

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

**ARTICLE I**

**NAME AND MISSION**

**Section 1. Name**

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

**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 Memberships**

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.

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 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.

A member shall be dropped from membership fur the non-payment 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**

Officers shall be nominated by a committee, composed of the immediate Past-President as Chair 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.

Elective officers with the exception of the Treasurer shall serve for one (1) year, with term beginning at the conclusion of Spring Chapter, or no later than April 30, whichever occurs first.

The Treasurer shall serve for two (2) years.

The Vice-President/President-Elect; shall assume the office of President at the completion of the one-year term as Vice-President.

The elections shall be held at the Spring Chapter meeting following the report of the election and nomination committee, and nomination from the floor.

**Section 3. 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 appoint and be an ex-officio member of all standing and special committees.

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.

The Immediate Past President's duties shall include, but shall not be limited to, serving as Chairperson of the Nominations and Elections Committee.

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 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.

#### **Section 2.      Composition and Functions of Standing Committees**

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.

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 be appointed by the President.

The Government and Professional Relations Committee shall serve as the official liaison between this Chapter and the State Association. The committee shall actively pursue liaison and support legislation which reflects tile aims and goals of this Chapter. Tile Chairperson shall be appointed by the President.

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.

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.

The Newsletter Committee shall submit a publication to the membership prior to each chapter meeting. The chairperson (editor) shall be appointed by the President.

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 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, late Fall, Winter, and Spring - at which time business of the Chapter shall be conducted. The late Fall meeting shall normally occur during the ACA workshop.

**Section 2.**

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

**ARTICLE VII**

**QUORUM**

**Section 1.**

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.**

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