

**BYLAWS OF THE ALABAMA ASSOCIATION  
FOR COUNSELOR EDUCATION AND SUPERVISION**

**ARTICLE 1  
NAME AND PURPOSES**

- 1.1 Name:** The name of the Association shall be the Alabama Association for Counselor Education and Supervision (ALACES), the southern region division, a state division of the Association for Counselor Education and Supervision (ACES), and a division of the American Counseling Association (ACA).
- 1.2 Affiliation:** This Association is organized and governed in accordance with the Bylaws of ACES and the Bylaws of the Alabama Counseling Association (ALCA).
- 1.3 Purposes:** The purposes of the Association, in accordance with the purposes of ACES, shall be to enhance and promote effective life span counseling through the generation and translation of theory and research into quality education and supervision of counselors by:
- 1.3.a.** promoting the life long learning of counselors, supervisors, and educators of the counseling profession;
  - 1.3.b.** promoting scholarly inquiry for the advancement of the counseling profession;
  - 1.3.c.** recruiting capable people into counselor education programs and into supervised training experiences;
  - 1.3.d.** assuring the relevance within counselor education programs and within the practice of supervision for the needs of diverse client populations; and
  - 1.3.e.** promoting quality counselor supervision through advocating for supervision needs and encouraging high supervision standards.

**ARTICLE 2  
MEMBERSHIP**

- 2.1 Types of Membership:** Membership shall be of one type—individual. However, the Association shall designate four classes of individual membership; Emeritus, Regular, Associate, and Student.

## **2.2 Eligibility for and Privileges of Membership:**

**2.2.a.** Emeritus members shall be entitled to all privileges of regular members and shall be exempt from payment of dues and assessments except payment which may be required in accordance with ACES and ALCA Bylaws.

**2.2.b.** To be eligible for regular membership, a person must meet the following requirements:

**2.2.b.1.** be on the faculty of or affiliated with a college or university and be regularly engaged in the professional preparation of professional counselors or student personnel workers; or

**2.2.b.2.** be regularly engaged in performing the duties of a local, state or national supervisor of guidance, counseling or student personnel services, or in performing the duties or professional assistant to such supervisors; or

**2.2.b.3.** be otherwise regularly engaged in the professional leadership, direction, coordination, or supervision of state qualified counselors or student personnel workers. The term “regularly engaged” shall mean that the specified professional activity constitutes a significant and continuing aspect of the individual’s professional work.

**2.2.c.** In addition to meeting the requirements of Subsection (b) of this Section, a person to be eligible for regular membership must be a recipient of a graduate degree conferred by a graduate school of recognized standing based in part upon course work providing preparation for performing the duties in Subsection (b) of this Section.

**2.2.d.** Regular members shall have all the rights and privileges normally accorded members of a scientific, educational, and professional association including the right to vote and hold elective office.

**2.2.e.** Associate members shall be those who do not meet the requirements Sections (a) and (b) of this Section, but who express interest in promoting the purposes and activities of this Association. They will have the same rights and privileges as Regular members except that they may not vote, hold elective office, or initiate actions in meetings of the Association.

**2.2.f.** Student membership is open to those who are actively enrolled in a graduate program leading to a degree in counseling or some related area and who are engaged in full-time employment in a counseling related position. Student members will have the same rights and privileges except that they may not vote. Annual dues shall be assessed equal to one-half of that required for Regular membership.

**2.2.g.** A Regular member may retain that status as long as he or she maintains continuous membership in ALCA and ALACES. Any Regular member whose membership is severed in accordance with Section 5 of this Article and who applies for reinstatement shall be required to meet, at the time of reinstatement, the existing requirements for a given category of membership.

**2.3 Requirements for Membership:** Requirements for membership status are those defined by the Bylaws of ACES.

**2.4 Procedure:** The Executive Council shall prescribe the forms and procedures to be used in approving applicants for membership in accordance with policies established by ALACES.

**2.5 Severance:**

**2.5.a.** Failure to pay dues as prescribed by the Association shall be interpreted as withdrawal from membership. Reinstatement shall be by renewed application.

