

## **BYLAWS of THE TAIWAN PSYCHOLOGY NETWORK**

### **Article I. HISTORY**

The Taiwan Psychology Network (TPN) was formed in August 2001 by a group of Taiwanese psychologists, mental health professionals, and graduate students in psychology in the United States and Taiwan.

### **Article II. OBJECTIVES**

The objectives of the Taiwan Psychology Network (TPN) are (a) to promote collaboration and networking among psychologists in Taiwan and the U.S. and (b) to contribute to the training and education of Taiwanese/Taiwanese American mental health professionals. The Taiwan Psychology Network (TPN) will hold meetings, issue publications and other materials, and perform activities necessary or pertinent to the furtherance of the Network's objectives.

### **Article III. MEMBERSHIP**

Membership in the TPN is not based upon race, ethnic origin, nationality, sex, age, sexual orientation, physical abilities, or religious conviction. All individuals who wish to join the Network must demonstrate interest in, or concern for, people of Taiwan ancestry.

Persons with a bachelor's, master's or doctorate degree in psychology, counseling, mental health, or related field, and professionals whose work and interests are consistent with the purposes of the TPN may apply for membership. Students who are not in mental health related field must obtain endorsement from a faculty member in applying for the TPN membership.

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

**Section 1. Rights.** The rights of all members shall be the same. Rights include eligibility to vote on Network matters, eligibility to hold office in the TPN, eligibility to work on special projects within the TPN, and the right to express opinions or ideas. The only limitations regarding the right to hold office are: (a) the Chair should hold a doctorate degree and have served as a TPN officer prior to running for the Chair position; (b) the Professional Development Officer and Public Relations Officer should hold a doctorate degree or be enrolled in a doctoral program; (c) one Board of Directors should hold a doctorate degree and the other one should be enrolled in a doctoral program; and (d) The Taiwan Coordinator is preferred to hold a Master's degree or above.

**Section 2. 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 relevant codes of professional conduct.

**Section 3. Privileges.** All members in good standing are entitled to have voting privileges, attend and participate in the business meetings and social gatherings, and have access to published TPN materials.

## **Article V. 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 TPN, has been found guilty of unethical or unprofessional conduct based on professional code of ethics as listed in Article IV Section 2, or is convicted of a felony. Termination of membership of any person shall be investigated by the Executive Committee and determined by the affirmative majority vote of the Executive Committee.

**Section 2. Voluntary Termination of Membership.** Members have the right to voluntarily terminate membership at any time by informing the membership officer in writing.

## **Article VI. ELECTED OFFICERS**

**Section 1. Composition.** The Chair, Chair Elect, Past Chair, Secretary/Historian, Professional Development Officer, Public Relations Officer, Membership Officer, Financial Officer, Board of Directors, and Taiwan Coordinator are officers elected by the membership.

**Section 2. Qualifications.** The Chair shall hold a doctorate degree and have served as a TPN officer prior to running for the Chair position. The Professional Development Officer and Public Relations Officer should hold a doctorate degree or be enrolled in a doctoral program. One Board of Directors should hold a doctorate degree and the other one should be enrolled in a doctoral program. The Taiwan Coordinator is preferred to hold a Master's degree or above.

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

- a. coordinate and oversee the activities of the committees;
- b. appoint the Convention On-Site coordinator with the approval of the majority of the Executive Committee;
- c. develop relationships with other national or international organizations;
- d. hold annual meetings;
- e. represent the Network in business matters with other organizations, agencies, or governmental bodies;
- f. serve for one year term of office, or until a successor assumes the office.

**Section 4. Duties of the Chair-Elect.** In performing duties of office, the Chair-Elect shall:

- a. assist the Chair in coordinating and overseeing the activities of the committees;
- b. serve in place of the Chair should the Chair not be able to carry out her or his duties;
- c. assume other duties as agreed upon with the Chair;
- d. attend Executive Committee and business meeting(s);
- e. serve for one year term of office, or until a successor assumes the office.

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

- a. assist chair and chair elect;
- b. serve as the award committee chair;
- c. provide consultation in the election process and, in collaboration with the Executive Committee, ensure the smooth transition of officers
- d. assist the Network with special projects;
- e. attend Executive Committee and business meeting(s);
- f. serve for one year term of office, or until a successor assumes the office.

**Section 6. Duties of the Secretary/Historian.** In performing the duties of the office, the Secretary/Historian shall:

- a. collect and maintain archival items of that Network, including, but not limited to, Network publications (newsletters, journals, monographs; convention proceedings) and convention programs;
- b. document Executive Committee meetings and other Network meetings of historical significance when so directed by the Executive Committee;
- c. compile an annual report, summarizing all the activities of the Executive Committee and distributing it among all members;
- d. compose election materials for the newsletter and collect ballots;
- e. compile a list of conferences in Taiwan;
- f. attend Executive Committee and business meeting(s);
- g. serve for two year term of office, or until a successor assumes the office.

