

# **BYLAWS of the Alabama Association for Multicultural Counseling and Development**

April 1996

## **ARTICLE I**

### **NAMES AND PUROSES**

#### **Section 1. Name.**

The official name of this organization shall be the Association for Multicultural Counseling & Development (ALAMCD), a state section of the Association for Multicultural Counseling and Development (AMCD), a division of the American Counseling Association (ACA).

#### **Section 2: Use of Name.**

The official name of this Association shall be employed in connection with all official business and communications pertaining to ALAMCD.

#### **Section 3: Affiliation.**

ALAMCD shall be a division of the Alabama Counseling Association (ALCA). It shall be autonomous in the conduct of its affairs, but shall be organized and operated at all times in compliance with the By-Laws of AMCD and the By-Laws of ALCA.

#### **Section 4: Purpose.**

The purpose of the Association shall be as follows:

- a. To promote a greater understanding of multiculturalism among members of the counseling, human services, and guidance profession.
- b. To improve the standards of counseling and guidance given to multicultural groups.
- c. To identify and work to eliminate conditions which create barriers to the individual development of multicultural groups.
- d. To develop, implement and/or foster interest in charitable scientific and educational programs designed to further the interests of multicultural groups.

- e. To secure equality of treatment, advancement, qualifications and status of multicultural individuals in personnel and guidance work.
- f. To publish a newsletter and other scientific, educational, and professional materials with the purpose of raising the standards of all who work in guidance and counseling.
- g. To facilitate a broader awareness of multicultural counseling among the helping professions.

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 1: Types of Membership.**

This Association shall include four types of membership: Regular, Student, Associate, and Honorary.

- A. Regular members. The minimum requirement for regular membership shall be:
  - 1. Full or part-time employment in guidance, counseling, human services, and personnel work at the time of applying for regular membership.
  - 2. Experience in guidance, counseling, human services, placement, test development, vocational, administration, personnel work, research and writing related to counseling and human development.
  - 3. Interest in and a desire to uphold the purposes and principles of ALAMCD.
- B. Student Member. A student engaged in full or part-time study in an accredited undergraduate or graduate school in a course of study related to personnel and/or counseling work may be admitted as a student member upon application and endorsement by his faculty advisor.
- C. Associate Member. Individuals who are interested in guidance, counseling, human services and personnel work but who do not meet the requirements of (a) or (b) may be admitted to associate membership.
- D. Honorary Member. A person who has made an outstanding contribution in the area of multicultural concerns in personnel and counseling may be admitted honorary membership. Honorary membership carries exemption from the payment of all dues.

#### **Section 2. Application for Membership.**

Any person desiring to become a member of the Association shall make application to the ALCA membership chairman specifying ALAMCD as the division choice.

#### **Section 3. Continuity of Membership.**

Membership in ALAMCD shall be continuous on an annual basis.

**Section 4. Rights and Privileges.**

A regular member in good standing shall be eligible to vote, and to hold office in the Association.

**Section 5. Termination of Membership.**

A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely its reputation, or that violates principles stated in ACA's Code of Ethics or By-Laws. Any member charged with engaging in such conduct shall be given notice of the precise nature of the charges against him or her, given the opportunity to confront witnesses against him or her and shall have the right to appeal and have a hearing before the Executive Council whose decision shall be final. A Committee of Ethics appointed by the Executive Council shall consider any charge made over the signature of two ALAMCD members in good standing and shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or whether the charges are true, subject, however, to the right of any accused member to appeal to the Executive Council from any final decision of the Committee on Ethics. A member may be dropped from membership for the nonpayment of dues.

**ARTICLE III**

**OFFICERS**

**Section 1. Elective Officers and Term of Office.**

- a. The officers of the Association shall be the President, President-elect, Immediate Past President, Secretary, Treasurer and Historian.
- b. The President-Elect, elected annually, shall hold office for one year and shall succeed to the Presidency for a one-year term, and then to the immediate Past President for a one-year term.
- c. The Secretary and Treasurer shall be appointed annually by the ALAMCD President with approval of the Council.
- d. The President shall be ineligible to serve again as President-Elect or President for a period of five years following previous service in either office.
- e. In the event of resignation, continued absence, illness, removal from office or death of an officer other than the President, the Council shall, by majority vote, elect a successor to serve until the next annual election.

