

BYLAWS of the Alabama Association for Adult Development and Aging

June 2005

ARTICLE I

NAME, AFFILIATION, AND PURPOSE

1.1 Name.

The name of this organization shall be the Alabama Association for Adult Development and Aging, hereinafter referred to as ALAADA.

1.2 Affiliation.

ALAADA is a division of the Association for Adult Development and Aging (AADA), which is a division of the American Counseling Association (ACA), and a division of the Alabama Counseling Association (ALCA). ALAADA is subject to the provisions of the Bylaws that apply to divisions of AADA, ACA and ALCA.

1.3 Purpose.

The purpose of ALAADA is to provide leadership, advice, and counsel to counselors and service providers in the helping professions, family members, legislators, and other community agencies and persons on matters related to the development of adults across the life span. Second, ALAADA shall serve as an advocate for quality professional services with appropriate governmental agencies and in the legislative process affecting these services. Third, ALAADA will promote accurate information regarding the aging process to individuals, families and caregivers. In this context, the ALAADA shall:

1.3.1 Serve as a focal point within ALCA for sharing of information, disseminating related research, providing service to other divisions, and promoting professional development of members in the area of adult development and aging.

1.3.2 Provide a forum for discussion of ethical, social and technical issues related to the provision of counseling services to adults across the life span.

1.3.3 Improve the standards of professional service and care to adults across the life span by:

1.3.3.1 Improving and supporting the professional competencies of ALCA members as they relate to knowledge and skills of adult development and aging.

1.3.3.2 Expanding professional work opportunities in the area of adult development and aging for current and future members of ALCA.

1.3.3.3 Improving services and benefits of ALCA affiliation to members and prospective members interested in ALAADA.

1.3.3.4 Advocating for all adults by promoting lifelong successful development and equity in access to services.

1.3.3.5 Promoting the development of guidelines for the preparation, training and delivery of services given by counselors, social workers, medical staff and mental health caregivers.

ARTICLE II

MEMBERSHIP

2.1 Membership.

Membership shall be individual.

2.2 Types of Membership.

Membership in ALAADA shall be Professional, Regular, Retired and Student.

2.2.1 Professional Members. Professional members shall hold a master's or higher degree in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation. Professional members must present proof of academic credentials upon request.

2.2.2 Regular Members. Regular members shall include persons whose interests and activities are consistent with those of the Association, but who are not qualified for Professional Membership. All rights and privileges of Professional membership shall be extended to Regular members.

2.2.3 Retired Members. Retired members shall be former Professional or Regular members who have retired. Retired members shall pay one-half the regular ALCA dues and one-half of the division dues. All rights and privileges of Professional membership shall be extended to Retired members.

2.2.4 Student Members. Student members shall be graduate students who are not employed full-time in a counseling related position, who are actively engaged in a program of study in counseling or adult development and aging, and who are endorsed by a faculty member in their

program of study. Student members shall pay one-half the regular ALCA dues and one-half the division dues.

2.3 Application for Membership.

Membership in ALAADA is contingent upon membership in ALCA. Persons desiring to become ALAADA members must make application to ALCA during the dues paying period of May 1 through April 30. Membership in ALAADA becomes effective upon approval of the application and the payment of dues to ALCA and ALAADA.

2.4 Annual Dues.

Annual ALAADA dues shall be established by a two-thirds vote of the Executive Board and subject to approval of a majority of voting members responding to a mailed ballot or voting members present at an annual meeting. Dues changes must be presented to the ALCA Executive Council for approval no later than the Annual Winter Meeting. The new dues will become effective the beginning of the next membership dues paying period.

2.5 Rights and Privileges.

2.5.1 Voting. Professional, Regular, Retired and Student members shall be entitled to vote.

2.5.2 Qualifications of Officers on Executive Board. Only Professional, Regular and Retired members may hold office on the Executive Board. The President, President-Elect, Secretary and Treasurer must be members of AADA and ACA. The Members-at-Large are not required to be members of AADA and ACA. Student members may serve as nonvoting representatives on the Executive Board.

2.6 Severance of Membership.

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

ARTICLE III

OFFICERS

3.1 Officers.

The officers of ALAADA shall consist of the President, President-Elect, Past-President, Secretary, Treasurer and two Members-at-Large.

