e. serve a two year term of office, or until a successor assumes the office.

**Section 3. Duties of the Vice President.** In performing duties of office, the Vice President shall:

- a. serve in the place of the President should the President not be able to carry out his or her duties;
- b. assume other duties as agreed upon with the President;
- c. oversee the planning of the Association's annual convention;
- d. delegate responsibilities to other Association members at his or her discretion;
- e. serve a two year term of office, or until a successor assumes the office.

**Section 4. Duties of the Secretary-Historian.** In performing the duties of the office, the Secretary-Historian shall:

- a. collect and maintain archival items of that Association including but not limited to AAPA publications (newsletters, monographs, journals, convention proceedings), convention programs, and other items of historical significance;
- a. document summaries of Executive Committee meetings and other Association meetings of historical significance when so directed by The Executive Committee;
- b. compose election materials for the newsletter and collect ballots;
- c. serve for two year term of office, or until a successor assumes the office.

**Section 5. Duties of the Past President.** In performing the duties of the office, the Past President shall:

- a. aid the Executive Committee with continuity of officer transition;
- b. assist the Association with special projects;
- c. serve for one year term of office, or until a successor assumes the office.

**Section 6. Duties of the President Elect.** In performing the duties of office, the President-Elect shall:

- a. familiarize herself/himself with ongoing business of the Executive Committee, particularly business that would continue beyond the current President's term of office.
- b. assist the President and Executive Committee with the Association's business
- a. act as liaison to other national or international organizations which purposes or actions will benefit the Association and its purposes;

- c. assist in soliciting corporate donations and other fund raising activities to carry out the objectives of the Association, including awarding of student scholarships;
- d. serve a one year term of office.

**Section 7. Duties of the Directors.** In performing duties of their office, the Directors shall:

- a. assume specific duties and responsibilities as directed by the President;
- b. assist the Vice-President in planning the annual convention;
- c. act as liaisons to other national or international organizations which purposes or actions will benefit the Association and its purposes;
- d. assist in soliciting corporate donations and other fund raising activities to carry out the objectives of the Association, including awarding of student scholarships;
- e. serve for no more than two (2) consecutive terms of two years each.

**Section 8. Duties of the Council Representative.** In performing the duties of the office, the Council Representative shall:

- a. be a member of both the Association and the American Psychological Association;
- b. have demonstrated prior leadership, active involvement or commitment to the Association;
- c. represent the Association at the American Psychological Association's Council of Representatives in a manner consistent with the Association's By-Laws and the interests and priorities of the Executive Committee;
- d. attend the Council's meetings and any other meetings related to Council business or designate an Alternate with the approval of the Executive Committee;
- e. provide a timely written report of Council's regular meetings to the membership and the Executive Committee;
- f. communicate with the President and the Executive Committee about issues and upcoming votes on the Council, initiate discussion on the Executive Committee about such issues, and inform the President and Executive Committee of recommendations for action;
- g. act for the Association in a particular business matter, provided that the action is supported by a majority of the Executive Committee;
- h. serve for a three year term of office, or until a successor assumes the office. A Council Representative cannot serve more than two consecutive terms. A Council Representative who has served for six consecutive years shall not be eligible for election or appointment for a period of one year as a Representative from any Division within the American Psychological Association or State/Provincial Association.

**Section 9. Duties of the CoR Chair.** In performing duties of the office, the **CoR Chair** shall:

1. Chair the AAPA Division Council of Representatives.
2. Communicate the perspectives and decisions of the Council of Representatives to the AAPA Executive Committee and advocate for Division interests.
3. Communicate the perspectives and decisions of the AAPA Executive Committee to the AAPA Division Council of Representatives.
4. Be elected from a slate of nominees provided only by the Council of Representatives
5. Not simultaneously hold a Division leadership position while serving as Divisions Representative/CoR Chair position
6. Serve for no more than one (1) consecutive term of two years.

## **Article VI. APPOINTED OFFICERS**

**Section 1. Composition.** The Communications Officer, Membership Officer, Financial Affairs Officer and the Editor of the Association Newsletter shall be appointed by the President with approval by the Executive Committee.

