



Bylaw

of Association of Chinese Helping Professionals and Psychologists—International 国际华人心理与援助专业协会章程

I. Name

The name of the organization shall be the Association of Chinese Helping Professionals and Psychologists - International, hereafter referred to as the ACHPPI.

II. Powers

Within the limits established in the Bylaws and Codes of Ethics of the psychological and helping professions, the ACHPPI will

- Section 1.* Establish rules and policy for the conduct of its business and approve or disapprove proposals in the Bylaws of ACHPPI;
- Section 2.* Establish committees for the conduct of the ACHPPI business and assign functions and responsibilities to them;
- Section 3.* Establish exchange, research, training, and other outreach programs;
- Section 4.* Establish entrance requirements for the ACHPPI; establish standards and procedures for maintenance of the ACHPPI membership status; establish rules of ACHPPI Wechat groups, and other rules and procedures concerning exchange, research, training, and other outreach programs;
- Section 5.* Consider other business brought before it by the President, any of the ACHPPI standing committees, the members, or other authorized persons;
- Section 6.* Consider other items of broad interest to the members

III. Membership

Section 1. Types

The organization offers three types of membership.

- A. Institutional membership is open to higher education institutions, public school districts, hospitals, and agencies that have an interest in issues on counseling or helping related to Chinese culture. Additional members and/or replacements may be added by the organization's Executive Board (defined in Section 2) at a duly

constituted business meeting. A member representing an institution is eligible for office in the organization beginning with the second year of membership.

- B. Individual membership is open to any person who has an interest in counseling or helping related to Chinese culture. An individual member is eligible for standing and ad hoc committee memberships in the organization beginning with the second year of membership.
- C. Student membership is open to any student who has active graduate or undergraduate student status in any private or public university/college studying any social sciences or helping professions. A student member is eligible for serving as a student representative for any standing or ad hoc committee by invitation or appointment by the Executive Board. A student member is also eligible to serve as a student representative to the Board by an election (voted by student members).

Section 2. Fees

Membership fees are payable to the organization. The fee is to be recommended by the Executive Board and approved by the majority of members of the organization.

Section 3. Membership Year

The membership year is January 1 through December 31. An initial membership fee will entitle the new member to the rights and privileges of the membership through December 31 of the following year.

Section 4. Expectations

Members are expected to: attend and participate in meetings and events organized by ACHPPI; promote the missions of ACHPPI; cooperate with member institutions; serve on standing committees; initiate, promote, and engage in program development and research within the organization; and engage in productive dialogues on helping profession among different countries.

IV. Officers and Administration

Section 1. Officers

The officers of ACHPPI shall consist of a President, President-Elect, a Past-President, a Vice President for Science, a Vice President for Membership and Communication, a Vice president for Education and Training, a Technical Specialist, a Treasurer and Secretary, two Student Representatives, and a Representative from the Registration System of the Chinese Psychological Society (CPS). Terms for all elected officers are two (2) years, except Treasurer and Secretary who can hold a longer term when approved by the Board.

- A. The President serves as the chief executive officer and has responsibility for the supervision of all business coming before the organization, stated or implied, that is related to the welfare, stature, and proper operation of ACHPPI. The President presides at and prepares the agenda for all meetings, and appoints standing and special committees, subcommittees, and other units as may be required for the work of committees.
- B. The President-Elect or Past President of ACHPPI performs all duties incumbent upon the President during the absence or disability of the President.
- C. The Vice President for Science performs all duties commonly incident and vested in an office of VP for science, including but not limited to promoting research and scholarly work associated with ACHPPI and its members.
- D. The Vice President for Membership and Communication performs all duties commonly incident and vested in an office of VP for membership and communication, including but not limited to conducting outreach to recruit members and affiliates and maintaining the current membership database, and handling issues related to public relations, relationship with other professional organizations, and fundraising efforts.
- E. The Vice President for Education and Training performs all duties commonly incident and vested in an office of VP for education and training, including but not limited to developing training activities and disseminating educational information for the membership.
- F. The Technical Specialist performs duties including but not limited to the operation and maintenance of the ACHPPI website, ACHPPI YouTube channel, and ACHPPI Bilibili account, and assisting the VP for Membership and Communication in the management of membership database. The person who is elected to take this position shall be granted a lifetime status of ACHPPI membership.
- G. The Treasurer and Secretary performs all duties commonly incident and vested in an office of the treasurer and secretary, including but not limited to developing the annual budget, collecting dues, monitoring income and expenditures, and taking and distributing true minutes of the proceedings of all meetings, and conducting elections of officers. The Treasurer should prepare a financial report annually and upon request by the President to help the ACHPPI maintain its financial health.
- H. The Student Representatives serve as the bridge between the student body and the Executive Board and are responsible for communicating student members' interests and their concerns. The Student Representatives help the leadership of ACHPPI stay connected with member or non-member students in our fields and attend to their professional development needs.

