

SAN Byelaws

Article I. Name, Acronym and Byelaws

- 1) The name of this organization shall be The Society of Applied Neuroscience, hereinafter referred to as the Society.
- 2) The official acronym of the Society shall be SAN.
- 3) The Society shall be governed by these Byelaws and any amendments thereto. Procedures not specifically mentioned herein shall be determined by resolution of Council, provided such resolution does not conflict with these Byelaws.

Article II. Purpose

The primary purpose of the Society is to serve the needs of its Membership through:

- 1) Advancement of research, development, and training in applied neurophysiology and cognitive neuroscience and their practical applications
- 2) Integration of neurophysiology and neuroregulation with behavioural methods in basic and applied science.
- 3) Improvement of the clinical uses of applied neurophysiology through high standards of professional practice, peer review, ethics, and education.
- 4) Increased knowledge and integration of knowledge about neurophysiology, neuroregulation and reorganisation, and related neuroscience such as biofeedback, neuropsychological rehabilitation, brain-computer interface and transmagnetic stimulation via meetings and educational programs and publication.
- 5) Advancement of international integration, cooperation and sharing of knowledge with other societies.
- 6) The Society is not to be operated for profit and may not enact Byelaws inconsistent with the Articles of Incorporation.

Article III. Membership

- 1) Membership shall be open to any person dedicated to the purposes delineated in Article II upon approval of the membership application by Council and the payment of dues.
- 2) There shall be four classes of membership: ordinary, affiliate, honorary and student membership.
- 3) Ordinary members. Any person with professional qualifications relevant to applied neuroscience.
- 4) Affiliate members. Persons with interests in applied neuroscience but not eligible for the other categories of membership.

- 5) Honorary membership. By invitation persons with outstanding eminence and seniority may be offered membership without the payment of dues.
- 6) Student membership. Open to students enrolled in degree programmes of higher institutions related to applied neuroscience.
- 7) All members, except affiliate members, shall have the right to vote in the Society's affairs.

Article IV. Dues

Dues as determined by Council will be collected yearly by the Society

Article V. Council

- 1) The Council shall be elected for two years by the membership and consist of the Officers of the Society and two members of the Society at Large. Each Council member may be re-elected for unlimited terms of office.
- 2) Regular meetings of Council shall be held at least annually at times and places specified by the Council. A quorum at any Council meeting shall consist of a majority of the Council's membership.
- 3) In the case of disability or resignation of a Council member, Council shall fill the vacancy for the remainder of the term.
- 4) Each member of the Council shall have one vote.

Article VI. Powers and Duties of Officers

- 1) The officers shall consist of a President, Vice-President, Secretary and Treasurer and two Members at Large. Such officers will serve without monetary compensation but shall be entitled to reimbursement of out-of-pocket expenditures made by them on behalf of the Society and in discharging their duties as officers.
- 2) The President shall (1) represent the entire membership and the best interests of the Society; (2) preside at meetings of the Society and Council; (3) coordinate the business affairs of the Society (4) be an ex-officio member of all committees of the Society; (5) appoint persons to non-elected positions such as committee chairs with the approval of the majority of the Council.
- 3) The Vice-President shall (1) assume the duties of president in the absence of President; (2) assist the President in performance of his duties; (3) perform such other duties as are assigned by the President or by Council.
- 4) The Treasurer shall (1) keep societal funds in a financial institution and disburse all monies to be paid by the Society; (2) maintain financial records for the Society; (3) assist the Secretary in maintaining membership records; (4) perform other duties incident to the office as required by the Byelaws or by Council.
- 5) The Secretary shall (1) prepare and distribute an agenda for each meeting to all members; (2) keep minutes of the Membership and Council meetings; (3) receive and maintain records of all Society correspondence; (4) keep a record of Society members in good

standing; (5) perform other duties incident to the office as required by the Byelaws or by the Council.

- 6) The Members At Large shall have such duties as the President or Council may direct.
- 7) Removal of a Council Member: Any officer or Council member may be removed from office before the expiration of his/her term by a three-fourths vote of Council if the Council believes evidence is present that the best interests of the Society are not being served.

Article VII. Committees

- 1) Council may appoint committees to act for Council for special purposes, designating their duties and powers in the resolution of appointment. Such resolution must be adopted by a majority vote of the members of Council. Council may also appoint or designate members of the Society to serve as ex officio members of standing committees as deemed appropriate.
- 2) Standing Committees shall include but are not limited to the following Committees: Certification and Training, Conference and Workshop Organisation, Conference Programme. All Standing Committees shall submit to the President, in advance of the Annual Meeting, a written report of their activities and proposals. Members of most Standing Committees shall be appointed for a two-year term, and may be reappointed for additional terms.
- 3) Chairpersons may be invited to attend Council meetings but may not vote.

Article VIII. Meetings of Members

- 1) The annual meeting of the members shall be held at such time and place as may be determined by the Council. Written notice of meetings shall be sent to each member at least 30 days before such meeting. The notice will specify the time, place and purpose of the meeting.
- 2) A special meeting of the members may be called at any time by the Council or the President, or five percent or more of the members. A special meeting shall be called by written request, specifying the general nature of the business proposed to be transacted and submitted to the President or Secretary.
- 3) A quorum at any members' meeting shall consist of ten percent of the voting membership based on the membership list kept by the Secretary.

Article IX. Funds

All funds received by the Society shall be used for purposes incident to the fulfillment of the Society's objectives.

Article X. Nominations and Elections

- 1) The Nominations Committee shall be appointed by the President and shall prepare a ballot of candidates for vacant Council positions.

- 2) The Nominations Committee shall nominate at least one candidate for each vacancy on the Council. No member of the Nominations Committee is eligible to be nominated for any elected position.
- 3) The Nominations Committee shall oversee the elections.
- 4) Elections shall be carried out by members eligible to vote. Voting shall be by mail, electronic ballot or at the Annual Meeting.
- 5) A majority vote shall constitute an election. The nominees receiving the highest number of votes shall be declared elected. In case of a tie, the choice shall be decided by lot.
- 6) The schedule for nominations and balloting shall be determined by the Council and announced to the membership.

Article XI. Referendum

Upon petition of ten percent of the voting members in good standing, a request for vote of the members on any matter, not involving an amendment to the Byelaws, may be addressed to the Council. The issues will be decided by a majority of those voting.

Article XII. Amendments

Amendments to the byelaws may be proposed by the Council or by petition signed by ten percent or more of the Society members. Amendments will be adopted if they receive an affirmative vote by two-thirds of the members voting.