**2.5.b.** Any officer of the Association that fails in any fiscal year to attend at least one meeting of the Executive Council shall be deemed to have tendered their resignation. The Executive Council may decide to vacate this policy for an individual in the event of unusual illness or similar circumstances.

**2.5.c.** Any member shall be expelled by a two-thirds majority vote of the membership present at a regularly scheduled meeting of the Association for any conduct that tends to injure the Association or to adversely affect its reputation, or that is contrary to or destructive to either the Bylaws of the ACA or ACES code of ethics. Before such a vote can be taken, expulsion must be recommended by the Executive Council after a review of the case by the Committee. Review of the case by the Executive Council shall involve giving the person in question an opportunity to appear before the Committee to answer the charges against him or her. The foregoing shall not be interpreted as an abridgement of the member's right to appeal to the general membership at the meeting at which the report of the Committee is under consideration.

### ARTICLE 3 MEETINGS OF THE ASSOCIATION

**3.1 Business Year:** The official business year of the Association shall extend from May 1 through April 30.

**3.2 Annual Membership Meeting:** An annual meeting of the Association shall be held prior to the end of the fiscal year at a time and place to be determined by the Executive Council. Notice of any major program meetings shall be sent to all members at least 30 days prior to the proposed date of such meeting.

- 3.3 Executive Council Meetings:** There shall be three Executive Council meetings during the fiscal year.
- 3.4 Special Meetings:** The President may, with the approval of the Executive Council, call additional meetings of the Association when necessary.
- 3.5 Electronic Communication and Action:** Specific actions of the Executive Council and may be taken by electronic means, provided that use for such action is deemed appropriate by the President. The Executive Council is authorized and directed to adopt formal procedures to govern taking action by electronic means. Such procedures must ensure that all proposed actions are delivered to all members of the Council in advance, that all members must have an opportunity to discuss and suggest changes in such actions, and that voting must be taken by a formal process by the Secretary or President of the Association. All such actions must be recorded in the minutes of the Association.

#### **ARTICLE 4 THE EXECUTIVE COUNCIL**

- 4.1 Functions:** The Executive Council shall be the agency through which the general administrative and executive function of the Association shall be carried out. It shall conduct, manage, and control the business of the Association between official meetings of the Association.
- 4.2 Composition:** The Executive Council shall be composed of the President, the Immediate Past-President, the President-Elect, the President Elect-Elect, the Secretary, the Treasurer, a Member-At-Large, standing Committee Chairs, the Newsletter Editor, Website Editor, and membership representatives (see Article 6 Section 1).
- 4.3 Voting Members:** Voting members shall be the elected officers.

#### **ARTICLE 5 OFFICERS**

- 5.1 Officers:** The officers of the Association shall be the Immediate Past-President, the President, the President-Elect, the President Elect-Elect, the Secretary, the Treasurer, and a Committee Member-At-Large. Elected officers shall serve a term of one year; except in the case of the Treasurer who shall serve a two-year term.
- 5.2 The President:** The President shall be the chief executive officer of the Association and Chairperson of its Executive Council. The President shall appoint chairpersons and members of all committees unless otherwise specifically provided for in these Bylaws or by motion establishing such committees. The President shall hold ex-officio membership on all committees, and shall serve as the official or at-large representative to people or groups outside the Association. The President shall provide reports to the Executive Council and the Association members regarding the business of the Association and other items of concern to the members, as well as to provide an annual plan of action to the

ALACES Executive Council and the ALCA President. The President shall preside over all meetings of the general membership. Additionally, the President will provide the ALCA Executive Director, the President of the Southern Association for Counselor Education and Supervision (SACES), and the President of ACES, the names of its officers forthwith after their election or appointment.

