

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

**ARTICLE I**

**NAME**

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

**ARTICLE II**

**PURPOSE**

This Chapter is chartered by the Alabama Counseling Association and seeks to implement through its activities the purposes of the chartering organization as described in its By-Laws.

**ARTICLE III**

**MEMBERSHIP**

**Section I.**

Active Professional Membership in this chapter shall be open to all Alabama Counseling Association members and to all other persons professionally engaged in guidance, counseling, or personnel activities in educational, vocational, religious, Institutional, or private settings. Active Professional Members shall be the only voting members.

**Section 2.**

Student, Emeritus, Retirement, Life, and Special Membership requirements shall be as described in the By-Laws of the State Association.

**ARTICLE IV**

**DUES**

**Section I.**

The annual dues of this chapter shall be established by the Executive Council of the State Association and shall be unified.

## **Section 2.**

Dues shall be payable on May 1 of each year. Payment must be made through the State Association. No officer of the Chapter shall accept, nor be responsible for, dues payments of other Chapter members.

## **ARTICLE V**

### **OFFICERS**

#### **Section 1. Officers and Terms of Office**

(a) The officers of this chapter shall be (1) President (2) President-Elect (3) President-Elect-Elect (4) Immediate Past President (5) Secretary (6) Treasurer (7) Parliamentarian and (8) Historian.

(b) The President, President-Elect, President-Elect-Elect, Secretary and Treasurer shall be elected by vote of the Active Professional Members of the Chapter. The Parliamentarian and Historian shall be appointed by the incoming President and confirmed by the Executive Council.

(c) In addition to the Chapter officers, three Executive Committee Members-At-Large shall be elected from the Active Professional Members of the Chapter.

(d) All officers of this Chapter shall be members in good standing of the Alabama Counseling Association at the time of election and during their term of office.

(e) Candidates for the offices of President-Elect, President-Elect-Elect, Secretary, Treasurer, and Executive Council Members-At-Large shall be presented to the membership by the Nominations Committee at least 15 days prior to elections. Officers shall be elected prior to or at the time of the winter meeting of the Chapter and shall assume office at the spring meeting.

(f) The President, President-Elect, President-Elect-Elect, Secretary and Treasurer shall serve for two years, with the official term of office beginning May 1 and ending April 30.

a. The three Executive Council Members-At-Large shall serve for three years, with one new Member-At-Large elected each year.

b. Appointed officers shall serve for a minimum of one year with an option to serve an additional year at the will of the President and the agreement of the appointee.

(g) The President-Elect shall assume the office of President at the completion of their term as President-Elect. If the President is unable to carry out their duties while in office, the President-Elect shall assume those duties and serve as interim President for as long as necessary.

(h) The President-Elect-Elect shall assume the office of President-Elect at the completion of their term as President-Elect-Elect. If the President-Elect and the President are unable to carry out their duties while in office, the President-Elect-Elect shall assume those duties and serve as interim President-Elect or President for as long as necessary.

## **Section 2. Duties of Officers**

- (a) The President shall preside at all business meetings and shall be the chairperson of the Executive Council. The President shall be an ex-officio member of all standing and special committees. In the event of a partial or full dissolution of the officer line the President or interim President will have the power to appoint interim officers and hold a special election within 90 days of the appointment of interim officers.
- (b) The President-Elect shall assist the President in the performance of their duties. The President-Elect shall also serve as the chairperson of the Program Committee.
- (c) The President-Elect-Elect shall assist the President in the performance of duties. The President-Elect-Elect shall also serve as the Assistant Chairperson of the Program Committee.
- (d) The Secretary shall keep the minutes of all meetings of the Chapter and of the Executive Council.
- (e) The Treasurer shall receive all funds and disburse them with the approval of the President and in accordance with the policies and provisions of the Chapter By-Laws.
- (f) The immediate Past-President's duties shall include acting as an advisor to the President and serving as chairperson of the Nominations Committee. If the Past-President is unable to fulfill these responsibilities they will be fulfilled by a Past-President appointed by the President.
- (g) The Parliamentarian shall insure that the proceedings of Chapter business are in accordance with the most recent edition of Robert's Rules of Order.
- (h) The Historian shall collect and preserve the official minutes of all business and Executive Council meetings, membership rosters, amended By-Laws, official correspondence and any other historically significant documents and materials pertaining to the Chapter.

