

# **BYLAWS of the Alabama Counseling Association**

## **Chapter II**

### **ARTICLE I**

#### **NAME AND MISSION**

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

The name of this association shall be the Alabama Counseling Association, Chapter II.

##### **Section 2. Mission**

- I. This chapter is a branch of the Alabama Counseling Association. It seeks to implement through its activities the enhancement of individual human development and wellbeing throughout the lifespan and to promote the counseling profession.

### **ARTICLE II**

#### **MEMBERSHIP AND DUES**

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

- I. Active professional membership in this Chapter shall be open to any persons professionally engaged in guidance, counseling, or personnel work in an educational, institutional, or private setting, or any such similar agency.
- II. Student membership shall be open to any graduate or undergraduate student who is not full-time employed in a counseling-related position and who is actively engaged in a program of study in counseling, guidance, or personnel. All privileges of active professional membership shall be extended to the student member. Student members shall pay one-half (1/ 2) of regular state dues and one-half (1/ 2) of Division dues.

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

- I. Any person desiring to become a member of this Chapter must make application during the dues-paying period, May 1 to April 30. A person shall become a member of the State Association and this Chapter upon approval of the application and the payment of dues.

##### **Section 3. Dues**

- I. The dues shall be paid annually on the anniversary date of the original membership.

##### **Section 4. Voting**

- I. Voting membership shall be of one type--active professional membership.

## **Section 5. Severance of Membership**

- I. A member may be dropped from membership for any conduct that tends to injure the Association or to adversely affect its reputation, or that is contrary to or destructive to its mission according to the Bylaws and Code of Ethics of the Association.
- II. A member shall be dropped from membership for the nonpayment of dues.

## **ARTICLE III ADMINISTRATIVE STRUCTURE**

### **Section 1. Officers and Terms of Office**

The elected officers of this chapter shall be:

President  
President-Elect  
Immediate Past President  
Secretary  
Treasurer  
Student Engagement Chair

and all elected committee members as decided by the President. All elected officers shall be members in good standing of the Alabama Association for Counseling at the time of their election and during their term of office.

- (a) Each Officer shall be responsible for nominating someone to his or her position to serve at the end of their term. Names and qualifications of nominated candidates shall be announced to the membership at the spring meeting. Additional nominations may be made from the floor at the spring meeting. If a position is vacant and no nominations are provided, a chapter inquiry and election is required.
- (b) Elected officers with the exception of the Treasurer shall serve for one (1) year, beginning May 1 and ending April 30.
- (c) The Treasurer shall serve for two (2) years.
- (d) The President-Elect shall assume the office of President at the completion of the one-year term as President Elect.
- (e) The elections shall be held by electronic ballot after the spring meeting. Elections for all officers will be held regardless of whether they are running unopposed.

## **Section 2. Duties of Officers**

### **President**

- I. The President shall preside at all business meetings of the Chapter and shall be the Chairperson of the Executive Council. The President shall appoint and be an ex-officio member of all standing and special committees. The President shall attend the Alabama Counseling Association annual conference and attend all Chapter II board and chapter meetings.
  - a) Leading, managing, and developing the organization as defined goals and activities in accordance with the mission statement of the Alabama Counseling Association and Chapter II.
  - b) Developing, implementing, monitoring, and assessing the organization's
  - c) programs (including their impact).
  - d) Developing, implementing, monitoring, and assessing sound and compliant financial management practices (including budgeting).
  - e) Appointing, developing, informing, and supporting the committee
  - f) chairpersons.
  - g) Ensuring the board's directives, policies, and resolutions are carried out accordingly.
  - h) Ensuring effective external communications about the organization and its mission, priorities, importance, programs, and activities at it pertains to Alabama Counseling Association and Chapter II.

### **President-Elect**

- I. The President-Elect shall be the Chairperson of the Bylaws Committee and shall assist the President in the performance of his/her duties. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Executive Council. The President-Elect will attend the Alabama Counseling Association Annual Conference in place of the President as well as preside over Board and Chapter meetings, if needed.
- II. The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year.
  - a) Attend all board and chapter meetings.
  - b) Ensuring all parliamentary action and updates are in accordance with the structure as approved by Alabama Counseling Association and Chapter.
  - c) Preparing and presiding over meetings and conference calls in the absence of the President.
  - d) Working closely with the President on ensuring implementation of the chapter's strategic goals.
  - e) Representing the chapter at various affiliate and/or professional events.

### **Secretary**

The Secretary shall keep accurate minutes of all meetings of Chapter II and the Executive Council. The Secretary shall make the minutes available for all members of the Executive Council. The Secretary is critical in fostering communication by providing accurate meeting minutes and properly complying with regional bylaws.