- 5.3 The President-Elect:** In the absence of the President, the President-Elect shall act as Chairperson of all meetings of the Association and/or the Executive Committee. He or she shall succeed to the presidency at the expiration of the term as President-Elect. The President-Elect shall assume responsibilities as Chairperson of the Program Committee, and perform additional duties as may be directed by the President and Executive Council.
- 5.4 The President-Elect-Elect:** In the absence of the President and the President-Elect, the President Elect-Elect shall act as Chairperson of all meetings of the Association and/or the Executive Council. The President Elect-Elect shall serve in a shadowing capacity of the President-Elect for the term of one year. The President Elect-Elect will assist the President-Elect in functions as agreed, to provide an introductory experience to the future role of President-Elect that will be served. He or she shall succeed to the position of President-Elect at the expiration of the term. The President-Elect-Elect shall assume responsibilities and perform additional duties as may be directed by the President and Executive Council.
- 5.5 Immediate Past-President:** The Immediate Past-President serves as Chairperson of the Nominations and Elections Committee which identifies, invites, and secures candidates for ALACES officer positions; serves as chair of the Awards Committee which coordinates the completion and submission of annual award packages to both the ALCA and SACES Awards Committee; attends all ALACES meetings; and performs additional duties as may be directed by the President and Executive Council.
- 5.6 The Secretary:** The Secretary shall keep the records of the current activities of the Association and of the Executive Council; assume responsibility as Chairperson of the Membership Committee, and shall perform other duties as assigned by the President.
- 5.7 The Treasurer:** The Treasurer shall receive all funds and disburse them as necessary. The Treasurer shall submit and review a financial report at each general member meeting of the Association, and at the ALACES Executive Council meetings, as well as to perform additional duties as may be directed by the President and Executive Council.
- 5.8 Committee Member-At-Large:** The committee Member-At-Large shall provide representation for the membership on the Executive Council, as well as to perform additional duties as may be directed by the President and Executive Council.
- 5.9 Qualifications of Officers:** Each officer shall be a member of the Association and ACES, and shall be a professional, regular, retired or student member in good standing. No member shall be qualified to be a candidate for the office of President without having

previously served on the Executive Council, or upon approval of the Executive Council having served the Association in an equivalent role.

- 5.10 Compensation of Officers:** None of the elected officers of the Association shall receive any compensation for their services as such to the Association.

## **ARTICLE 6 COMMITTEES**

- 6.1 Standing Committees:** There shall be standing committees of the Association as follows:

- 6.1.a.** Nominations and Elections Committee
- 6.1.b.** Program Committee
- 6.1.c.** Membership Committee
- 6.1.d.** Awards Committee
- 6.1.e.** Professional Standards and Ethics Committee
- 6.1.f.** Site-Supervisor Liaison
- 6.1.g.** Newsletter Editor
- 6.1.h.** Historian
- 6.1.i.** ALCA Journal Reviewer
- 6.1.j.** ALACES Website Editor

- 6.2 Committee Functions:** The functions of the standing committees shall be as follows:

**6.2.a.** The Nominations and Elections Committee shall be responsible for carrying out nominations and elections procedures in accordance with these Bylaws. The Immediate Past-President shall serve as Chairperson of this committee.

**6.2.b.** The Program Committee shall be responsible for planning and coordinating programs of the Association. The President-Elect shall serve as Chairperson of this committee.

**6.2.c.** The Membership Committee will conduct membership recruitment activities in conjunction with the ALCA Executive Director, under the ALCA unified dues structure. The Secretary shall serve as Chairperson of this committee.

**6.2.d.** The Awards and Resolutions Committee shall also be responsible for soliciting nominees for Association awards, evaluating nominee qualifications, and submitting eligible nominees to the ALCA Awards Committee. Additionally, the committee shall be responsible for writing, reviewing, editing, and rewriting all resolutions proposed for action at the business sessions of the annual meeting. Resolutions not accepted by the committee may be introduced at the appropriate place in the order of business by those wishing to seek actions on such resolutions.