3.2 Terms of Office.

3.2.1 President-Elect. The president-elect shall be elected for a one-year term and then shall succeed to the Presidency for one year, then to the Past-Presidency for one year.

3.2.2 Secretary. The secretary shall be elected to serve for a one- year term.

3.2.3 Treasurer. The Treasurer shall be elected to serve for a two year term and can be reelected for a second two-year term.

3.2.4 Members-at-Large. Members-at-Large shall be elected to serve for a one-year term and can be reelected to serve for a second one-year term.

3.3 Duties of Officers.

3.3.1 President. The duties of the President shall be to preside at business meetings, appoint committee chairs, serve as ex officio member of all committees, serve on the ALCA Executive Council, submit reports to the ALCA Executive Council, and perform such other duties as directed by the Executive Board.

3.3.2 President-Elect. The duties of the President-Elect shall be to perform the duties of the President in the event of resignation, absence or death, serve as Chair of the Program Committee, and perform such other duties as directed the President or Executive Board.

3.3.3 Past-President. The duties of the Past-President shall be to serve as Chair of the Nominations and Elections Committee, and perform such duties as directed by the President or the Executive Board.

3.3.4 Secretary. The duties of the Secretary shall be to keep accurate minutes and records of the ALAADA member and Executive Board meetings, conduct the official correspondence of the Association, solicit written reports of standing and special committees for the Executive Board, and perform such other duties as directed by the President or the Executive Board. The Secretary shall also collect documents, pictures, newsletters and articles of historical nature to transfer to the succeeding secretary and serve as an archival collection.

3.3.5 Treasurer. The duties of the Treasurer shall be to present a proposed budget to the Executive Board, approve and disburse authorized funds, submit financial reports to the Executive Board and to members, submit an annual financial statement to the ALCA Executive Director, and perform such other duties as directed by the President or the Executive Board.

3.3.6 Members-at-Large. The duties of the two Members-at-Large are to serve as liaisons between the ALAADA members and Executive Board and between ALAADA and other ALCA divisions and chapters, provide assistance to standing and special committees, and perform other duties as directed by the President or the Executive Board.

3.4 Vacancies.

In the event of a vacancy in any office other than that of President or President-Elect, the ALAADA Executive Board shall elect by a majority vote a successor to serve until the next annual election. If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and shall then serve a full term as President. If a vacancy occurs in the office of the President-Elect, the immediate Past-President shall perform the duties of the President-Elect until the next annual election.

ARTICLE IV

EXECUTIVE BOARD

4.1 Composition.

The Executive Board shall consist of the President, President-Elect, Past-President, Secretary, Treasurer and two Members-at-Large.

4.2 Functions.

The Executive Board shall regulate all internal affairs of the Association, formulate and adopt general policies concerning the objectives, purpose and governance of ALAADA, fill vacancies in offices occurring between regular elections, plan meetings for the Board and general membership, coordinate relationships of ALAADA with AADA, ACA, ALCA and other state and national divisions and chapters, and consider all appropriately proposed amendments to Bylaws and changes in dues.

4.3 Meetings.

The Executive Board shall meet at least once during the year and at such other times as is necessary to conduct the business of the Association. The Executive Board shall conduct a business meeting for the membership during the ALCA Fall Conference.

ARTICLE V

COMMITTEES

5.1 ALAADA Committees.

There shall be Standing Committees and Special Committees to further the work of the Association.

5.2 Standing Committees.

The Standing Committees shall be the Membership, Nominations and Elections, Awards and Resolutions, Program, Ethics and Bylaws Committees.

5.2.1 Membership Committee. The Membership Committee shall promote interest in membership in this Association among all eligible persons, and shall be responsible for the

coordination of membership activities of the Association. The Chairperson shall be appointed by the President with the approval of the Executive Board.

5.2.2 Nominations and Elections Committee. The Nominations and Elections Committee shall conduct the nominations and elections of the Association. The Chair shall solicit and accept nominations for offices from the membership, and review and recommend a slate of candidates. The Chair shall review and recommend procedures for carrying out the annual election in accordance with these bylaws. The immediate Past-President shall serve as Chair of the committee.