**Section 2. Functions of Officers.**

- a. The President shall preside at meetings of the division and the Executive Board. The President shall exert leadership in the achievement of the purposes of ALAMCD, appoint chairmen of all ALAMCD committees, and serve as ex officio on all ALAMCD committees.

- b. The President-elect shall perform the duties of the President in the absence or incapacity of the President, serve as a member of the division and the Executive Committee, carry out such other duties and responsibilities as may be assigned by the division or prescribed in the By-Laws of ALCA for President-Elect.
- c. The Past President shall serve as a member of the division and the Executive Committee, serve as chairperson of the ALAMCD Committee on Nominations and Elections and represent ALAMCD on the ALCA Committee on Nominations and Elections.
- d. The Secretary shall: 1) keep a record of the proceedings of the division Executive Committee, 2) perform such duties as may be delegated by the Executive Division, and the officers of the Association. serve as a member of the division and the Executive Committee.
- e. The Treasurer shall serve as a member of the division, the Executive Committee, and the Finance Committee; represent the Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Executive Council, perform the duties customary to the office and such additional duties as directed the Executive Division, and shall submit a written financial report to the Executive at the regular annual meeting.
- f. The Historian shall keep scrapbooks, records, and other materials of historical significance to the chapter and will serve as chairperson of the Publicity Committee.

## **ARTICLE IV**

### **COMMITTEES AND COMMISSIONS**

#### **Section 1. Executive Committee.**

This committee shall consist of the President, President-Elect, the Immediate Past President, the Treasurer, the Historian, and the Secretary. The Executive Committee shall act for the Council in the interim between meetings. It shall promptly report to the council all business transacted between meetings.

#### **Section 2. Standing Committee.**

The standing committees of ALAMCD and their duties, shall be:

- a. The Membership Committee shall promote membership in ALAMCD, and recommend procedures for processing applications.
- b. The Finance Committee composed of the President, the President-elect, and the Treasurer shall prepare the annual budget of ALAMCD and recommend fiscal policies for consideration by the Council.

- c. The By-Laws Committee shall have responsibility for drafting proposals for amendments of these by-laws and for the final working of amendments passed by the Executive Council and membership to insure their consistency with the style and substance of these by-laws.
- d. The Publication Committee shall be responsible for the publication of (4) ALAMCD newsletters. The Chairperson shall be appointed by the President or voted in a the general meeting held at the Fall Workshop of ALCA.
- e. The Program Committee shall be responsible for planning, developing, and implementing programs relating to the concerns of ALAMCD.

**Section 3. Special and Continuing Committees and Commissions.**

These committees and commissions shall be established by the Council to carry out such activities as it believes will further the objectives of ALAMCD.

**ARTICLE V**

**FINANCE**

**Section 1. Dues and Assessments.**

The following procedures shall be followed in establishing ALAMCD dues and assessments.

- a. Annual dues for all classes of membership shall be established by the Executive Council. subject to approval of ALCA.
- b. The Executive Council may levy special assessments on the entire memberships or on any class of members.

**Section 2. Fiscal Year.**

The fiscal year of ALAMCD shall coincide with the fiscal year of ALCA.

**ARTICLE VI**

**BUSINESS AFFAIRS OF THE ASSOCIATION**

**Section 1.**

Robert's Rule of Order shall govern all the proceedings of the association when they are not consistent with these By-laws.

**Section 2. Basic Documents.**

The basic governance documents of the Association and all amendments thereto shall be transmitted to the Executive Director of the Alabama Counseling Association.

## **ARTICLE VII**

### **ADOPTION AND AMENDMENT OF BYLAWS**

#### **Section 1. Amendment and Adoption.**

These By-Laws may be amended by majority vote after submission of the proposed amendment by either of the following methods:

An amendment first proposed at any meeting of the Executive Council shall be voted upon by the Council and then voted upon by ALAMCD members at the annual meeting.