

Membership Bylaws of the ASIAN NEUROPSYCHOLOGICAL ASSOCIATION

Article I: Name

The name of the organization shall be the Asian Neuropsychological Association, hereinafter referred to as “ANA” or the “Association.”

The term Asian in this document will refer to individuals of Asian descent.

Article II: Objectives

The mission of the ANA is to support the accessibility and provision of excellent, culturally sensitive neuropsychological services for all individuals of Asian descent. The ANA aims to achieve its mission through its dedication to the following goals:

1. Create a community for neuropsychologists of Asian descent, those working with individuals of Asian descent, and international colleagues who are providing neuropsychological services to Asian populations.
2. Foster a pipeline of neuropsychologists of Asian descent through mentoring and networking.
3. Enhance competency in neuropsychological services provided to persons of Asian descent worldwide through education, training, accessible resources, and research.
4. Facilitate global collaboration in research and clinical knowledge among neuropsychologists of Asian descent and professional colleagues with interests in cultural research pertinent to servicing populations of Asian descent.

Article III: Membership

The membership of the ANA includes professionals and trainees who have clinical or research interests in neuropsychology with Asians and Asian-Americans. Such professionals include those with Ph.Ds, Ed.Ds., and Psy.Ds in psychology or a related field, a physician degree, or other graduate-level degrees with specialties in psychology, mental health, and/or the neurosciences. Trainees include those at the undergraduate, postbaccalaureate, graduate, intern, and fellowship level. All ANA members are subject to the bylaws herein.

Section 1. Classes of Membership

ANA is comprised of five types of membership, including Fellow, Professional, Associate, Trainee, and Affiliate. Criteria for each level of membership are outlined as follows:

- **Fellow Members:** A Fellow Member is a professional member who has been in good standing with the Association for at least five years, has ten years postdoctoral experience in clinical neuropsychology, and has made a significant contribution to the science and/or practice of neuropsychology as it relates to Asian and Asian-American interests. Such members are eligible for nomination to the Membership Committee, which then acts on the recommendation with final approval from the Steering Committee.
- **Professional Members:** A Professional Member has completed a doctoral degree (or equivalent) in psychology or a related field (e.g., cognitive neuroscience) or a physician degree with a specialization in neurobehavior or behavioral neurology or related fields. All degrees must come from an accredited university or medical school. Any application that does not abide by these guidelines will be evaluated on a case-by-case basis (e.g., international members who may not be able to complete a doctoral degree and/or postdoctoral fellowship in neuropsychology).
- **Associate Members:** An Associate Member is a member who is interested in neuropsychological issues pertaining to Asian and Asian-Americans and who holds a terminal master's degree in psychology or related discipline (e.g., LMFT, Cognitive Neuroscience) or who otherwise cannot obtain a license for independent practice.
- **Trainee Members:** A Trainee Member is a trainee at the undergraduate, graduate, intern/resident, or postdoctoral level working towards a graduate degree in psychology or medical degree from an accredited university or a postbaccalaureate working towards acceptance into a

graduate training program in psychology. Trainee members are eligible to remain as Trainee members up until they graduate from a doctoral program and complete postdoctoral training. Trainees who have matriculated from their postdoctoral fellowship program are eligible to be upgraded to Professional members.

- **Affiliate Members:** An Affiliate Member is a member who, for whatever reason, is ineligible for other levels of membership yet is still interested in the Association and its mission statement. These individuals do not need to have any formal training in psychology or a related field.

Section 2. Rights of Membership

Fellow, Professional, Associate, and Trainee members have full voting privileges and may be members of committees, special interest groups, and task forces or chair special interest groups and task forces. Each qualified voting member in good standing shall be entitled to one vote on each matter submitted to a vote of the members. A member may vote by proxy executed by write-in vote executed by the member or their duly authorized attorney in fact or in person. No proxy shall be valid after three months from the date of this execution unless otherwise provided in the proxy.

Fellow and Professional members, and in rare circumstances Trainee members classified as postdoctoral fellows, are eligible to chair Standing and Ad Hoc committees and thus be on the Steering Committee. Associate and other Trainee members (i.e., doctoral trainees or interns/residents) may co-chair Standing and Ad Hoc committees alongside a qualifying committee chair. An exception is the Trainee Committee, which can only be chaired by a Trainee member. No individual can chair more than one Standing and/or Ad Hoc Committee simultaneously.

