

**Alabama Counseling Association**  
**Chapter VIII By-laws**  
(Updated April 2020)

ARTICLE I. NAME AND MISSION

Section 1: Name

The name of the organization shall be Chapter VIII of the Alabama Counseling Association.

Section 2: Mission

This organization is the Chapter Branch of the Alabama Counseling Association serving Baldwin, Clarke, Conecuh, Escambia, Mobile, Monroe, and Washington Counties. The Chapter seeks to implement, through its activities in this area, the mission of the Alabama Counseling Association and the American Counseling Association.

ARTICLE II. MEMBERSHIP AND DUES

Section 1: Membership

Active membership in Chapter VIII is open to any member of the Alabama Counseling Association who meets the criteria established by the state organization. All member categories recognized and voting in the Alabama Counseling Association shall have the right to vote in Chapter VIII.

Section 2: Dues/Fees

Concerning Chapter VIII members, the dues/fees will maintain consistency with the general ALCA requirements.

Chapter dues shall be recommended by the Chapter's Executive Council, approved by the Chapter membership, and presented to the State Executive Council for approval.

The membership dues shall be paid annually on the anniversary date of original membership to ALCA.

ARTICLE III. OFFICERS

Section 1: Officers and Term of Office

The elective officers of the Chapter shall be:

1. President
2. President-Elect
3. President-Elect-Elect
4. Secretary
5. Treasurer

The appointed officers of the Chapter shall be:

1. Parliamentarian
2. Historian
3. Newsletter Editor
4. Chair of the Government and Professional Relations Committee
5. Chair of the Membership Committee

All executive officers of the Chapter shall be members in good standing of the Alabama Counseling Association at the time of election and during their terms of office.

All elective officers shall be elected at the Spring meeting and shall assume their duties on the following May 1. All appointed officers shall be appointed by the President at the Spring meeting and shall assume their duties on the following May 1.

All officers (except the President-Elect-Elect, President-Elect, and President) shall serve for two years, from May 1-April 30. The President-Elect shall assume office of President for a one-year term at the completion of the one-year term as President-Elect. The President-Elect-Elect shall assume office as President-Elect at the completion of the one-year term as President-Elect-Elect.

## Section 2: Duties of Officers

The President shall preside at all business meetings of the Chapter and shall be the Chairperson of the Executive Council. The President shall be an ex-officio member of all Standing and Special Committees. The President shall appoint a Parliamentarian who will serve as Chair of the Bylaws Committee. The President shall also appoint a Historian, Newsletter Editor, Chair of the Government and Professional Relations Committee, and Chair of the Membership Committee.

The President-Elect shall be the Chairperson of the Program Committee and shall assist the President in the absence or incapacity of the President as determined by the Executive Council.

The President-Elect-Elect shall work in partnership with the President-Elect in an effort to prepare him/herself for the presidential duties. The President-Elect-Elect shall assist the President-Elect in the absence or incapacity of the President-Elect as determined by the Executive Council.

The Secretary shall keep accurate minutes of all meetings of the Chapter and the Executive Council. The Secretary shall provide copies of the minutes for all members of the Executive Council.

The Treasurer shall administer the receipt and disbursement of all funds with the approval of the President in accordance with the policies and provisions of the Chapter and its Bylaws.

The Parliamentarian shall rule on all official business of the Chapter and shall assist the President by keeping track of the order of those wishing to speak, motions, amendments, voting, etc. during meetings. The Parliamentarian shall serve as the Chairperson of the Bylaws Committee.

The Historian will collect all materials relative to the operations of the Chapter. These materials shall include, but are not limited to, official minutes of each Executive Council meeting, official publications of the Chapter, membership rosters, amended bylaws, official correspondence, annual e-newsletter, social media presence, and any other historically significant materials. The Historian shall serve as the Chairperson of the Publicity Committee.

## ARTICLE IV. EXECUTIVE COUNCIL

### Section 1: Composition

The Executive Council shall be comprised of the elective officers, Immediate Past President, and the Chairpersons of all the Standing Committees of the Chapter. The President of the Chapter shall be the chairperson of the Executive Council.