**Section 2. Duties of the Membership Officer.** In performing duties of office, the Membership Officer shall:

- a. receive payment of member dues and maintain financial records related to dues payment;
- b. conduct correspondence concerning membership;
- c. maintain and update membership lists, member data base, and/ or member directories;
- d. be responsible for annual membership renewal;
- e. help solicit new members;
- f. perform other duties relevant to Association member services;
- g. serve a two-year term of office, or until a successor assumes the office.

**Section 3. Financial Affairs Officer.** In performing duties of office, the Financial Affairs Officer shall:

- a. receive and distribute Association funds;
- b. maintain records of financial transactions and tax documents;
- c. ensure that association expenditures are within budget as approved by a majority of The Executive Committee;
- d. correspond and work with an accountant on annual Association tax returns;
- e. perform other financial duties relevant to the work of the Association;
- f. serve a two year term of office, or until a successor assumes the office.

**Section 4. Duties of the Newsletter Editor.** In performing duties of his or her appointment the Newsletter Editor shall:

- a. be responsible for the production, publication, and the distribution of the Association Newsletter to members and other interested persons or organizations;
- a. delegate some of these duties to other Association members if necessary;
- b. correspond with the Membership Officer regarding updated membership lists and/ or otherwise determine persons or organizations who/ which receive Newsletters;
- c. serve a two year term of office, or until a successor assumes the office.

**Section 5. Communications Officer.** In performing her or his duties of office, the Communications Officer shall:

- a. maintain, oversee and update all aspects of the Association's website and its content;
- b. maintain and oversee all aspects of the Association's Listserv;
- c. serve as the contact person for postings on both the website and the Listserv;

- d. draft and distribute Association statements and correspondence on an ad hoc basis with the approval of the Executive Committee;
- e. a. perform other communication duties relevant to the work of the Association;
- f. serve a two year term of office, or until a successor assumes the office.

## **Article VII. THE EXECUTIVE COMMITTEE**

**Section 1. Composition.** The Executive Committee shall be composed of President, Vice President, Past President, Communications Officer, Secretary-Historian, Membership Officer, Financial Affairs Officer, the Newsletter Editor, and the Board of Directors.

**Section 2. Responsibilities.** The Executive Committee, chaired by the President, shall:

- a. have full authority to act for the Association;
- b. recommend a budget;
- c. set forth policies and activities consistent with these By-Laws or its Amendments;
- d. conduct an annual business meeting, and conduct other meetings as deemed necessary;
- e. establish and maintain a central office for the Association.

**Section 3. Meetings.** The Executive Committee shall meet at least once per year, during which time a majority of the Officers and Board of Directors must be present before official business can take place. If a majority is not present, all other Executive Committee members not present must be contacted and given an opportunity to vote on matters raised at the meeting before such matters have become official business. If a meeting cannot be convened during a particular year, the President must submit to The Executive Committee a written report of old and new business so that The Executive Committee members shall be given a opportunity to raise business matters and to vote on official business.

**Section 4. Parliamentary Procedure.** The conduct of all meetings shall be guided by Parliamentary Procedure. All elected officers shall have voting privileges in Executive Committee meetings. Passage of any motion shall be made by majority vote of The Executive Committee. In the case of tie votes, the President's vote shall resolve the issue.

**Section 5. Notice to Members.** An Annual Report, summarizing all the activities of the Executive Committee, will be submitted at the AAPA Convention and published in the Newsletter.

## **Article VIII. TIMING OF ELECTIONS, TRANSITION OF OFFICERS, AND TERMINATION OF OFFICERS**

**1. Elections.** Elections of Officers shall be as follows:

- a. The President and Vice-President shall be elected every two years;
- b. The Secretary-Historian and CoR Chair shall be elected every two years (not the same years as President/VP);



- c. Each year, two Directors shall be elected for two year terms. In any one year, there shall be two new Directors who shall be serving their first year and two directors who shall be serving their second year of their two-year terms.
- d. The Council Representative shall be elected every three years
- e. Elections shall be held by June of the election year.

**Section 2. Appointment of Officers.**

- a. The Communications Officer, Membership Officer, Financial Affairs Officer, and Newsletter Editor are appointed by the President with approval by the Executive Committee.
- b. In the event that an Incumbent Officer is unable to complete his/ her term of office, the President, with a majority approval of the Executive Committee shall appoint a member to complete that term of office.