Fellow and Professional members may hold elected office as part of the Executive Committee if they have been in good standing with the Association for at least two years. An exception is the Trainee member that chairs the Trainee Committee, who serves as the Trainee Representative on the Executive Committee.

Affiliate members may not have voting privileges, chair committees/special interest groups, or hold elected office. They may be members of committees/special interest groups as long as there are no conflicts of interest.

Section 3. Election to Membership

Interested applicants will complete a membership application along with any additional information requested by the Membership Committee. The Membership Committee will review each application and determine eligibility (based on the criteria in Section 1. Classes of Membership) of membership in the ANA. Eligibility is determined by the type of membership the member is suitable for, as well as ensuring that the member is in good standing within their profession. When there is disagreement, an affirmative vote by the majority of the Membership Committee will determine admittance. In the event an application is not approved, the candidate may submit in writing a request for reconsideration with additional information. This request will be submitted to the Membership Committee, who will forward it to the Steering Committee with a summary of issues and concerns. The Steering Committee retains the right to issue decisions on all matters pertaining to membership, including applications, applications not approved, and petitions. Membership status will be effective upon receipt of appropriate dues.

Section 4. Renewal of Membership

Yearly renewal of membership by the Membership Committee will be required except when otherwise directed by the Steering Committee for one of the conditions stipulated under the following section (Expulsion from Membership). Trainee members who are eligible for Professional membership will make this transition upon renewing their membership that year.

Section 5. Expulsion from Membership

Any member of the Association may lose their membership status due to any one of the conditions outlined below:

1. Any violation of the American Psychological Association's ethical standards of psychologists.
2. Any violation of equivalent ethical standards established by a professional organization of the member's profession or country of residence.
3. Exhibition of conduct which in any way injures the Association or adversely affects its reputation or which is contrary or destructive to the objectives of ANA.

Charges of possible violations will be reviewed by the Membership and Steering committees only if such charges are formally submitted in writing to the Steering Committee. The Membership and Steering committees will then internally review these charges. The Membership Committee will confidentially investigate the validity of the charges. The charged member will be allowed the opportunity to discuss the charges with the Steering Committee prior to any final decisions regarding expulsion. The Steering Committee determines all final decisions via internal vote. If a member of the Steering Committee is under investigation, they are not allowed to vote regarding their possible termination.

Section 6. Resignation from Membership

Members may resign from membership status at any level by nonpayment of dues.

Section 7. Reinstatement

Members who are not in good standing due to resignation will be eligible for reinstatement upon written request to the Membership Committee. All final decisions are subject to review by the Steering Committee.

Article IV: Dues & Finances

Section 1. Annual Dues

The dues will be required from each member of the ANA in an amount to be set by the Steering Committee during the annual business meeting. The revenues from such dues are to be used to support all legitimate business expenses of the organization necessary for its efficient operation. The fiscal year of the Association will be from January 1st through December 31st.

Section 2. Dues Statements

The Treasurer of the Executive Committee will make public the annual accounting of ANA finances during the official annual business meeting. Dues will be determined by the Steering Committee and will be publicly made available. Any increase in dues must be passed by majority vote of the Steering Committee.

Section 3. Dissolution

In the event that the Association is dissolved, any remaining funds are to be dispersed to a cause/organization that promotes the specific objectives of the Association as voted by the majority of the membership and ratified by the Steering Committee at the time of dissolution.

Article V: Governance

Section 1. Executive Committee

The ANA will be governed by the Executive Committee consisting of the elected Officers which include the President, President-Elect, Past-President, Secretary, Treasurer, three Members-at-Large, and Trainee Representative. Executive Committee members retain voting rights for motions that are governance facing, with each officer representing one vote.

