

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

ARTICLE I

NAME AND MISSION

Section 1. Name

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

Section 2. Mission

This chapter is a branch of the Alabama Counseling Association. It seeks to implement through its activities the enhancement of individual human development throughout the life span and to promote the counseling profession.

ARTICLE II

MEMBERSHIP AND DUES

Section 1. Types of membership

- (a) Active professional membership in this Chapter shall be open to any persons professionally engaged in guidance, counseling, or personnel work in an educational, institutional, or private setting, or any such similar agency.
- (b) Student membership shall be open to any graduate or undergraduate student who is not full-time employed in a counseling-related position and who is actively engaged in a program of study in counseling, guidance, or personnel. All privileges of active professional membership shall be extended to the student member. Student members shall pay one-half (1/ 2) of regular state dues and one-half (1/ 2) of Division dues.

Section 2. Application for membership

Any person desiring to become a member of this Chapter must make application during the dues-paying period, May 1 to April 30. A person shall become a member of the State Association and this Chapter upon approval of the application and the payment of dues.

Section 3. Dues

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

Section 4. Voting

Voting membership shall be of one type--active professional membership.

Section 5. Severance of Membership

- (a) 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 and Code of Ethics of the Association.
- (b) A member shall be dropped from membership for the nonpayment of dues.

ARTICLE III

ADMINISTRATIVE STRUCTURE

Section 1 Officers and Terms of Office

The elective officers of this chapter shall be (1) President,; (2) Vice-President/ President-elect; (3) Immediate Past President; (4) Secretary; and (5) Treasurer. All elective officers shall be members in good standing of the Alabama Association for Counseling at the time of their election and during their term of office.

Section 2. Terms of Office

- (a) Officers shall be nominated by a committee, composed of the immediate past-president as chairman and two (2) members appointed by the president. Names and qualifications of nominated candidates shall be announced to the membership at the spring meeting. Additional nominations may be made from the floor at the spring meeting.
- (b) Elective officers with the exception of the Treasurer shall serve for one (1) year, beginning May 1 and ending April 30.
- (c) The Treasurer shall serve for two (2) years.
- (d) The Vice-President/President-Elect shall assume the office of President at the completion of the one-year term as Vice-President.
- (e) The elections shall be held by mailed ballot after the spring meeting. When our candidates for office are running unopposed no ballot will be mailed.

Section 3. Duties of Officers

- (a) The President shall preside at all business meetings of the Chapter and shall be the Chairperson of the Executive Council. The President shall appoint and be an ex-officio member of all standing and special committees.

- (b) The Vice-President/President-Elect shall be the Chairperson of the Program Committee and shall assist the President in the performance of his/her duties. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Executive Council.
- (c) The Immediate Past President's duties shall include, but shall not be limited to, serving as Chairperson of the Nominations and Elections Committee.
- (d) 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.
- (e) The Treasurer shall receive all funds and disburse them with the approval of the President in accordance with the policies and provisions of the Chapter and its Bylaws. The Treasurer, upon election, shall audit the books of the previous Treasurer before the fall meeting.

ARTICLE IV

EXECUTIVE COUNCIL

Section 1. Composition

The Executive Council will be composed of elective officers, immediate past- president, and chairpersons of standing and special committees.

- (a) The Executive Council shall have the power to act for the Chapter in the interim between meetings in accordance with the policies of the Association established at regular meetings. A majority of all voting members of the Executive Council shall be required to transact business.
- (b) The Executive Council shall have the power to fill vacancies in those offices occurring between regular meetings of the Chapter.
- (c) The Executive Council shall hold regular quarterly meetings to conduct the business of the Chapter.

ARTICLE V

COMMITTEES

Section I. Standing Committees

The standing committees of this Chapter shall be (1) Awards and Resolutions Committee, (2) Government and Professional Relations Committee, (3) Membership Committee, (4) Nominations and Elections Committee, (5) Newsletter Committee, (6) Bylaws Committee, and (7) Publicity Committee. Chairpersons of standing committees shall serve as voting members of the Executive Council.

Section 2. Composition and Functions of Standing Committees

- (a) The Awards and Resolutions Committee shall facilitate the services of the state association to its chapter membership by reviewing awards and submitting information to the Executive Council for action. The chairperson shall be appointed by the President.
- (b) The Bylaws Committee shall keep the membership supplied with accurate copies of the bylaws and shall propose amendments to them when deemed appropriate.
- (c) The chairperson shall be appointed by the President.
- (d) The Government and Professional Relations Committee shall serve as the official liaison between this chapter the state association. The committee shall actively pursue liaison and support legislation which reflects the aims and goals of this chapter. The chairperson shall be appointed by the President.
- (e) The Membership Committee shall promote interest in membership in the Alabama Counseling Association among all eligible persons in this district and shall be responsible for the coordination of membership activities of the chapter. The chairperson shall be appointed by the President.
- (f) the Nominations and Elections Committee shall be composed of the immediate Past-President as chairperson and at least two (2) other members appointed by the President. The Nominations and Elections Committee shall give its report at the spring meeting.
- (g) The Newsletter Committee shall submit a publication to the membership prior to each chapter meeting. The chairperson (editor) shall be appointed by the President.
- (h) The Publicity Committee shall keep copies of all publications of the chapter and document events of importance. The chairperson for this committee will be the Historian for the chapter. The chairperson shall be appointed by the President.

Section 3. Special Committees

The President and/ or the Executive Council may propose special committees as necessary. The chairperson of each special committee shall serve as a non-voting member of the Executive Council.

ARTICLE VI

MEETINGS

Section 1.

The Chapter shall have three (3) regular meetings each year--fall, winter, and spring--at which time business of the Chapter shall be conducted.

Section 2.

Places, dates, and times of the meetings shall be determined by the Executive Council.

Section 3.

Members present at regular meetings shall constitute a quorum for the transaction of business.

ARTICLE VIII

STATE REPRESENTATION

Section 1.

The President of the Chapter shall be its official delegate to the Alabama Counseling Association.

ARTICLE IX

AMENDMENTS

Section 1.

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 X

RULES OF ORDER

Section 1.

ROBERT'S RULES OF ORDER, Newly Revised, 1971 Edition (by Harry Martin Robert), as from time amended, shall govern the proceedings of all bodies of the chapter except where otherwise specified by these bylaws.