**Section 3. Transition of Officers.**

- a. The President-Elect, secretary-historian, and board members will assume their duties on August 31<sup>st</sup> of the election year.
- b. The Vice-President (elected at the same time as the President Elect) will assume her/his duties on August 31<sup>st</sup> of the year following her/his election (so as to coincide with the President-elect transitioning to President)
- c. Consistent with the terms for all Council of Representatives to the American Psychological Association, the Association's Council Representative will assume office on January 1<sup>st</sup> following their election in the prior year.
- d. If an incumbent Officer is unable to complete his/ her term of office, The Executive Committee shall appoint an Association member to complete the term of office of the vacated position, or to appoint a member to a one-year term. This type of appointment to office shall not apply to the President or President-Elect. If the President-Elect is unable to complete his/her term of office, a special election shall be held so long as there is at least 6 months time until he/she is scheduled to assume the duties of President. Should the President-Elect be unable to complete his/her term of office with less than 6 months until he/she is scheduled to assume the duties of President, the elected Vice President shall become the President-Elect and assume the presidency.

**Section 4. Termination of Office.** An individual elected or appointed to office shall be terminated for:

- a. failure to discharge responsibilities;
- b. failure to act in accordance with any Association By-Laws or Amendments;
- c. substantiated charges of unethical or unprofessional conduct;
- d. conviction of an illegal act;
- e. non-payment of membership dues for one year.

**Section 5. Termination Procedures.** The termination of an officer requires 2/3 of a vote of the Executive Committee. The termination will be announced in the next newsletter and members will be allowed to submit letters of opposition for consideration by the Executive committee.

## **Article IX. NOMINATIONS & ELECTIONS PROCEDURES**

The election of new Officers and Board Members should occur no less than three months prior to the Annual American Psychological Association Convention to enable a smooth transition between the outgoing and incoming Executive Committee.

**Section 1. Appointment of Chairperson.** A Nominations and Elections Chairperson shall be appointed by the President prior to any election of Officers or Directors. The Chairperson may appoint two other Association members to serve with him/ her as the Nominations & Elections Committee. Anyone serving on this Committee shall not be candidates for Officer or Director in the forthcoming election.

**Section 2. Call for Nominations.** The Nominations & Elections Committee shall issue a call for nominations to be published in the Newsletter. In rare instances, a call for nominations shall be communicated by special letters sent to all members for this explicit purpose.

**Section 3. Nominations & Willingness to Serve.** Members may nominate themselves or other members by writing to the Chairperson in response to the call for nominations. All nominees shall be dues current members of the Association. The willingness of nominees to serve shall be ascertained by the Chairperson if willingness has not been previously determined.

**Section 4. Publication of Nominees Statements & Slates.** Names, descriptions, statements from nominees, and the slate of final nominees shall be published in the Newsletter, or through a special mailing for that purpose.

**Section 5. Member Ballots & Votes.** Members shall vote for nominees by returning completed ballots to the Nominations & Elections Committee Chairperson or the Secretary-Historian. The closing date for return of ballots shall be two weeks, or no more than thirty (30) days after the mailing date of the Newsletter, or of the special mailing containing the approved and final list of nominees.

**Section 6. Counts & Tie Votes.** The Nominations & Elections Committee shall count completed ballots. The nominees who receive the greatest number of votes shall be elected. In the event of a tie vote, the decision of a majority of The Executive Committee shall resolve the tie.

**Section 7. Publication of Election Results.** Names of newly elected Officers and Directors shall be published in the next Association Newsletter, or by special letter of notification to the Association membership.

## **Article X. NOMINATIONS, ELECTIONS, OR VACANCIES: SPECIAL CIRCUMSTANCES**

**Section 1. Insufficient number of nominees.** When there is an insufficient number of nominees for elected positions (i.e., if the number of nominees falls short of the number of positions), The Executive Committee shall submit names of additional nominees for those positions provided that the number of nominees does not exceed the number of positions.

**Section 2. Excess number of nominees.** When there are more than five (5) nominees for any Officer position or more than four (4) times the number of nominees for available positions.

a. The Executive Committee may limit the number of final nominees to five (5) for an Officer position, and to four (4) times the number of nominees for the available Board positions.

b. The selection of nominees is based upon the greatest number of nominating votes. If there are ties among those nominees not having the greatest number of nominating vote but having enough votes to be considered among the top five (5), selection of these nominees is made by majority vote of The Executive Committee.