- The duration of office terms will be two years, except for the President-Elect and Past-President, which will be one-year terms.
- As the President-Elect and Past-President are one-year positions, by design, they will alternate each year, such that the President will matriculate to the Past-President position upon completion of their two-year service, and a President-Elect will take up their position the following year.
- Members who have served as President may not run for President-Elect again.
- Once an officer concludes their tenure as Past-President, they may not run for any position on the Executive Committee for a minimum of two years.
- If the President can no longer fulfill their duties, then the President-Elect will automatically assume the role of President. The Association will immediately hold a special election for the next President-Elect.
- If there is no President-Elect, then the Past-President will step in as Interim President. The Association will immediately hold a special election for a new President.
- If there is no President, Past-President, or President-Elect available, then other members of the Executive Committee will assume the role of Interim President in the following order: Secretary, Treasurer, Member-at-Large (in order of seniority based on year of election, and if not applicable, in order of seniority based on year of ANA membership). Special elections for new officers will immediately be held.

- The Secretary, Treasurer, and Members-at-Large may serve on the Executive Committee for up to two consecutive terms in one of these three positions if reelected by members of the Association (i.e., four years). They are eligible to run for President-Elect at any point in their service on the Executive Committee.
- Once a Secretary, Treasurer, or Member-at-Large has completed their term, they may not run for the same position. They are expected to be available for one year after completion of their term to advise and support their incoming replacement.
- The President-Elect or Past-President may fulfill the duties of the Secretary. The Secretary may fulfill the duties of the Treasurer. Outside of these exceptions, no person may hold more than one office at the same time.
- All officers, including the Trainee Representative, have full voting power.
- Executive Committee officers may not concurrently chair other ANA Standing or Ad Hoc committees, with the exception of the Trainee Representative who chairs the Trainee Committee.
- All Executive Committee officers are expected to attend meetings on a regular basis. If the Executive Committee determines that officers are unable to perform their duties, the Executive Committee has the authority to remove the officer by majority Executive Committee vote.

Section 3. Election of Officers

Members of the Association may nominate prospective officers for the Executive Committee. Self-nominations will be accepted. Nominations may occur within the timeframe requested by the Membership Committee (Call for Nominations) via email or in writing (addressed to Membership Committee). Officers shall be elected by majority vote from eligible members of the Association. Voting may occur via email ballot conducted by the Membership Committee.

The Trainee Representative is an exception and is not elected. The Trainee Representative Elect transitions to the Trainee Representative position, as described further in Article VI Section 2.

In the event that there is a tie for any election, a run-off election between the tied candidates will be held. All members of Executive, Standing, and Ad Hoc committees are the only eligible voters for any run-off elections. Should the

run-off election end in a tie, then the Executive Committee only will vote, with all eight members expected to determine the winning candidate.

Section 4. Duties of Officers

Officers of the Association will conduct their assigned duties as outlined below.

1. President: The President is the chief executive officer and, with the continued approval of the Executive Committee, will oversee all business and affairs of the Association. The President has the authority to sign, with the any other appropriate officer of the Association thereunto authorized by the Executive Committee, any deeds, mortgages, bonds, contracts or other instruments that the Executive Committee has authorized to be executed. The President shall be a Member Ex-Officio of all committees and serve as the official liaison to other neuropsychological and professional organizations unless otherwise appointed by the President. The President will assume the one-year term as Past President upon completion of their term.
2. President-Elect: The President-Elect is expected to take on the position and duties of the President upon completion of the President's term. The President-Elect is expected to assist with all the duties of the President and will assume all of the duties of the President in their temporary absence or unavailability. This is a one-year position and so the Association will not always have a President-Elect.
3. Past-President: The Past-President shall be the person who served as President during the most recent election term and will be present at the meetings of the Executive Committee the year after they serve to support the newly elected members of the Executive Committee. This is a one-year position and so the Executive Committee will not always have a Past-President.
4. Secretary: The Secretary shall keep a record of all proceedings of meetings of the Association and the Steering and Executive committees. They shall provide summaries of all official meetings of the Association. Summaries shall be presented to the Steering and Executive committees and disseminated to the Association. The Secretary is also responsible for safekeeping and transmitting all documents and papers which come to their possession. The Secretary, along with the President, shall have full access to the ANA Google Workspace and included communications.
5. Treasurer: The Treasurer shall be responsible for the funds and budget of the Association and for filing taxes and other financial matters,

including delegating responsibilities to a qualified professional. They shall maintain an accurate account of these funds and accurate records of any financial transactions and status of the Association. Financial status and record of any and all financial transactions shall be made available to the Executive Committee at any time and shall be reported to members during the official annual business meeting of the Association. Financial status and recorded transactions shall also be made available within a reasonable amount of time to any member of the Association who makes such request in writing to the Executive Committee. A second designee to access the bank funds will be the most recently elected President-Elect.