**Section 7. Duties of the Professional Development Officer.** In performing the duties of the office, the Professional Development Officer shall:

- a. oversee the responsibilities of the professional development of the members, including the mentoring of undergraduate students, graduate students, practitioners, and/or faculty;
  - i. Ad Hoc committee coordinators appoint their own committee members;
  - ii. whenever possible, the Ad Hoc Committees should consist of members who reside in the United States and Taiwan.
- b. report to the Chair and the Executive Committee regarding the planning of the professional development of the members;
- c. attend Executive Committee and business meeting(s);
- d. serve for two year term of office, or until a successor assumes the office.

**Section 8. Duties of the Public Relations Officer.** In performing the duties of the office, the Public Relations Officer shall:

- a. oversee the responsibilities of the publicity of the Network, including, but not limited to, fundraising, the construction/maintenance of TPN website, publication of the newsletter, and establishment of relationships between the Network and the public;
- b. appoint a webmaster to maintain the operations of the TPN website and related network services.
- c. form Ad Hoc committees, when appropriate, and appoint coordinators for the Ad Hoc

committees with the approval of the Chair;

- i. Ad Hoc committee coordinators appoint their own committee members;
- ii. whenever possible, the Ad Hoc Committees should consist of members who reside in the United States and Taiwan.
- iii. report to the Chair and the Executive Committee regarding the planning and development of the Network's public relations;
- iv. attend Executive Committee and business meeting(s);
- v. serve for two year term of office, or until a successor assumes the office.

**Section 9. Duties of the Membership Officer.** In performing the duties of the office, the Membership Officer shall:

- a. recruit members;
- b. collect membership forms and approve membership;
- c. update membership directory;
- d. organize the results of needs assessment surveys;
- e. manage TPN listserv;
- f. attend Executive Committee and business meeting(s);
- g. serve for two year term of office, or until a successor assumes the office.

**Section 10. Financial Officer.** In performing duties of office, the Financial Officer shall:

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

**Section 11. Duties of the Board of Directors (2 positions).** In performing duties of their office, the Directors shall:

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

**Section 12. Duties of the Coordinator in Taiwan.** In performing the duties of office, the Coordinator in Taiwan shall:

- a. connect with other organizations and associations in Taiwan
- b. promote professional cooperation and enhance the impact of TPN in Taiwan
- c. support the psychological needs of major events in Taiwan
- d. update and provide exchanges of workplace information, study opportunities, and professional experience in Taiwan and US
- e. develop relationships with members of TPN in Taiwan

## **Article VII. APPOINTED POSITIONS**

**Section 1. Composition.** The Convention On-Site Coordinator and Ad Hoc committee chairs shall be appointed by the Chair with approval by the Executive Committee.

**Section 2. Duties of the Convention On-site Coordinator.** In performing the duties of the office, the Convention On-Site Coordinator shall:

- a. reserve locations for annual Executive Committee and or business meeting(s);
- b. plan for annual social events;
- c. compile a list of available accommodations near the convention site;
- d. distribute information on the convention annual meetings to members;
- e. attend Executive Committee and business meeting(s);
- f. serve for a one year term of office, or until a successor assumes the office.

**Section 3. Committees.** The Committees of the Network shall consist of the Executive Committee and Ad Hoc committees. The Executive Committee is provided by these Bylaws, and Ad Hoc committees may be established by the Executive Committee. The TPN Chair shall appoint Ad Hoc committee coordinators and the appointments shall be ratified by the Executive Committee. Ad Hoc committee coordinators appoint their committee members.

## **Article VIII. THE EXECUTIVE COMMITTEE**

**Section 1. Composition.** The Executive Committee shall consist of Chair, Chair Elect, Past Chair, Secretary/Historian, Professional Development Officer, Public Relations Officer, Membership Officer, Financial Officer, and Taiwan Coordinator.

**Section 2. Responsibilities.** The Executive Committee, led by the Chair shall:

- a. have full authority to act for the Network;
- b. set forth policies and activities consistent with these Bylaws or its Amendments;
- c. conduct an annual business meeting, usually in conjunction with the annual convention of American Psychological Association;
- d. conduct other meetings as deemed necessary.