- I. The Representative from the Registration System of the Chinese Psychological Society (CPS) serves as a bridge between the CPS's Registration System and the Executive Board of ACHPPI, and is responsible for providing updated development of the professional regulations in China and maintaining connections of the Executive Board of ACHPPI with the Board of the CPS's Registration System.

Section 2. Governing Body

The Executive Board shall be the governing body of ACHPPI, consisting of the President, President-Elect, Past President, Vice President for Science, Vice President for Membership and Communication, Vice President for Education and Training, Technical Specialist, Treasurer and Secretary, Student Representatives, and Representative from the Registration System of the Chinese Psychological Society.

Duties of The ACHPPI Executive Board

- A. The Executive Board shall implement all policies of ACHPPI;
- B. The Executive Board shall conduct the governance of ACHPPI. The Board shall have supervision, control, and direction of the business of ACHPPI in the realization of its mission in a manner consistent with its Bylaws and Rules. The Executive Board will approve all appointments and actions of the President except as otherwise stated.
- C. With the exception of the annual meeting, meetings shall be called by the Executive Board on an as-needed basis. Voting on ACHPPI matters can also be conducted by a poll of members of the Executive Board (conducted by telephone, e-mail, fax, or other forms of communication) or conducted by the Secretary. The information, recommendation, or vote of the Board members will be passed along to the President who will take action according to the recommendation of the Board.
- D. No officer or member of the Executive Board may receive a fee for any services rendered.
- E. Elected members of the Executive Board will assume responsibilities immediately following the election or annual meeting, whichever is appropriate for the time.
- F. Elected members of the Executive Board shall be assigned by the President to serve as members of each standing committee in such manner as to have at least one (1) board member on each standing committee.

ACHPPI Executive Board Meetings

The Executive Board shall convene before and after the Annual Meeting, on call of the President or any three (3) of its regular members, or at other convenient times. Five (5) of its regular members shall constitute a quorum.

Nomination and Election

- A. The Executive Board is responsible for soliciting nominees, determining their eligibility and willingness to serve, and preparing the election ballots with no less than two (2) candidates for each elected office.
- B. The Executive Board shall elicit nominations for offices from ACHPPI members. The names of no more than two candidates receiving the largest number of nominations should be placed on the formal ballot for each vacant position. In addition, the Board may add to the official ballot names of candidates of its own choices.
- C. Each member and student member of ACHPPI shall have one vote. All Executive Board positions should be voted by regular fee-paying members except the student representatives to the Board. The student representatives will be voted by student members only.
- D. The simple majority rule is applied to all elected positions of the Board.
- E. The newly elected officers take office on June 1, unless otherwise decided by the Executive Board for particular years.
- F. Special situations. There may be situations where the terms of Executive Board members are disrupted, e.g., when unexpected discontinuation of service by any Executive Board members occurs. In such cases, a “special election” approved by the Executive Board or a “special appointment” by the President may occur. The Executive Board will decide on permissible deviations from the process and procedures (including the terms of offices, the procedure of election, and special appointments).

Vacancies

- A. Executive Board. Vacancies in the membership of the Executive Board, in the interim between regular elections, shall be filled by the current Executive Board members. The selected member(s) shall assume the title and duties until the next regular election. In the event of a further vacancy, the same procedure shall be followed.
- B. President. A vacancy in the office of the President of the Executive Board, in the interim between regular elections, shall be filled by an election of a member of the Executive Board who shall assume the title and duties of the President for the unexpired term. In the event of a further vacancy, the same procedure shall be followed.

V. Standing Committees

Section 1. Advisory Board (AB) to the President

An advisory board is initiated by the President at any time during his/her presidency and approved by the Executive Board. The membership on the AB starts at the appointment by the current president and can be reappointed by the next president. If an AB member is not reappointed by the succeeding president, the membership terminates. The current president has the discretion to appoint an AB chair for the duration of his/her presidency.

Section 2. General Provisions

There shall be four (4) standing committees within ACHPPI: Membership and Nominating Committee, Communications Committee; Program Committee; Research and Development Committee. These four (4) committees shall consist typically of three or four (3 or 4) members, each serving for a period of two (2) years, with terms staggered and the possibility for repeated terms. Committee membership shall be appointed by the Executive Board and selected from among chief institutional representatives, individual members, or institutional colleagues identified by the ACHPPI members. No more than two (2) representatives shall be selected from any single institution for any given committee. One (1) or more members of the Executive Board may be appointed to each committee. The establishment of each committee may be initiated by any committee, the Executive Board, or by any ACHPPI members, and committee recommendations shall be referred to the Executive Board for appropriate action. Each committee shall prepare annually a written report of its accomplishments for distribution to the membership of ACHPPI. The Executive Board shall be the only body to create ad hoc committees or to augment the membership of a standing committee.

