

**BYLAWS
of the
Alabama Counseling Association
Chapter IV**

ARTICLE I

NAME AND MISSION

Section 1. Name

The Name of this association shall be Chapter IV of the Alabama Counseling Association (ALCA).

Section 2. Mission

Chapter IV of ALCA encompasses Jefferson and Shelby counties of Alabama, and through its activities, seeks to enhance individual human development through the lifespan and to promote the counseling profession.

ARTICLE II

MEMBERSHIP

Section 1.

Active Professional Membership shall be open to members of ALCA professionally engaged in an ALCA recognized counseling specialty and residing in Jefferson or Shelby Counties.

Section 2.

Student Membership shall be awarded to graduate students who are not employed full- time in a counseling related position and who are actively engaged in a program of study in counseling, guidance, or student personnel.

Section 3.

Special membership may be offered to individuals who were members of ALCA at the time of retirement, or granted emeritus membership, or given special membership.

Section 4.

Chapter dues will be determined by the bylaws and policies and procedures of the Alabama Counseling Association (ALCA). Therefore the Treasurer of ALCA shall compensate the Chapter according to the number of members and the dues allocated per member.

Section 5.

Membership may be revoked for nonpayment of dues as well as in accordance with the bylaws of the American Counseling Association (ACA) or the Alabama Counseling Association (ALCA).

Section 6.

Voting members will be determined by the Bylaws of ALCA.

ARTICLE III
OFFICERS, TERMS, DUTIES AND RESPONSIBILITIES

Section 1.

The elective officers of this association shall be President, President-elect, Immediate Past President, Secretary, Treasurer and Historian. The term of office shall follow the requirements of ALCA, but in general shall be May 1 to April 30.

Section 2.

All elective officers must be members in good standing of Chapter IV and ALCA at the time they are nominated for office and continue in good standing during their term in office.

Section 3.

The President shall preside at all chapter meetings and shall be the chairperson of the executive council. The President shall be the official chapter representative to ALCA. The President shall be an ex-officio member of all standing and special committees.

Section 4.

The President-elect shall be responsible for the program at each chapter meeting, and shall assist the President in performance of his/her duties. The President-elect will serve in the absence or incapacity of the President, and shall be the official chapter representative to ALCA in the absence of the President.

Section 5.

The Immediate Past President shall be responsible for the Nomination and Election of Officers process, strategic planning, and other duties as assigned.

Section 6.

The Secretary shall keep accurate minutes of all meetings of the Chapter and the Executive Council.

Section 7.

The Treasurer shall receive and oversee all disbursements in accordance with the policies and procedures of the Chapter and ALCA. The treasurer will prepare an annual budget for the Chapter.

Section 8.

The Historian will serve as the official records keeper of the Chapter and maintain copies of all minutes, publications, bylaws, official correspondence of the Chapter. The historian shall also be responsible for Chapter publicity.

ARTICLE IV
EXECUTIVE COUNCIL

Section 1.

The elective officers of the Chapter shall serve as the executive council, and shall have the power to act for the Chapter in the interim between meetings of the chapter membership. A simple majority of all members of the Executive Council shall be required to transact business.

Section 2.

The executive council shall have the power to fill vacancies in its membership between chapter meetings except in the office of President. If the office of President should become vacant, then the President-elect will fill the remainder of the term as well as the term to which s/he was elected.

Section 3.

The President has the option to appoint a Parliamentarian to serve as a non-voting member of the executive council. The Parliamentarian may also be asked to serve during the chapter meetings. It will also be the responsibility of the Parliamentarian to maintain the bylaws and make any suggestions for changes.

ARTICLE V COMMITTEES

Section 1.

There shall be standing committees of the Chapter. Each member of the executive council will be responsible for the work of the committee reporting to that position. In the absence of the committee, that executive council member will be responsible for the activities and duties of the committee. All special committees report to the President, unless a majority of the executive council decides the work of the committee should report to another member.

Section 2. Nominations Committee - Immediate Past-President.

The nominations committee will present a slate of officers for approval at the first chapter meeting of the calendar year. Nominations may be made from the floor at that meeting.

Section 3. Program Committee - President-elect.

The program committee is responsible for presenting an interesting and educational session at each chapter meeting.

Section 4. Publicity Committee - Historian.

The publicity committee shall make known the activities of the chapter through newsletters and press releases as well as other media outlets. It shall keep information of historical significance to the Chapter.

Section 5. Bylaws Committee - President.

The bylaws committee shall supply the membership with accurate bylaws and suggest needed revisions when appropriate. The chapter bylaws must be in agreement with the bylaws of ALCA, and any changes must be submitted to the Parliamentarian of ALCA for review prior to adoption by the chapter.

Section 6. Budget & Finance Committee - Treasurer.

This committee shall maintain the financial records of the Chapter and shall recommend an annual budget for approval by the executive council of the Chapter.

Section 7. Awards Committee - President.

The awards committee will serve as Chapter liaison to ALCA for state and national awards. This committee will actively seek nominees for the various awards from the membership, and meet the established deadlines for response.

Section 8.

Special committees may be established by the President and/or majority vote of the Executive Council. Special committees will serve for one year, or the end of the term of the President. Special committees will make a final report to the Executive Council, but may also be asked from time to time to report activities to the President.

ARTICLE VII

MEETINGS

Section 1.

Chapter IV shall hold at least two regular meetings of the membership each year. One of those meeting shall be held during the Fall Conference of ALCA. The other meeting must be held after the beginning of the calendar year and prior to May 1. Business of the Chapter shall be conducted at the Chapter meetings.

Section 2.

The executive council of the chapter will meet quarterly.

Section 3.

A majority vote of the executive council can call for a chapter or executive council meeting at any time.

Section 4.

Roberts Rules of Order (Newly Revised) shall serve as guidance for all meetings of Chapter IV.

ARTICLE VII

QUORUM

The membership present at any regular chapter meeting shall represent a quorum for the transaction of business of the Chapter.

ARTICLE VIII

BUSINESS AFFAIRS OF THE CHAPTER

No member shall have any severable or transferable interest in the property of the Chapter. All property of the Chapter is subject to the control and management of the executive council. Should the Chapter dissolve, all property and funds shall be transferred to ALCA. All expenditures of the Chapter must be budgeted and approved by the executive council. The approval of the President is required for reimbursement of expenses, and the funds must be in the approved budget, before the Treasurer will consider the reimbursement request.

ARTICLE IX

NONDISCRIMINATION

There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender, sexual orientation, age and/or disability.

ARTICLE X

AMENDMENTS

These bylaws may be amended at any regular meeting of the Chapter provided the notice of the proposed amendment has been sent to the current membership at least ten (10) days prior to the meeting.