

# **BYLAWS of the Alabama Association of Marriage and Family Counselors**

(Approved by the Membership on November 1993)

## **ARTICLE I**

### **NAME AND PURPOSE**

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

The name of the organization shall be the Alabama Association of Marriage and Family Counselors (AIAMFC), affiliated with the American Counseling Association. ALAMFC is a state division of the International Association of Marriage and Family Counselors (IAMFC).

#### **Section 2. Purpose.**

The purpose for which the Association-ie-has been formed is to enhance marriage and the family by conducting the following activities: fostering programs of education in the field of marriage and family counseling; stimulating, promoting, and conducting programs cA research in the field of marriage and family counseling; conducting scientific and educational meetings and conferences; establishing contacts with other organizations for scientific and educational pursuits; and examining conditions which create difficulties for marriage and families, and working to remove them.

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 1. Classes of Membership.**

The Association shall have three classes of members. The designation of such classes and the qualifications and rights of the members of such classes shall be as follows:

- A. Regular Member. An individual is eligible to be a Regular Member if he or she is actively involved in the area of marriage and family, including marriage counseling, divorce counseling, mediation and family counseling. Regular Members in good standing shall have all the rights and privileges of membership in the Association, including the right to hold office or to vote.
- B. Special Member. An individual, institution, organization, or agency interested in supporting the goals of the Association is eligible to be a Special Member. Special Members shall have all

the rights and privileges of membership in the Association, except that they shall not be entitled to hold an elective office or to vote.

C. Student Member. A graduate student who is actively engaged in a Counseling program of study that includes marriage and family shall have all the rights and privileges of membership in the Association except the right to hold office and vote. A student's dues are to be half of that of a regular member.

## **Section 2. Membership Dues.**

The amount of the annual dues of the members of the Association shall be determined by the Board of Directors.

A. Dues Paying Period. The dues paying period for membership in the Association shall begin on May 1 and extend to April 30 of the following year.

B. Application for Membership. Persons seeking membership in the Association must submit a completed application in accordance with the procedures established by the Alabama Counseling Association.

## **Section 3. Nondiscrimination.**

There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, sex, affectional or sexual orientation, disabling condition, or age.

# **ARTICLE III**

## **MEETINGS**

### **Section 1. Annual Meetings.**

A regular annual meeting of the members shall be held at such time, day and place as shall be designated by the Board of Directors. When feasible, however, the annual meeting shall be held in conjunction with the Annual Fall Workshop of the Alabama Counseling Association.

### **Section 2. Special Meetings.**

Special membership meetings may be called by the Board of Directors as needed, following the procedures described in Section 3 of Article III.

### **Section 3. Notice of Meetings.**

Notice of the time, day, and place of each meeting shall be communicated to all members of the Association by written communication from the Association or in publications from the Alabama Counseling Association. The meeting notice shall be sent to all members at least fifteen days prior to the meeting.

**Section 4. Quorum.**

Regular members present at any regular or called meeting shall constitute a quorum for the transaction of the business of the Association.

**Section 5. Manner of Acting.**

Except as otherwise expressly required by these Bylaws, the affirmative vote of a majority of the members entitled to vote, present at any meeting of the members at which a quorum is present, shall be the act of the members.

**ARTICLE IV**

**BOARD OF DIRECTORS**

**Section 1. Powers.**

There shall be a Board of Directors of the Association, which shall manage, supervise and control the business, property and affairs of the Association, except as otherwise expressly provided by these Bylaws.

**Section 2. Number and Qualifications.**

The five members of the initial Board of Directors of the Association shall be elected by the individuals voting to form the Association. All members of the Board of Directors will meet the qualifications set forth for the officers of the Association in Article V, Section 2.

**Section 3. Election and Term of Office.**

A. Election. The members of the Board of Directors shall consist of the officers of the Association, Board Members-at-Large, and the Standing Committee Chairs. One Board Member-at-Large will be elected for every fifty (50) members in good standing in the Association. The officers and the Board Members shall be elected by the Regular Members of the Association at the annual membership meeting or -- if the Board of Directors so provides by resolution -- by mail ballot. The committee chairs shall be recommended by the President and approved by the Board of Directors.

B. Term of Office. The Board of Directors -- except the Secretary/Treasurer who shall serve a two (2) year term - shall serve for a term of one year.

