

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

ARTICLE I

NAME AND OBJECTIVES

Section 1

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

Section 2

Specific Objectives of Chapter VII:

- (a) To provide opportunity for communication and fellowship among professional colleagues and stimulate interpersonal understanding and service to each other;
- (b) To provide grassroots input to the Alabama Counseling Association from the Chapter membership;
- (c) To plan district-wide programs and small-group activities to meet the needs and interests of Chapter membership, developing and using its own professional resources.

The association as a Chapter of the Alabama Branch of the American Counseling Association seeks to implement, through its activities, the purposes of the National and State Associations.

ARTICLE II

MEMBERSHIP AND DUES

Section 1

Active Professional Membership in Chapter VII shall be open to any member of the Alabama Counseling Association whose county residence or place of employment lies within the geographic boundaries of Chapter VII. Only active professional members shall have voting privileges.

Section 2

Professionals residing or working in adjacent counties may become individual members of Chapter VII upon request.

Section 3

The annual Chapter dues are determined by recommendation from the ALCA Executive Council and subsequent approval by the membership of ALCA.

Section 4

Chapter dues are included in membership fees paid to ALCA. Therefore, the Treasurer of ALCA shall compensate the Chapter according to the number of members and the dues allocated per member.

ARTICLE III

OFFICERS

Section 1

The elective officers of Chapter VII shall be: President, President-Elect, Secretary, Treasurer, and Historian. All officers shall be elected by members in good standing with Chapter VII. The Parliamentarian shall be appointed by the President.

Section 2

All elective officers of Chapter VII shall be members in good standing of the Alabama Counseling Association.

Section 3

Officers shall be elected at the first meeting of the calendar year and shall assume their positions by May 1. Officers shall serve for one year May 1 - April 30, except for the Treasurer. The term of office for the Treasurer shall be two years. The President-Elect shall assume the office of President following a one-year term as President-Elect. The President shall assume the office of Immediate Past President for a one-year term at the completion of the one-year term as President.

Section 4

The President shall preside at all business meetings and shall serve as Chair of the Executive Committee. The President shall be ex-officio member of all standing and special committees. The President, with the advice and consent of the Executive Committee, shall have the power to appoint special committees.

Section 5

The President-Elect shall be Chair of the Program Committee and shall assist the President in the performance of the duties of that office.

Section 6

The Secretary shall keep the minutes of all meetings of the Chapter and the Executive Committee and shall handle correspondence as required.

Section 7

The Treasurer shall receive, keep account of and disburse funds, with the approval of the President, in accordance with the policies and provisions of the Chapter and Bylaws.

Section 8

The Immediate Past President shall be Chair of the Nominations and Elections Committee and shall assist the President in the performance of the duties of that office.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be composed of the elective officers, appointive officers, immediate Past President, Chair of each standing and special committee.

Section 2

The Executive Committee shall have the power to act for the Chapter in the interim between meetings in accordance with Chapter policies established at regular meetings. A majority of all voting members of the Executive Committee shall be required to transact business.

Section 3

The Executive Committee shall have the power to fill vacancies in its membership occurring between regular Chapter meetings except in the office of President. If the President should be unable to complete a term, the President-Elect shall immediately succeed. The Executive Committee shall then fill the office of President-Elect. A President-Elect appointed by the Executive Committee shall not assume the Presidency upon completion of that term as President-Elect. A President shall be elected at the next regularly scheduled election.

ARTICLE V

COMMITTEES

Section 1

The standing committees of Chapter VII shall be: Nominations and Elections, Program, Publicity, Bylaws, Membership, Professional Standards, Professional Relations, Publications, Awards and Resolutions and Graduate Student. The chairs of each committee shall be appointed by the President with the approval of the Executive committee except when an officer position includes a specific chair position.

Section 2

The Nominations and Elections Committee shall be appointed by the President with the approval of the Executive Committee and shall report at the first calendar meeting by submitting a slate of nominees for all elective offices.

Section 3

The President-Elect shall serve as Chair of the Program Committee which shall plan all official programs of the Chapter.

Section 4

The Historian shall serve as Chair of the Publicity Committee which shall publicize the activities of the Chapter through the news media and shall keep scrapbooks, records and other materials of historical significance to Chapter VII.

Section 5

The Parliamentarian shall serve as Chair of the Bylaws Committee which shall keep the membership supplied with accurate copies of the Bylaws and shall propose amendments to them when deemed appropriate.

Section 6

The Professional Standards Committee shall promote the Chapter's concern for adequately trained personnel filling guidance, counseling and personnel positions in the various agencies in the Chapter. With the approval of the Executive Committee this committee shall seek to represent the Chapter's views in regard to certification and licensure of such professional personnel in the Chapter.

Section 7

The Membership Committee shall promote interest in membership in Chapter VII among all eligible persons in the Chapter.

Section 8

The Professional Relations Committee shall serve as the official liaison between the Chapter and other agencies.

Section 9

The Awards and Resolutions Committee shall work in coordination with the ALCA Awards Chair in carrying out designated responsibilities to be assured that Chapter VII membership is duly recognized.

Section 10

The Graduate Student Committee shall coordinate graduate student recruitment and encourage active participation in ALCA.

Section 11

The Publications Committee shall establish publication policy and assist in developing, editing, and publishing of Chapter publications. The Chair of this committee shall also serve as the newsletter editor.

Section 12

Special Committees: The President and/or Executive Committee may appoint special committees as necessary. The Chair of each Special Committee shall serve as a non-voting member of the Executive Committee.

ARTICLE VI

MEETINGS

Section 1

Chapter VII shall have at least three regular meetings each year. One meeting will be held during the winter, one during the spring and one prior to the fall workshop of ALCA. Other meetings may be held on the recommendation of the Executive Committee with the approval of the membership.

Section 2

Business of Chapter VII shall be conducted at the Chapter meetings.

ARTICLE VII

QUORUM

Active Professional Members present at any regular meeting shall constitute a quorum for the transaction of the business of Chapter VII providing that membership has been informed in writing of the meeting.

ARTICLE VII

STATE REPRESENTATION

The Chapter President shall be the Chapter's official delegate to the ALCA Executive Council.

ARTICLE IX

BUSINESS AFFAIRS OF THE CHAPTER

Section 1

No member shall have any severable or transferable interest in the property of the Chapter.

Section 2

All property of the Chapter shall be subject to the control and management of the Executive Committee. Any accumulation or disposal of real property, except upon dissolution of the Chapter, must be approved in advance by the Executive Committee.

Section 3

Upon dissolution of the Chapter, none of its property shall be distributed to any of its members and all of such property shall be transferred to ALCA.

Section 4

No appropriation of the Chapter funds shall be made except pursuant to the authority of the Executive Committee. The Executive Committee shall adopt an annual budget.

Section 5

The fiscal year and the governance year of the Chapter shall be May 1 - April 30.

ARTICLE X

AMENDMENTS

These Bylaws may be amended at any regular meeting of Chapter VII provided the proposed amendment has been sent to the membership at least 10 days prior to the meeting.

ARTICLE XI

RULES OF ORDER

Robert's Rules of Order, Newly Revised, 1990 Edition shall be used as a guide for parliamentary procedures at each meeting, except where otherwise specified in these Bylaws.

Revised: 1996