## **ARTICLE VI**

### **EXECUTIVE COUNCIL**

#### **Section I. Composition**

The Executive Council shall be composed of the elected and appointed officers, the immediate Past-President, and three elected Members-At-Large. The Newsletter Editor is an ex-officio member of the Executive Council.

#### **Section 2. Functions**

The Executive Council shall have the power to act for the Chapter in the interim between meetings of the Chapter membership. Any actions taken during this period will be announced to the general membership prior to or at the next business meeting of this Chapter.

## **ARTICLE VII**

### **COMMITTEES**

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

The standing committees of this chapter shall be: (1) Nominations (3) Program (3) Publicity (4) By-Laws (5) Professional Standards (6) Government and Professional Relations, and (7) Awards and Resolutions.

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

(a) The Nominations Committee shall consist of a minimum of three (3) Active Professional Members appointed by the President and approved by the Executive Council. The Committee shall nominate candidates for Chapter officers and Members-at-Large and shall organize and coordinate Chapter elections. The chairperson of the committee shall be the immediate Past-President.

(b) The Program Committee shall be appointed by the President. The committee shall plan all official programs of the Chapter. The chairperson of the committee shall be the President-Elect and the assistant chairperson of the committee shall be the President-Elect-Elect.

(c) The Publicity committee shall be appointed by the President. The committee shall publicize the activities of the Chapter through the news media and keep records and other material of historical significance to the membership. The Newsletter Editor will be an appointed member of this committee. The chairperson of the committee shall be the Historian.

(d) The By-Laws Committee shall be appointed by the President. The Committee shall keep the membership supplied with a current copy of the By-Laws and shall formulate and propose amendments when necessary. The chairperson of the By-Laws Committee shall be the Parliamentarian.

(e) The Professional Standards Committee shall be appointed by the President. The Committee shall attempt to further the Alabama Counseling Association's efforts to insure that adequately trained personnel are filling guidance, counseling, and other human services positions in the agencies within the Chapter's boundaries. Committee members shall be familiar with Alabama laws concerning certification and licensure of counselors. The chairperson of this committee shall be an Executive Council Member-At-Large.

(f) The Government and Professional Relations Committee shall be appointed by the President. The Committee shall serve as the official liaison between this Chapter and the Alabama Counseling Association Government and Professional Relations Committee; local elected officials and other agencies. The chairperson of this committee shall be an Executive Council Member-At-Large.

(g) The Awards and Resolutions Committee shall be appointed by the President. The Committee shall be responsible for informing the Chapter membership of the availability of awards to be granted by the Chapter or other agencies; assisting in the preparation of resolutions or recommendations for awards, if appropriate; determination of recipients of awards offered by the Chapter; and submission of resolutions and recommendations to other agencies. The chairperson of the Awards and Resolutions Committee shall be an Executive Council Member-At-Large.

## **ARTICLE VIII**

### **MEETINGS**

#### **Section 1.**

This Chapter shall have a minimum of four meetings each year. The Executive Council shall set the dates for these meetings. Additional meetings may be called by the President if necessary.

#### **Section 2.**

All regular meetings shall include a period for conducting Chapter business.

## **ARTICLE IX**

### **QUORUM**

#### **Section 1. Regular and Called Meetings**

Active Professional Members present at any regular meeting of the Chapter shall constitute a quorum for transaction of the business of the Chapter.

#### **Section 2. Executive Council Meetings**

A simple majority of the Executive Council members must be present in order to constitute a quorum for transaction of the business of the Chapter.

## **ARTICLE X**

### **AMENDMENTS**

These By-laws may be amended at any regular meeting of the Chapter provided the proposed amendment has been distributed to the membership at least fifteen days prior to the meeting.