6. Member-at-Large: There will be three Member-at-Large positions with alternating start dates for their terms. They will assist in the general operation of the Association and its business and affairs with duties including, but not limited to: overseeing the communication, coordination, and execution of the activities of all committees; overseeing the special interest groups and serving as a liaison to the general membership, both domestic and international; and serving as a liaison to external organizations as appointed by the President when needed (e.g., delegates, advisors, representatives, etc.). Ideally, one Member-at-Large position will be filled by an international member outside of North America (United States, Canada), but it is not required.
7. Trainee Representative: The Trainee Representative serves as the chair and is responsible for the operation of the ANA Trainee Committee, which supports the mission and goals of ANA for trainees. Responsibilities include but are not limited to: attending ANA Executive and Steering committee meetings, serving as the liaison between ANA trainees and governance, overseeing trainee-led events and initiatives, and serving as the point of contact for both internal ANA trainee membership and external professional organizations.

Section 5. Termination

Members of the Executive Committee may resign from their duties at any time during their service. Resignation may also be asked by another officer if there is reason to suspect violation of the conditions stipulated under Section 5 of Article III or when actions harm the Association. The official removal of any individual from the Executive Committee will require a majority vote from the combined members of the Executive Committee.

Section 6. Steering Committee

Governance of the ANA will be supported by the Steering Committee comprised of the elected Officers of the Executive Committee (Section 1 of Article V) and the Fellow, Professional, or Trainee (classified as postdoctoral fellow) member chair(s) of all Standing and Ad Hoc committees (Sections 2 and 3 of Article VI). Committee co-chairs of other membership categories and the Trainee Representative Elect are invited to participate in Steering Committee meetings as observers. The Steering Committee will be jointly responsible for representing the ANA to external persons and institutions, conducting the business of the organization during the period of time between annual business meetings, and making an annual report to the membership during the annual business meeting. Steering Committee members retain voting rights for motions that are membership or external facing, with each officer representing one vote and each committee collectively representing one vote.

Steering Committee members do not receive compensation from ANA for their services. This does not preclude officers from the reimbursement for reasonable expenses incurred in performing their duties, pursuant to approval from the Executive Committee.

No Steering Committee members will deal with themselves or any other office in a manner that results in a conflict or potential conflict with the interests of ANA or the use of ANA resources. In such cases where such a conflict is unavoidable, individuals will recuse themselves from voting or any discussions pertaining to the potential conflict. Conflict of interest statements from Steering Committee members are to be gathered by the Secretary at the outset of the calendar year to be reviewed by the Executive Committee.

Article VI: Organization

Section 1. Advisory Committee

The Advisory Committee is composed of past voting Fellow or Professional members of the Executive Committee who remain in good standing, as well as additional individuals deemed valuable and necessary in advancing the ANA's Mission Statements. This committee has no official authority over the Executive Committee and strictly serves to provide advice and guidance as requested informally. The Advisory Committee has no chair or term limits and

functions on a strictly voluntary basis. Members of the Advisory Committee have the same rights as Fellow or Professional members.

Section 2. Standing Committees

Standing committees are essential to fulfilling ANA's mission with long-term and generalized initiatives. The Officers of the Executive Committee will appoint a chair (or two co-chairs) for each committee for two-year terms based on the committee's recommendation. Calls for nominations of committee chairs will be put out in the Fall quarter. Committee chairs will be appointed by the Executive Committee by the end of the Winter Quarter, with official turnovers to commence at the subsequent INS meeting. New committee chairs will be appointed by an internal vote within the Executive Committee when there are multiple applicants for a specific position. If approved by the Executive Committee, Standing Committee chairs can extend for a second two-year term. Committee chairs are expected to assume a two-year advisor position for their committee upon completion of their term.

The respective Standing Committee chairs, in consultation with the Executive Committee, will determine additional membership for each committee on an as-needed basis. Committee membership terms will be for two years. Committees will conduct such business as is appropriate to their respective areas of responsibility, as determined by the Executive Committee, Steering Committee, Standing committee members, and/or the members of the Association. All action recommendations by committees are to be approved by the Executive Committee.

