

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

**ARTICLE I**

**NAME**

The name for this Association shall be Chapter VI of the Alabama Counseling Association.

**ARTICLE II**

**MISSION**

This Association is the Sixth Chapter of the Branch of the Alabama Counseling Association and seeks to implement through its activities the purpose of both State and National Association.

**ARTICLE III**

**MEMBERSHIP**

**Section 1**

Active professional membership In this association shall be open to any American Counseling Association member and/or any American Counselor in Alabama, professionally engaged in guidance, counseling, or personal activities in educational, vocational, religious, rehabilitation, employment programs, or other such similar agencies in our district. Active professional members shall be the only voting members.

**Section 2**

Association membership in this Association shall be open to any individual interested in any form of guidance, counseling or personal work in Chapter VI. Any person desiring to become a member of this Association must make application to the Association.

**ARTICLE IV**

**DUES**

Dues for the members of the Alabama Counseling Association of Chapter VI shall be set by the Alabama Counseling Association of State - level payable at the first Chapter VI meeting of the current school year. The state treasurer will reimburse Chapter VI its per member chapter dues amount.

## **ARTICLE V**

### **OFFICERS**

#### **Section 1**

The elective officers of this Association shall be: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer, (5) Historian, (6) Parliamentarian.

#### **Section 2**

These officers shall be members of both the Alabama Counseling Association, and Chapter VI of the Alabama Counseling Association, and shall be elected by the active professional members. The election shall be held during the State Fall Workshop Chapter VI meeting. Absentee ballots may be obtained by written request, however, they must be received by the nominations and elections committee at least one week before the State Fall Workshop Chapter VI meeting.

#### **Section 3**

Officers shall serve for a one term, with the exception of the treasurer, who will serve for two years. They shall assume office on May 1st, of the school year elected, and terminate office April 30th, of the following year.

#### **Section 4**

The president shall preside over all business meetings and shall be ex-officio member of all standing and special committees.

#### **Section 5**

The president-elect shall preside in the absence of the president, and shall be Chairperson of the program committee.

#### **Section 6**

The secretary will keep the minutes of all meetings of the Association and shall maintain an active membership roll.

#### **Section 7**

The treasurer shall collect the dues of all members and keep account of all expenditures incurred by the Association. An annual financial statement shall be required.

#### **Section 8**

The historian shall collect all materials which are to be submitted to the Executive Secretary by June 1st of each year. These materials shall include, but not limited to, official minutes of the Association correspondence and any other historically significant materials.

**ARTICLE VI**  
**COMMITTEES**

**Section 1**

The standing committees of this Association : nominations and elections, program, publicity, government and professional relations, by- laws, professional standards, membership, awards and resolutions, budget and finance, and publications and ethics committee.

**Section 2**

The Nominations and Election chairperson shall be the Immediate past president. The committee shall report to the fall meeting submitting a slate of nominees for all elective officers.

**Section 3**

The Program Committee shall plan all official programs of the Association. The chairperson of the program committee shall be the president-elect.

**Section 4**

The chairperson of the Government and Professional Relations Committee shall be the historian. This committee shall publicize the activities of the Association through the media, and shall keep scrapbooks, records and other materials of significance to the Association and other agencies.

**Section 5**

The By-laws committee shall keep the membership supplied with accurate copies of the by-laws and shall propose amendments to them when deemed appropriate. The chairperson shall be the parliamentarian

**Section 6**

The Professional Standards Committee shall promote the Association's concerns for adequately trained personnel filling the guidance counseling and personnel positions in the various agencies in this district. The committee shall seek to represent the Association's views in regards to certification or licensing of such professional personnel positions In the various agencies In this district. The chairperson shall be appointed by the president with the approval of the membership.

**Section 7**

The Membership Committee shall promote counseling In member- ship of this Association among all eligible persons in this district. Membership shall run concurrently with Alabama Counseling Association. The chairperson of this committee shall be appointed by the president with the approval of the membership.

## **Section 8**

The Awards Committee shall set criteria for the selection of a person to receive the Chapter VI Outstanding Counselor Award. The award will be presented at the Fall ALCA Workshop.

## **Section 9**

The Budget Committee and the Finance Committee shall maintain financial records of all the funds of the Association and shall recommend to the Executive Council and the Association a proposed budget for the annual operation of the Association. This proposed budget shall be of the current year. The committee shall be composed of the president, president-elect, Immediate past president, and the treasurer, who shall serve as the chairperson. In the event that the treasurer is newly elected, the out-going treasurer may assist in drawing up the proposed budget.

## **Section 10**

The Publication Committee shall establish publications policy and shall nominate a person at the appropriate time to serve on the Editorial Board of Publications. The committee shall be composed of the Newspaper Editor and the President shall serve as co-chairperson.

## **Section 11**

The Ethics Committee of the Association shall be responsible 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 policies and procedures for handling complaints of ethical violations. The committee shall consist of seven (7) appointed members, including the chairperson, representing school counselors, college/university professionals, private practice practitioners, agency counselors, and two members appointed by the ALCA President-elect subject to confirmation by the ALCA executive Council. The chairperson of the committee is appointed by the incumbent President-elect subject to confirmation by the chapter. The chairperson shall be a member of the Executive Council.

# **ARTICLE VII**

## **MEETINGS**

### **Section 1**

This Association shall have a minimum of three meetings and one Executive Board meeting per year. Other meetings may be called when the president deems necessary.

### **Section 2**

Business of the Association shall be conducted at meetings of the Association.

## **ARTICLE VIII**

### **QUORUM**

Active professional members present at any regular meetings shall constitute a quorum for the transaction of the business of the Association

## **ARTICLE IX**

### **AMENDMENTS**

These By-Laws may be amended at any regular meetings of this Association provided the proposed amendment has been sent to the membership at least 15 days prior to the meeting.

Amended November 1996