### Secretary (Con't)

- a) Attend all board and chapter meetings and maintain accurate documentation.
- b) Timely distribution of meeting materials such as agendas and meeting minutes.
- c) Assist in drafting letters or communicate as needed.
- d) Responsible for sending invite and meeting notice to all Board Members.
- e) Perform other responsibilities assigned by the President.
- f) Responsible for ensuring contact hour certificates are awarded appropriately for workshops.

### Treasurer

- I. The Treasurer shall receive all funds and disburse them with the approval of the President in accordance with the policies and provisions of the Chapter and its Bylaws. The Treasurer, upon election, shall audit the books of the previous Treasurer before the Fall meeting.
  - a) Attend all board and chapter meetings and present an updated financial report
  - b) Responsible for the financial management of the chapter, working closely with other members of the Executive Council to safeguard the organization's finances.
  - c) Assists with financial planning and budgeting for the chapter.
  - d) Management of the chapter's banking, book-keeping and financial record keeping.

### Communications and Social Media Chair/Historian

- I. The Communications and Social Media Chair/Historian will serve as a conduit for information regarding events and programs within the region. The Chair will also serve as an internal source of information dissemination.
  - a) Attend all board and chapter meetings.
  - b) Collect and post event highlights (photos or summary) to social media a minimum of one time per week.
  - c) Manage membership publicity requests via Facebook, Twitter, LinkedIn.
  - d) Distribute information regarding meetings.
  - e) Store accurate records of chapter events for historical data; archive using chapter's Google drive.
  - f) Identify content for e-newsletter and share with Executive Council.
  - g) Perform other responsibilities assigned by the President.

### Student Engagement Chair

- I. The student engagement chair will serve as a liaison to the student body with the goal of ensuring the needs of Chapter II students are served.
  - a) Attend all board and chapter meetings.
  - b) Create and offer initiatives that support student engagement success.
  - c) Serve as a visible and active "champion" for student engagement efforts involving the Alabama Counseling Association and Chapter II.
  - d) Prepare and attend Student Engagement meetings and activities.

## **ARTICLE IV EXECUTIVE COUNCIL**

### **Section 1. Composition**

- (a) The Executive Council will be composed of elective officers, immediate past- president, and chairpersons of standing and special committees.
- (b) The Executive Council shall have the power to act for the Chapter in the interim between meetings in accordance with the policies of the Association established at regular meetings. A majority of all voting members of the Executive Council shall be required to transact business.
- (c) The Executive Council shall have the power to fill vacancies in those offices occurring between regular meetings of the Chapter.
- (d) The Executive Council shall hold regular quarterly meetings to conduct the business of the Chapter.

## **ARTICLE V COMMITTEES**

### **Section 1. Standing Committees**

The standing committees of this Chapter shall be (1) Awards and Resolutions Committee, (2) Nominations and Elections Committee, and (3) Bylaws Committee. Chairpersons of standing committees shall serve as voting members of the Executive Council.

### **Section 2. Composition and Functions of Standing Committees**

- (a) The Awards and Resolutions Committee shall facilitate the services of the state association to its chapter membership by reviewing awards and submitting information to the Executive Council for action. The Awards and Resolution Committee chairperson shall be appointed by the President.
- (b) The Bylaws Committee shall keep the membership supplied with accurate copies of the bylaws and shall propose amendments to them when deemed appropriate. The President-Elect shall serve as the Bylaws Committee chair.
- (c) The Nominations and Elections Committee shall be composed of the immediate Past-President as chairperson and at least two (2) other chapter executive board members chosen by the committee chair. The Nominations and Elections Committee shall give its report at the spring meeting.

### **Section 3. Special Committees**

The President and/ or the Executive Council may propose special committees as necessary. The chairperson of each special committee shall serve as a non-voting member of the Executive Council.

## **ARTICLE VI MEETINGS**

### **Section 1.**

The Chapter shall have at least three (3) regular meetings each year-fall, winter, and spring-at which time business of the Chapter shall be conducted.

### **Section 2.**

Places, dates, and times of the meetings shall be determined by the Executive Council.

### **Section 3.**

Members present at regular meetings shall constitute a quorum for the transaction of business.

## **ARTICLE VIII STATE REPRESENTATION**

### **Section 1.**

The President of the Chapter shall be its official delegate to the Alabama Counseling Association.

## **ARTICLE IX AMENDMENTS**

### **Section 1.**

These bylaws may be amended at any regular meeting of the Chapter provided the proposed amendment has been distributed to the membership at least fifteen (15) days prior to the meeting.

## **ARTICLE X RULES OF ORDER**

### **Section 1.**

ROBERT'S RULES OF ORDER, Newly Revised, 1971 Edition (by Harry Martin Robert), as from time amended, shall govern the proceedings of all bodies of the chapter except where otherwise specified by these by these bylaws.

Version Approved by the ALCA Bylaws Committee on: 06/20/2023.