Standing Committee chairs are members of the Steering Committee and collectively represent one vote on behalf of their committee within the Steering Committee. Standing Committee chairs are able to make budget requests and are responsible for completing an Annual Reporting form at the end of each fiscal year. The creation and removal of Standing committees shall require an amendment of the Bylaws. The following shall be the Standing committees of the Association:

1. Membership Committee: This committee shall examine applications and determine the eligibility of prospective ANA members. The committee may conduct investigation for each applicant as it deems necessary or proper, including investigating any allegations of ethical misconduct. The

Committee shall also review applications of ANA members who wish to apply for Fellow Member status and make recommendations to the Steering Committee for approval of such members. The committee will oversee the Officer nominations and elections process and is also responsible for organizing socials and special events at conferences. The committee will maintain a current member directory made available on the ANA website.

2. Media Committee: This committee shall organize and maintain the electronic publications and communications of the ANA, including maintaining the website, newsletter, and all social media (e.g., Facebook, X, Instagram). The Media Committee is responsible for all public announcements and statements to the ANA outside of those deemed to be within the auspices of the other committees (e.g., statements from the Executive Committee).
3. Advocacy Committee: This committee aims to advocate, collaborate, support, and educate Asian and Asian-American neuropsychologists, trainees, and others within the broader neuropsychology and public community. The committee will: 1) promote local, state, and national legislation and policies to address injustices and disparities that impact neuropsychological healthcare and training/career needs for Asians and Asian Americans; 2) collaborate with a larger multicultural coalition of neuropsychologists and trainees devoted to providing an active voice and united front to address racial inequities and disparities in neuropsychology; 3) support, both actively and in spirit, those who are impacted by societal disparity and injustice within ANA and beyond, and 4) educate to increase multicultural competency among ANA members and the larger neuropsychology community.
4. Education Committee: The mission of this committee is to: 1) encourage Asian and Asian-American trainees to become board-certified neuropsychologists and mentor members in achieving this process, and 2) teach neuropsychologists how to develop competency in assessing Asian clients and provide mentorship opportunities for increasing competencies related to working with Asian populations. The Education Committee is responsible for hosting webinars, workshops, and other events that fulfill these objectives.
5. Research Committee: The mission of this committee is to: 1) to promote Asian neuropsychologists/psychologists who are conducting research; 2) to disseminate research focusing on Asian populations; 3) to facilitate research collaborations or networking within and between ANA and other neuropsychology organizations for greater synergy; and 4) to identify

opportunities for trainee and early career ANA members to engage in research and receive research support

6. Trainee Committee: The purpose of the Trainee Committee is to increase trainee membership, participation, and collaboration; to keep the ANA Executive Committee and the broader ANA community informed of trainee needs within ANA and the field of neuropsychology; and to create an interactive environment that enriches the relationship between trainees and current professionals. The Trainee Committee shall consist of the Chair, up to seven additional members (one of whom will serve as Trainee Representative Elect), and the immediate past chair serving as an advisor. All Trainee Committee initiatives and activities will be overseen by the Executive Committee. All decisions pertaining to the Trainee Committee's structure and membership are contingent on final approval by the Executive Committee.

The Trainee Committee Chair will serve as the Trainee Representative position in the Executive Committee, with responsibilities described in Article V Section 4. To ensure adequate training and mentorship, the Trainee Committee will also hold a limited election to elect a Trainee Representative Elect with a one-year term commitment coinciding with the second year of the current Trainee Representative's term. The Trainee Representative Elect is an invited observer on the Steering Committee and upon conclusion of their term, will matriculate to the Trainee Committee Chair/Trainee Representative position with a term lasting two years. It is required that nominated individuals would remain a Trainee Member through the end of their Trainee Representative term (i.e., postdoctoral fellows are ineligible unless they anticipate completing 3 years or more of fellowship). It is preferred that nominated individuals for Trainee Representative Elect have previously served as a Trainee Committee member or as a member on another ANA committee. Voting will occur among Trainee Committee members; if there is a tie, a run-off election between the tied candidates will be held. In this case, voting will be extended to the Steering Committee. Should the run-off election end in a tie, then the Executive Committee only will vote, with all eight members expected to determine the winning candidate