**Section 3. Meetings.** The Executive Committee shall meet at least once per year, during which time a majority of the officers must be present before official business can take place. If an officer is not able to attend the meeting, he/she should file a written report to the Executive Committee and send a designated proxy to the meeting. If a majority (i.e., more than 50% of the Executive Committee members) is not present, all absent Executive Committee members should be contacted and given an opportunity to vote on matters raised at the meeting before such matters become official business. If a meeting cannot be convened during a particular year, the Chair shall submit to the Executive Committee a written report so that the Executive Committee members are given an opportunity to raise business matters and to vote on official business.

**Section 4. Keesey's Modern Parliamentary Procedure.** The conduct of all meetings shall be guided by the Keesey's Modern Parliamentary Procedure.

**Section 5. Notice to Members.** An annual report, summarizing all the activities of the Executive Committee, shall be compiled by the Secretary/Historian and distributed to the members.

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

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

- a. The Chair Elect shall be elected every year;
- b. The Chair Elect will assume the position of the Chair the following year;
- c. The Chair will assume the position of the Past Chair the following year;
- d. The Secretary/Historian, Professional Development Officer, Public Relations Officer, Financial Officer, Board of Directors, and Taiwan Coordinator shall be elected every other year;
- e. Election shall be held in May of the election year.

**Section 2. Appointment of Officers and Ad Hoc Committees.**

- a. The Convention On-site Coordinator(s) shall be appointed by the Chair with approval of the Executive Committee;
- b. Elected officers and appointed officers shall appoint Ad Hoc committees members, when appropriate, to meet the demands and special needs of the Network. All the appointments shall be approved by the Chair.

**Section 3. Transition of Officers.**

- a. Newly Elected and Appointed Officers and Board of Directors are expected to attend the annual business meetings.
- b. All Officers will assume their duties on August 31<sup>st</sup> of the election year.
- c. In the event that an incumbent Officer is unable to complete her/his term of office, the Chair, with a majority approval of the Executive Committee, shall appoint a Network member to complete that term of office. This type of appointment shall not apply to the TPN Chair.
- d. Should the TPN Chair not be able to complete her/his term of office, the Chair-Elect will serve in place of the Chair, and the Executive Committee shall convene and discuss transition issues, such as holding a special election.

**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 the Bylaws or Amendments;
- c. substantiated charges of unethical or unprofessional conduct based on professional code of ethics as listed in Article IV Section 2;
- d. conviction of a felony.

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

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

The election of new officers shall occur in May of every year to enable a smooth transition between the outgoing and incoming Executive Committee.

**Section 1. Appointment of Chair of the Nominations and Elections Committee.** The Past Chair will serve as the Chair of the Nominations and Elections Committee and the Secretary/Historian should serve as a member. The Chairperson may appoint other Network members to serve with him/her as the Nominations & Elections Committee.

Anyone serving on this Committee shall not be candidates for Officer in the forthcoming election. If the Secretary/Historian is a candidate for the forthcoming election, a designee should be nominated by the Committee Chair and approved by the Executive Committee to serve on the Nominations & Elections Committee in place of the Secretary/Historian.

**Section 2. Call for Nominations.** The Nominations & Elections Committee shall issue a call for nominations via the TPN listserv in February of the election year.

**Section 3. Nominations & Willingness to Serve.** Members may nominate themselves or other members by writing to the Past Chair in response to the call for nominations. The willingness of nominees to serve shall be ascertained by the Past Chair 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 sent out to members either electronically or by postal mail.

**Section 5. Member Ballots & Votes.** Members shall vote for nominees by returning completed ballots to the Secretary/Historian or designee. The closing date for return of ballots shall be three weeks after the ballots are sent out to members.

**Section 6. Counts & Tie Votes.** The Secretary/Historian or designee who serves on the Nominations & Elections Committee shall collect and count completed ballots after verified membership of the voters. The Chair of the Nominations and Elections Committee will certify the election after submitting the results to the Executive Committee. 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 shall be announced electronically and shall also be published in the next Network Newsletter.

**Article XI. 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.

**Section 2. Excess number or nominees.** When there are more than five (5) nominees for any elected position.

- a. The Executive Committee may limit the number of final nominees to five (5) for an elected position.
- b. The selection of nominees is based upon the greatest number of nominating votes. If there are ties among those nominees, selection of these nominees is made by majority vote of the Executive Committee.

**Article XII. AMENDMENTS TO BYLAWS**

**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 at least 4% of the members to the Chair.

**Section 2. Publication & Balloting on Proposed Amendments.** Ratification of the amendment proposed requires a two-thirds majority of those members voting by postal or electronic mail ballot. The closing date for return of ballots shall be two weeks.

**Section 3. Adoption of Amendments.** An Amendment is adopted if at least 25% of the membership votes, and if a majority (i.e., more than 50%) 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.

(Adopted on Date of Voting)