5.2.3 Awards and Resolution. The Awards and Resolutions Committee shall be responsible for reviewing the awards categories authorized by ALCA and shall solicit nominations for the awards from the membership. The Chair shall provide the President with a list of nominees to be approved by the Executive Board, and shall prepare and forward the required supporting documents to the ALCA Awards and Resolutions Committee. The Committee shall also be responsible for writing and reviewing all resolutions proposed for action at the business session of the annual meeting, and resolutions to be forwarded to the ALCA Awards and Resolutions Committee. The Chair of the committee shall be appointed by the President with the approval of the Executive Board.

5.2.4 Program Committee. The Program Committee shall plan all official programs of the Association. The committee shall encourage members to submit program proposals on adult development and aging for the ALCA Fall Conference. The Chair of the committee shall serve on the ALCA Program Committee to help select ALAADA sponsored programs for presentation. The President-Elect shall serve as Chair of the committee.

5.2.5 Ethics Committee. The Ethics Committee is responsible for educating the membership about ethical standards and training standards pertaining to the practice of counseling in the field of adult development and aging. The committee is responsible for keeping the membership informed about changes in ethical and training standards and procedures for handling ethical complaints. The Chair shall be appointed by the President with the approval of the Executive Board.

5.2.6 Bylaws Committee. The Bylaws Committee shall supply the membership with accurate copies of the bylaws and shall propose amendments when deemed appropriate. The Chair shall be appointed by the President with the approval of the Executive Board.

5.3 Special Committees.

Special committees may be authorized by the President and the Executive Board to deal with matters of an immediate or non-recurring nature related to the specific purposes of ALAADA. Special committees shall not ordinarily continue for more than two years unless renewed by the Executive Board. Chairs of special committees are appointed by the President with the approval of the Executive Board.

ARTICLE VI
PUBLICATIONS

6.1 Official Publications.

The ALAADA Newsletter shall be the official publication of the Association and shall be distributed a minimum of three times a year without additional charge to all members of the Association in good standing. The Newsletter Editor shall be appointed by the President with the approval of the Executive Board.

ARTICLE VII
NOMINATIONS AND ELECTIONS

7.1 Nominees.

The Nominations and Resolutions Committee shall canvass the voting ALAADA members for nominations for elective offices and shall prepare a slate of candidates for the vacant officer positions.

7.2 Election.

The ballot of nominees shall be mailed to the membership for voting. Candidates receiving the largest number of votes for each office shall be declared elected. The Nominations and Resolutions Committee shall assume responsibility for conducting the election, counting the ballots, and reporting the results of the election to the membership.

7.3 Assuming Office.

All elected officers shall assume office at the beginning of the fiscal year on May 1.

ARTICLE VIII
MEETINGS

8.1 Annual Meeting.

The Association shall have at least one regular statewide meeting each year for the ALAADA members during the ALCA Fall Conference. The business of the association shall be conducted at this meeting.

8.2 Special Meetings.

Special meetings may be called by the President with the approval of the Executive Board. Written notice of the time and place of the meetings shall be given to the membership not less than thirty (30) days prior to the meetings.

ARTICLE IX
AMENDMENTS

9.1 Amendments with Previous Notice.

These bylaws may be amended at the annual meeting of the Association provided the proposed amendments have been distributed to the membership at least fifteen (15) days prior to the meeting. Amendments comprising major changes must be voted on by the membership.

9.2 Amendments without Previous Notice.

Bylaws changes that do not comprise major policy changes but are minor changes required to bring ALAADA bylaws into agreement with ALCA bylaws may be amended without previous notice by a majority vote of the Executive Board. Members must receive notice of the changed bylaws in the first newsletter after the amendments.

ARTICLE X
DISSOLUTION

10.1 Divisional Initiation of Dissolution.

Should ALAADA members wish to disband, a vote by the majority of its officers is required. Reasons for dissolution might include diminished interest and reduced participation. The President must submit a petition to the ALCA Executive Council through the ALCA President to consider dissolution.

10.2 ALCA Approval of Dissolution.

Once the ALCA President receives the petition for dissolution from the ALAADA President, the petition is submitted to the ALCA Executive Council at its next meeting. Approval of dissolution must be passed by a majority vote of the ALCA Executive Council. All property, assets and use of the ALAADA name will revert back to ALCA.

ARTICLE XI
NONDISCRIMINATION

11.1 Policy Statement.

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.