## **Article XI. AMENDMENTS TO BY-LAWS**

**Section 1. Initiation of Amendments.** Amendments may be initiated by a majority of The Executive Committee, by a petition submitted by any member and approved by a majority of The Executive Committee, or through a petition submitted by twenty-five (25) or more members to the President.

**Section 2. Publication & Balloting on Proposed Amendments.** Amendments, properly initiated and proposed, shall be published and ballots provided in the Newsletter, or in special mailings. The closing date for return of ballots shall be two weeks, or no more than thirty (30) days after the mailing date of the Newsletter, or of the special mailing to all members.

**Section 3. Adoption of Amendments.** An Amendment is adopted if at least 25% of the membership votes, and if a majority of the voting members approves it. If less than 25% of the membership votes, and if the majority of the voting members approves it, the Amendment is adopted only if a majority of The Executive Committee approve it.

## **Article XII. TAX EXEMPTION ISSUES**

**Section 1. Purposes.** The Association is operating exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding section of any future Federal tax code).

**Section 2. Prohibition on Inurement.** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable

compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

**Section 3. Lobbying and Political Activities.** No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 4. Prohibited Activities.** Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding section of any future federal tax code).

**Section 5. Dissolution.** Upon dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code) or shall be distributed to the federal, state or local government for a public purpose.

### **Article XIII. DIVISIONS**

**Section 1. Establishing Divisions** Divisions may be formed within Association to facilitate members with similar backgrounds, concerns or interests to organize themselves for the purposes of sharing information and resources. A Division shall be established whenever 10 percent or more of the Members of the Association petition for it and Executive Committee approves that petition with a majority vote. Individuals who would like to begin a new Division need to inform the AAPA EC with a written letter of intent including: (1) purpose of the Division; (2) Progress towards formation; (3) Financial plan; (4) Evidence and materials supporting the need for such a Division; (5) petition from at least 10% of AAPA members. The formal proposal needs to be sent to AAPA members 4 months prior to the annual convention. The AAPA/EC will discuss and vote for or against the establishment of the new Division 2 months prior to the convention to allow time for the proposed Division to prepare for their business meeting during the convention should the proposal be approved.

**Section 2: Dissolution of Divisions.** A Division may be dissolved by the Executive Committee when (a) the number of members within the Division falls below 5% of the Members of the Association (b) the Division votes to recommend dissolution or (c) the Division operates out of compliance with its by-laws and/or AAPA's by-laws and AAPA Division Guidelines. In each case, a written report will be provided either by AAPA EC or the Division EC supplying good and sufficient reasons for dissolution and notification that the division membership has been given full opportunity to state reasons for the continued existence of the Division.

**Section 3: Membership in Divisions:** Any Member of the Association may apply for membership in one or more Divisions. However, a Division may determine its own

qualifications for its membership classes.

**Section 4: Division Officers:** A Division shall have a Chair (or Co-Chairs), Secretary, Finance Officer and such other officers as it may desire. The qualifications for its officers and the method of their election shall be determined by the Division. However, a member may not be the Chair of a Division while serving as President, Vice President, or an EC voting member of the Association. In addition, a member may not serve as the Chair of more than one Division at a time. A Division may determine what persons among its membership shall have the right to vote in divisional matters.

**Section 5: Division By Laws:** Each Division shall draw up and maintain its own Bylaws and rules of procedure within the framework of these Bylaws. A copy of such bylaws should be forwarded to the AAPA Secretary-Historian for archiving. Each Division may elect such officers, appoint such committees, develop such local chapters and/or sections, and adopt such rules of procedure for the conduct of its business as it may desire, except that its committee and governance structure should not conflict with the Bylaws of the Association. Division bylaws must include the following information:

- **Name and Purpose:** Divisions may be organized to represent major scientific and professional interests that lie within the AAPA. Their proposed objectives need to fall within the scope of those stated in AAPA by-laws. A Division name needs to specify the interest of the division. A Division can change its name, provided that a notification (in the annual meeting or via e-mail) of proposed change is given to the AAPA. The AAPA EC will vote on the new name and get back to the Division within 4 weeks. The AAPA secretary/historian will note of the change in EC minutes for archiving. If the name is determined to not specify the interest of the Division, the EC will provide reasons for the rejection.
- **Membership:** Specify definition of the division's membership/fellowship/student member categories and criteria for each category. A Division member must be a member of AAPA. A Division may determine what persons among its membership will have the right to vote in Division matters. If a Division's membership is not processed through AAPA member services, a Division directory will be submitted to AAPA EC annually.
- **Officers:** Specify duties, criteria, and term of each office. Specify the nomination and election (ballot procedures) process, and state what happens if an officer couldn't finish his/her term. Divisions should have at least one Chair, finance officer, and one secretary. The division can include other officers and/or board members to reflect the needs of the Division. All officers shall be elected by a general election of the members of the Division.
- **Meetings:** Describe the time and place of the division's standard meetings, who are the voting parties, what is the voting process, and how members can introduce agenda topic. Also, specify how an emergency would be handled if there is no time for the division committee to meet (e.g. who would be the go-to person, and how would that person notify the division committee, and the relevant time frame).
- **Amendments:** Describe the process by which by-laws can be amended including how an amendment is proposed, how the membership is notified of the proposal, and the voting

process. If the bylaws of a Division are amended, the Division shall forward a copy of the revised Bylaws to the AAPA Secretary-Historian for archiving.

**Section 6: Division Reporting to AAPA:** End of Year Report: At the end of each membership year, Divisions must provide the AAPA EC a summary report on the activities of the Division. This report should include: activities, budget, projects, initiatives, officer election results, membership information, officer contacts.

**Section 7: Council of Representatives of Divisions (CoR) and CoR Chair with Voting Rights on the AAPA Executive Committee:** Members of the CoR include one representative from each AAPA Division each with one CoR vote. Non-voting members of the CoR include the CoR chair. The CoR will (1) serve an advisory function to the AAPA EC on the mutual implications and impacts of activities of AAPA and divisions; (2) provide guidance to facilitate coordination and communication among Divisions and between Divisions and AAPA; (3) make suggestions to enhance structural, functional, and policy relations among Divisions and between AAPA and Divisions; (4) provide efforts to help Division leaders fulfill their goals and (5) act as a facilitator in resolution of disputes among Divisions. The purpose of the CoR may be further determined by its members. The CoR and individual Divisions do not have power to change, approve of, or reject AAPA's bylaws.

**Section 8: Division Responsibility to AAPA:** The actions and policies of all divisions must be in accordance with AAPA By-Laws and the Division Guidelines that have been approved by the AAPA EC and Divisions.

#### **Article XIV. COUNCIL OF PAST PRESIDENTS**

1. The Association shall have a Council of Past Presidents who will serve in an advisory capacity to the President and Executive Committee. The activities of this group shall be coordinated by the Chair of the Council who will serve for a 2-year term on a rotational basis. No Council member may serve for consecutive terms as Chair. The Chair of the Council will be elected by the members of the Council but she or he may not be an active member of the current Executive Committee (i.e, the Immediate Past President).
2. The Council will provide advice to the President and Executive Committee related to administrative issues, strategic and long-range planning, as well as other matters that may arise in the day-to-day operations of the Association. The advice of the Council shall not be binding on the President and the Executive Committee. As an honorary group that has not been elected to a specific office within the Association, the Council shall not have any power to act on behalf of the Association beyond its advisory functions outlined above.

Original: 1978

Amended: February, 1982

Amended: August, 1983

Amended: February, 1997

Amended: October, 2000

Amended: November 5, 2004  
Amended: September, 2005  
Amended: January, 2006  
Amended: January 30, 2008  
Amended: July 2009

## **ARTICLE XV. ADDITIONAL ORGANIZATIONAL POLICY/STRUCTURE**

### **SECTION 1. Standing Committee on Social Justice and Advocacy**

Based on the cumulative recommendations of the Social Justice and Advocacy Task Forces since 2005 and the input of the AAPA general membership, the Social Justice & Advocacy Structure Subcommittee of the Social Justice & Advocacy Task Force presents the following recommendations to the AAPA Executive Committee. *The proposal for a Standing Committee on Social Justice and Advocacy was passed in August, 2009.*

AAPA develops a Standing Committee tentatively named the “Social Justice and Advocacy Committee” in order to institutionalize a means for addressing members’ concerns related to social justice and social policy as it relates to AAPA’s business and operations as a national organization.