Section 3. Committees

A. Membership and Nominating Committee

The Nominating Committee shall seek candidates for each elective office. The committee shall receive nominations from members (including its own members), prepare a slate for the annual election after obtaining the consent of those included, and submit the slate, a brief biographical sketch, and a draft ballot to the Executive Officer in time for mailing prior to the annual meeting.

B. Communications Committee

The duties of the Communications Committee shall be to seek and prepare information for the regular Newsletter. The committee will assist the Executive Officer with the publication of this newsletter, and also prepare occasional communications when appropriate. It shall keep ACHPPI members generally informed about ACHPPI activities and serve as a clearinghouse of information for the membership. Key to these duties will be to keep member institutions informed about one another's activities. The Communications Committee will serve as the issues and resolutions committee of ACHPPI when necessary.

C. Program Committee

The duties of the Program Committee shall be to plan the annual meeting as well as any other special gathering of ACHPPI. The committee shall also prepare the business agenda for the annual meeting. The major responsibilities of the Program Committee will be to organize the annual meeting, including selection of the location, speakers, and related matters. When international meetings are being planned by the Program Committee, the China and Taiwan Committees shall be involved.

D. Research and Development Committee

The duties of the Research and Development Committee shall be to develop, organize, and initiate research projects, as well as to seek funding for ACHPPI research and other ACHPPI related activities. The Committee shall encourage research efforts throughout the ACHPPI and develop and implement means for disseminating information about such research. The committee shall also oversee ACHPPI and share generally with members past agreements, evaluation instruments, grant proposals, funding opportunities, and similar information. Key to the role of the committee shall be to stimulate all ACHPPI members to engage in appropriate research and development activities.

VI. Meetings

Section 1. Annual Meeting

The Annual Meeting shall consist of a review of and discussion of the previous year's activities, as well as future meetings and at least one Business Meeting.

- A. Time and Place. The Annual Meeting shall be held at a time and place to be determined by the Executive Board.
- B. Call. At least six (6) months in advance of the Annual Meeting the chair of the Program Committee shall issue the call. Related materials will include, as a minimum, information on the time and place of the Annual Meeting, the preliminary program and business agenda supplied by the chairperson, the list of candidates for election and brief biographical sketches prepared by the Nominating Committee.
- C. Members present at the Business Meeting shall constitute a quorum for the transaction of business.
- D. The President shall see that a summary of the business deliberations of the Annual Meeting is issued to members within two (2) months after the close of such Meeting.

Section 2. Regional Meetings

The chairperson in consultation with the Executive Board may propose holding Regional Meetings.

VII. Policies

- A. The ACHPPI will maintain a set of official policies on topics of significance to the ACHPPI. The documents included in the official policies will be placed there by a simple majority vote of the members.
- B. Policies included, but were not limited to
 - (i). Mission, Vision, and Value Statements
 - (ii). Membership Requirements/Criteria
 - (iii). The purpose and procedures of Journal of Chinese Helping Professionals and Psychologists - International

VIII. Parliamentary Authority

All procedures of the ACHPPI shall be in accordance with Roberts Rules of Order: The Modern Edition (RONR [10th ed.], p. 15, l. 17-25; p. 561-62, 569 except as otherwise provided in the Bylaws of the ACHPPI

IX. Professional Journal

Section 1. Name of the journal: Chinese Mental Health Professionals

Section 2. Purpose of the journal

Chinese Mental Health Professionals is published by ACHPPI. The magazine is dedicated to the professional development of front-line Chinese mental health professionals from around the globe. The magazine's purpose is to facilitate the advancement of the mental health industry and the development of mental health professionals. The magazine strives to promote discussions, reflections, and collaborations among Chinese mental health professionals across different countries. It focused on topics related to mental health practice, including but not limited to lifespan professional development, various psychotherapeutic approaches, reflections on mental health practice and its history, Chinese culture and mental health practice, ethics of mental health practice, practice issues for Chinese mental health professionals in various countries, case analysis, case consultation, mental health practice policy, business and mental health practice, etc.

Section 3. Editorial Board

The Editor is appointed by the Executive Board.

Associate Editors are selected by the Editor and approved by the Executive Committee.

Reviewers are selected by the Editor and the Associate Editors.

Managing Editors are appointed by the Editor.

X. Amendments to the Bylaws

A proposal to amend these Bylaws can be introduced by any ACHPPI member at the member meeting. If moved and seconded, the proposal may then be discussed at that meeting, but no vote shall be taken at that same meeting. All proposals to amend the Bylaws that have been moved and seconded at a meeting shall be submitted to the members either at the next member meeting or by paper or electronic ballot.

Approval of the proposal requires a quorum and a two-thirds majority voting in favor of the proposal.