**Section 4. Vacancies.**

The Board of Directors shall have the power to fill vacancies in its offices occurring between regular meetings of the Association, except the office of President. If the President should be unable to complete the term, the office shall be elected by the regular members at the next regularly scheduled

election. A President-Elect appointed by the Board of Directors shall not assume the office of President upon completion of that term as President-Elect, unless elected by the regular members.

#### **Section 5. Meetings.**

The Board of Directors shall meet at such times as may be designated by either the President or three members of the Board. A quorum consists of 51% of the Board of Directors.

#### **Section 6. Telephone Meeting.**

Anyone or more directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar telecommunications device which allows all persons participating in the meeting to hear each other. Such participation in a meeting shall be deemed present in person at such meeting.

#### **Section 7. Compensation.**

No director shall receive any compensation for services rendered in such capacity, except that the Board may by resolution provide for the reimbursement of actual travel and lodging expenses incurred in the performance of the duties of the director to the extent provided by such resolution.

#### **Section 8. Impeachment of Board Members and Officers.**

Articles of Impeachment may be filed in writing by any member of the Association and shall be investigated by the Ethics Committee. Members affected will be given the opportunity to respond to the Articles of Impeachment. Where the Articles of Impeachment are substantiated by the Ethics Committee, a final decision is rendered by a two-thirds (2/3) vote of the Board of Directors.

#### **Section 9. Committee Appointments to the Board.**

Committee assignments are made by the President subject to confirmation by the Board. Assignment of members to committees will be announced by the President at the first Board meeting of each business year. Each Board Member-at-Large shall serve as chairperson of a standing committee.

### **ARTICLE V**

#### **OFFICERS**

#### **Section 1. Officers.**

The officers of the Association shall consist of a President, a President-Elect, an Immediate Past-president, and a Secretary/Treasurer and shall constitute the Executive Committee. The Association shall have such other officers as the Board of Directors may from time to time deem necessary, such officers to have the authority, and to perform the duties prescribed from time to time by the Board of Directors.

## **Section 2. Eligibility.**

All elective officers of the Association shall be members in good standing of the International Association of Marriage and Family Counselors at the time of election and during their term of office.

## **Section 3. Election of Officers.**

The initial officers of the Association shall be elected by the Initial Board of Directors. Thereafter, the officers shall be elected by the Regular Members of the Association at the annual membership meeting or, if the Board of Directors so provides by resolution, by mail ballot.

## **Section 4. Term of Office.**

The President-Elect of the Association shall hold office for one year or until his or her respective successor shall have been duly elected and qualified. Following the one year term as President- Elect, the person serving in that capacity shall serve as' President for term of one year. Following the one year term as President, the person serving in that capacity shall serve as Immediate Past-President for a term of one year. The Secretary/Treasurer shall hold office for a term of two years or until his or her successor shall have been duly appointed and qualified.

## **Section 5. Resignation.**

Any officer may resign at any time by giving written notice to the President of the Association. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President. The President may resign at any time by giving written notice to the Board of Directors of the Association. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of acceptance thereof as determined by the Board of Directors.

## **Section 6. Duties of Officers.**

A. President. The President shall preside at all business meetings and shall serve as chairperson of the Board of Directors. The President shall be ex-officio member of all standing and special committees. The President shall appoint all committee chairpersons, except elected officers who may be assigned chairpersons of committees by virtue of the duties of their office as described in these Bylaws.

B. President-elect. The President-Elect shall assist the President in the performance of his/her duties. The President-Elect shall perform the duties of the President in the absence of the President. The President-Elect shall be the Program Committee Chairperson.

C. Immediate Past President. The Immediate Past President shall perform such duties as may be directed by the Board of Directors and shall chair the Nominations and Elections Committee.

D. Secretary/Treasurer. The Secretary/Treasurer shall keep the minutes of the meetings of the Association and the Board of Directors and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. In his or her capacity as Treasurer, the Secretary/Treasurer shall receive all funds and disburse them with the approval of the President in accordance with the policy and provisions of the Association and Bylaws.

E. Bonding. If requested by the Board of Directors, any person entrusted with the handling of funds or valuable property of the Association shall furnish, at the expense of the Association, a fidelity bond, approved by the Board of Directors in such sum as the Board shall prescribe.