Section 3. Ad Hoc Committees

Ad hoc committees fulfill ANA's mission with long-term and specific initiatives. The Officers of the Executive Committee will appoint a chair (or two co-chairs) for each committee based on the committee's recommendation. Given the specific expertise and perspectives required, chair terms do not have a specified duration in length. If transitions are needed, calls for nominations of committee chairs will be put out, and new committee chairs will be appointed by the Executive Committee. New committee chairs will be appointed by an internal vote within the Executive Committee when there are multiple applicants for a specific position. Committee chairs are expected to assume a two-year advisor position for their committee upon completion of their term.

The respective Ad Hoc Committee chairs, in consultation with the Executive Committee, will determine additional membership for each committee on an as-needed basis with undefined term lengths. Committees will conduct such business as is appropriate to their respective areas of responsibility, as determined by the Executive Committee, Steering Committee, Ad Hoc committee members, and/or the members of the Association. All action recommendations by committees are to be approved by the Executive Committee.

Ad Hoc Committee chairs are members of the Steering Committee and collectively represent one vote on behalf of their committee within the Steering Committee. Ad Hoc Committee chairs are able to make budget request forms and are responsible for completing an Annual Reporting form at the end of each fiscal year. The creation and removal of Ad Hoc committees shall require an amendment of the Bylaws. Current Ad Hoc committees include: 1) Optional Practical Training and 2) International Liaison.

Section 4. Special Interest Groups

Special Interest Groups fulfill ANA's mission with initiatives based on language, cultural, and ethnic interests and may be established and removed by majority vote of the Executive Committee when deemed necessary without requiring an amendment of the Association's bylaws. Special Interest Groups operate under the supervision of the Executive Committee. Special Interest Group chairs are appointed by the Executive Committee with undefined term lengths, while membership is open to all interested ANA members. Special Interest Group chairs are not represented on the Executive Committee and are unable to make budget requests.

Section 5. Task Forces

Task forces fulfill ANA's mission with temporary initiatives and may be established and removed by majority vote of the Executive Committee when deemed necessary. Such task forces will be appointed on a time-limited basis under the supervision of the Executive Committee to carry out specific tasks without requiring an amendment of the Association's bylaws. Task force chairs will be appointed by the Executive Committee with undefined term lengths, and task force chairs, in consultation with the Executive Committee, will determine additional membership for each task force on an as-needed basis with undefined term lengths. Task force chairs are not represented on the Steering Committee and are unable to make budget requests.

Article VII: Meetings of the Association

Section 1. Annual Business Meeting

The Steering Committee of the ANA shall be responsible for scheduling and conducting an annual business meeting. The annual business meeting may take place during the week of the annual meeting of the International Neuropsychological Society (INS), which is usually held in February. Alternative time and location of the annual business meeting can be determined at the discretion and a final majority vote from the combined members of the Steering Committee.

Section 2. Additional Meetings

Additional meetings and conferences may be scheduled each year at the discretion of the Executive Committee. The Executive and Steering committees shall hold bimonthly meetings coinciding with the fiscal year that starts in January. The presence of the majority of members of the Executive Committee inclusive of the President, President-Elect or Past-President will constitute a Quorum for an Executive Committee meeting. The presence of the majority of voting members of the Steering Committee inclusive of the majority of members of the Executive Committee and the President, President-Elect, or Past-President will constitute a Quorum for a Steering Committee meeting. Such meetings may be conducted via video/phone conference or in person.

Article VIII: Adoption of Bylaws and Amendments

Section 1. Adoption of Bylaws

Upon initial adoption of the Bylaws by the Association membership, the Secretary shall date and certify a copy of the Bylaws. These will be maintained in the official records of the Association. A copy of the Bylaws with any amendments will be available to all members of the Association. Bylaws will be reviewed and amended as necessary whenever a President-Elect takes over as President.

Section 2. Amendments

Amendments to the Bylaws may be proposed by any member of the organization during the Association's annual business meeting or in writing to the Executive Committee. Before they can take effect, such proposed amendments will require ratification by majority vote of the Executive Committee.

Bylaws Adapted on August 21, 2020; Revised on April 1, 2025