To operationalize the logistics of a Standing Committee on Social Justice and Advocacy, the Task Forces presents the following draft for consideration and feedback by the Executive Committee:

**A. Committee Status within AAPA:** Standing Committee, in perpetuity. The Committee’s chair or the chair’s designee will represent the Committee at AAPA’s EC meetings and will be there to report on the Committee’s activities, answer questions, seek input and provide consultation on the social justice implications of AAPA activities, policies and procedures.

**B. Charge of the Committee:** To address social justice principles and practices –within the scope of members’ expertise and competence - as they are applied to AAPA as an organization; to monitor current national, state and municipal social policy, practice, and educational issues relevant to the mental health and well-being of Asian Americans and Pacific Islanders; to monitor current national social policy, practice, and educational issues relevant to Asian American and Pacific Islander psychologists and other mental health professionals; to consult with all Association Divisions and other Association entities on issues related to social justice; to develop, when necessary, drafts of policy/advocacy statements and resolutions addressing such issues for approval by AAPA’s Executive Committee and/or general membership; to maintain AAPA’s visibility as a national organization that is concerned about social justice and public policy; and to engage in targeted liaison activities with other

organizations serving Asian American and Pacific Islander populations in the area of social justice and mental health advocacy.

Generally speaking, the Standing Committee would serve as a political watchdog on issues relevant to social justice and the mental health concerns of Asian American and Pacific Islander populations.

**D. Restrictions on Actions by the Committee:** In acknowledgement of AAPA's status as a 501(c)(3) educational and professional organization, it is understood that the Committee WILL NOT engage in activities that would endanger AAPA's IRS status. Examples of such activities include: raising funds for particular political candidates, asking members to vote for or against particular candidates, asking members to vote for or against particular legislation. It is understood that educating its members and the general public about the psychological and/or social justice issues related to stances taken by candidates or that are explicit/implicit in various legislation and public policies is acceptable.

**E. Membership Composition:** The Committee will consist of a Chair and 4 other members. One of the members must be a student and another must be primarily identified as a practitioner (broadly defined as someone whose primary employment is not in academia or basic research— e.g., consultant, clinician, policy analyst, program evaluator). Members of the Committee must be AAPA members in good standing.

**F. Criteria for Committee Membership:** Interest and experience with social justice issues and/or public policy, particularly at the state or national level; Involvement with social justice issues and/or public policy in at least one of the following: teaching, research, practice, community action, and political action.

**G. Length of Service:** Members of the Committee will serve for an initial period of two years. Members may continue on the Committee for one additional two-year term. In order to have some continuity on the Committee, we recommend that the inaugural terms be staggered on the Committee. Specifically, we recommend a term of 2 years for the Chair and two other members, and 1 year only for the two other members of the Committee for the inaugural term. Going forward, each Committee member will serve 2 year terms and no more than two consecutive terms.

**H. Selection of Committee Members:** AAPA's Secretary-Historian will send out a call for nominations and self-nominations for the Committee. If more than five persons are nominated, the Executive Committee shall decide upon the membership based on the criteria for Committee membership. While actively serving on the Committee, AAPA members cannot hold elected positions as officers of the Social Justice Division, if and when one is formed.

**I. Selection of the Chair:** The Chair will be appointed by AAPA's Executive Committee, from the persons who are nominated or self-nominated for Committee membership.



**J. Duties of the Chair:** The Chair convenes and presides over meetings of the Committee and with the input of Committee members composes the meeting agenda. The Chair or her/his designee reports directly to the Executive Committee in representing the Committee.

**K. Committee Meeting Schedule** The Chair of the Committee will call a meeting at least once a quarter for members to discuss Committee business. Meetings may be called on a more frequent basis at the Committee's discretion. Meetings may be held in person, by teleconference, or by videoconference.

**L. Committee Report** The Committee will prepare a yearly report of its activities for the Executive Committee and general membership. The Committee may also report on its activities through articles in the AAPA newsletter or on the AAPA website.