### Section 2: Powers and Function

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

The Executive Council shall have the power to fill vacancies in its offices occurring between regular meetings of the Chapter except in the office of the President. If the President should be unable to complete a full term, he/she shall be immediately succeeded by the President-Elect, who shall complete the term of the President and the term to which he/she was elected. In the event that the President and the President-Elect are both unable to complete a full term, the President-Elect-Elect shall complete the term. Should neither the President-Elect nor the President-Elect-Elect be able to fulfill the duties and responsibilities of the office of President, the Executive Council shall appoint an Interim President who shall serve until the next regularly scheduled election, at which time a President shall be elected in addition to the regularly elected officers.

### Section 3: Meetings

The Executive Council shall meet at such times as may be designated by either the President or three members of the Executive Council. A majority of the members of the Executive Council shall constitute a quorum.

## ARTICLE V. COMMITTEES

### Section 1: Standing Committees

The Standing Committees of this Chapter shall be: Membership Committee, Program Committee, Publicity Committee, Bylaws Committee, Government and Professional Relations Committee, and Nominations and Elections Committee. Chairpersons for each of these committees (except the Program Committee and the Nominations and Elections Committee) shall serve for two years. Chairpersons for the Program Committee and the Nominations and Elections Committee shall serve for one year.

### Section 2: Composition and Functions of Standing Committees

The Membership Committee shall promote interest in membership in the Chapter and State organization among all eligible persons in the Chapter. The Chairperson of this committee shall be appointed by the President with the approval of the Executive Council.

The Program Committee shall plan all official programs of the Chapter. The Chairperson of this committee shall be the President-Elect.

The Publicity Committee shall publicize the activities of the Chapter through the news media, annual e-newsletter, as well as social media, and shall keep scrapbooks, records, and other material of historical significance to the Chapter. The Chairperson of this committee shall be the Historian.

The Bylaws Committee shall supply the membership with accurate copies of the Bylaws and shall propose amendments to them when deemed appropriate. The Chairperson of this committee shall be the Parliamentarian.

The Government and Professional Relations Committee shall serve as the official liaison between this Chapter and the State Department of Education; the State Department of Mental Health; the American Counseling Association Government Relations Committee; national, state, and local elected officials; and other agencies. The committee shall actively pursue liaison and support legislation which reflects the mission of this Chapter. The Chairperson of this committee shall be appointed by the President with the approval of the Executive Council.

The Nominations and Elections Committee shall conduct the nominations and elections of the Chapter, and review and recommend procedures for carrying out the biennial election (for the offices of Secretary and Treasurer) in accordance with the nominations and elections policies as adopted by the Executive Council. The Immediate Past President of the Chapter shall serve as the Chairperson of this committee. The other members shall be a Past President of the Chapter appointed by the President and subject to confirmation by the Executive Council and the PresidentElect.

### Section 3: Special Committees

The President and/or the Executive Council may appoint Special Committees and their membership. The Chairperson of each Special Committee shall serve at the pleasure of the President and shall be a non-voting member of the Executive Council.

### Section 4: Reports

Each committee shall transmit a written report at each Executive Council meeting. In addition, each committee (as needed) shall report at regularly scheduled meetings.

## ARTICLE VI. MEETINGS

Chapter VIII shall have at least two regular meetings each year, at which time the Chapter business shall be transacted. The first meeting shall be held in the Fall and the second meeting shall be held in the Spring.

## ARTICLE VII. QUORUM

Active members present at any regular meeting shall constitute a quorum for transaction of business of Chapter VIII.

## ARTICLE VIII. APPROPRIATION OF CHAPTER FUNDS

No appropriation of Chapter funds shall be made except pursuant to the authority of the Executive Council.

The Executive Council shall adopt an annual budget.

## ARTICLE IX. NONDISCRIMINATION

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

## ARTICLE X. AMENDMENTS

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 XI. PARLIAMENTARY AUTHORITY

*Robert's Rules of Order, Newly Revised*, as from time to time amended, shall govern the proceedings of all bodies of the Chapter except where otherwise specified in these Bylaws.