## **ARTICLE VI**

### **COMMITTEES**

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

The Board of Directors may create Standing Committees as needed to conduct ongoing duties necessary to accomplish the business of the Association. Such committees shall have the power and duties designated by the Board of Directors, provided that no such committee shall exercise the authority of the Board of Directors in the management of the Association. Standing Committee Chairpersons appointed by the President shall be members of the Board of Directors. They shall be members in good standing and meet with the approval of the Board of Directors.

A. Executive Committee. The Association's elective officers shall constitute the Executive Committee which during the interim between board meetings is empowered to act on behalf of the Board subject to Board Ratification.

B. Awards and Resolutions Committee. The Awards and Resolutions Committee shall facilitate the services of the Association to its membership by assisting the Alabama Counseling Association's Awards and Resolutions Committee in reviewing for possible continuation previous awards, soliciting and considering new awards, preparing and revising guidelines for new awards, preparing and revising guidelines for each award, and submitting awards and resolutions to the Board for action.

C. Budget and Finance Committee. The Budget and Finance Committee shall maintain financial records of the Association and shall recommend to the Board a proposed budget for the annual operation of the Association. The Chairperson shall be the Secretary/Treasurer.

D. Bylaws Committee. The Bylaws Committee shall keep the membership supplied with accurate copies of the bylaws and shall propose amendments to them when deemed appropriate. The chairperson shall also assume the additional responsibility as Parliamentarian for the Association.

E. Ethics Committee. The Ethics Committee is responsible for coordinating all allegations of ethical violations with the Alabama Counseling Association's Ethics Chair and for educating the membership as to the Association's ethical standards and for keeping the membership informed of any changes in the ethical standards and/or in the policy and procedures for handling complaints of ethical violations.

F. Government and Professional Relations Committee. The Government and Professional Relations Committee shall serve as official liaison between the Association and other similarly constituted national and state organizations; national, state, and local elected officials; and other agencies. The committee shall actively pursue liaison and support legislation which reflects the aims and goals of the Association.

G. Membership Committee. The Membership Committee shall promote interest in membership in the Association among all eligible persons in this State, and shall be responsible for the coordination of membership activities of the Association.

H. Nominations and Elections Committee. The Nominations and Elections Committee shall conduct the nominations and elections of the Association, and review and recommend procedures for carrying out the annual election in accordance with nominations and elections policies as adopted by the Board. The Chairperson shall be the Immediate Past President.

I. Professional Standards Committee. The Professional Standards Committee shall promote the Association's concerns for adequately trained personnel filling marriage and family counseling positions in the State. With the approval of the Board, the committee shall represent the Association's views in regard to certification or licensing of such professional personnel in the State.

J. Program Committee. The Program Committee shall plan all official programs of the Association. The Chairperson shall be the President- Elect.

K. Publicity Committee. The Publicity Committee shall publicize the activities of the Association through the news media, and shall keep scrapbooks, records, and other material of historical significance to the Association. The Chairperson shall be the Historian.

## **Section 2. Special Committees.**

The President shall have the power to appoint special committees as deemed necessary. A special committee shall serve until in the opinion of the President the purpose of said committee is accomplished. Special Committee chairs are not voting members of the Board of Directors.

## **Section 3. Reports.**

All committees shall have at least one regular meeting of the committee and report to the Board of Directors upon request.

## **ARTICLE VII**

### **NATIONAL REPRESENTATION**

The President and President-Elect shall be the Association's official delegates to meetings of the International Association of Marriage and Family Counseling. If one or both are unable to attend the national meeting, the Board of Directors shall designate an alternate(s) and certify this in writing to the International Association of Marriage and Family Counseling Credentials Committee.

## **ARTICLE VIII**

### **AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Association by a majority vote of the members present. Proposed amendments may be initiated by the Board of Directors or by petition of 15 members in good standing. Such proposed amendments shall be submitted in writing to each member of the Association at least fifteen days prior to a regular meeting.

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

The parliamentary authority for the meetings of the Association shall be Robert's Rules of Order, Newly Revised, as from time to time amended.

## **ARTICLE X**

### **DISSOLUTION**

In the event that the Alabama Association of Marriage and Family Counselors should be dissolved, none of its property shall be distributed to any of the members. Instead, all of its property shall be transferred to such organization(s) as the Board of Directors shall determine to have purposes and activities most nearly consonant with those of the Association provided, however, that such organization(s) shall be exempt under Section 501 (c) (3) of the Internal Revenue Laws.