**6.2.e.** The Professional Standards and Ethics Committee shall perform the following functions:

**6.2.e.1.** educate the membership about professional standards in counselor education and the practice of supervision;

**6.2.e.2.** recommend educational and experience standards for certification, licensure and employment in state government positions as counselors or counselor supervisors;

**6.2.e.3.** educate the membership about sound ethical practice and ethical decision making in counselor education and the practice of supervision;

**6.2.e.4.** submit article as needed for the ALACES newsletter

**6.2.e.5.** notify division of any changes in ACES and SACES bylaws, policy, and/or guidelines.

**6.2.f.** The Supervisor Liaison must be must be a Licensed Professional Counselor in Alabama, and a Certified Alabama Counseling Supervisor, and shall be responsible for the following functions:

**6.2.f.1.** coordination of supervisor training;

**6.2.f.2.** assessing the current status of and/or special needs related to supervision of counseling practicum and internship students, and ALC supervisory needs;

**6.2.f.3.** report to the Executive Council and general membership on issues relevant to supervision.;

**6.2.f.4.** submit article as needed for the ALACES newsletter

**6.2.g.** The Newsletter Editor is responsible for all aspects of the coordination, publication, and distribution of at least two newsletters during the course of organizational year which includes, but is not limited to securing articles, editing submitted material, page layout and design, copying, and distributing newsletters, as well as providing rough drafts to the President for review prior to publication.

**6.2.h.** The Historian shall be responsible for the collection, organization, and cataloging of all current organization records in a uniform way, as well as to keep and maintain all previous historical records, and pass on all historical records to his or her successor.

**6.2.i.** The ALCA Journal Reviewer is responsible for service on the ALCA Journal editorial board as directed by the ALCA Journal Editor, in accordance with editorial board guidelines. This is a two-year appointment, and given the unique and specific nature of this position, the Reviewer is not required to attend regularly held division council meetings. The work of the Reviewer is independent of regular council responsibilities and is primarily at the service of the ALCA Journal Editor.

**6.2.j.** The ALACES Website Editor is responsible for all aspects of the coordination and publication of website content during the course of the organizational year which includes, but is not limited to securing information, editing, submitting layout and design of the website, as well as providing information to the President for review prior to publication.

**6.3 Special Committees:** Special committees may be authorized by the President, the Association, or the Executive Council. Such committees shall not continue for more than two years unless otherwise specified in the motions establishing such committees. No person shall serve on the same committee for more than three consecutive years, except by vote of the Association at a scheduled meeting.

**6.4 Term of Chairpersons:** Chairpersons of committees shall serve for one year terms but may be reappointed to succeed themselves for an additional year unless otherwise specified in these Bylaws.

## ARTICLE 7 DUES

**7.1 Dues:** Dues shall be established by the Executive Council, and according to ALCA guidelines.

## ARTICLE 8 ELECTION OF OFFICERS

**8.1 Nominees:** The Nominations and Elections Committee, upon obtaining the consent of all nominees, shall prepare an official slate of two candidates for each of the officer positions. The candidates must be members of ALACES at the time they are nominated. Additionally, in accordance with ACES Bylaws, the candidates must be members of ACES at the time they are nominated and may not be nominated for an office in which they are currently serving, unless they are completing an unexpired term.

**8.2 Election:** The ballot of nominees shall be sent to the membership for voting. The Nominations and Elections Committee shall assume responsibility for conducting the election, counting ballots, and reporting the results of the election to the membership. Any required special election will be held by the Association in a manner determined by the Executive Council.



- 8.3 The Assumption of Duties:** Officers so elected shall assume the duties of their offices on May 1, following their election.
- 8.4 Vacancies in Unexpired Terms:** In case of vacancy in the office of President, the President-Elect shall succeed to the President's unexpired term and continue through the term for which he or she was elected. The President Elect-Elect shall succeed to the President-Elect's unexpired term and continue through the term for which he or she was elected. The Executive Council shall have the power to fill any vacancy in other offices until the next regular election.

## ARTICLE 9 CONDUCT OF BUSINESS

- 9.1 Special Proceedings:** The Constitution and Bylaws of ACES shall govern the proceedings of this Association not otherwise specified in the Bylaws.
- 9.2 Quorum:** A quorum is determined by the following;
- 9.2.a.** A quorum for conducting business at a scheduled meeting of this Association will be the number present at the time, since they constitute the entire membership at that time.
  - 9.2.b.** A quorum for conducting business of the Executive Council shall be a majority of the voting members.
- 9.3 Audits:** The Treasurer shall make an interim report to the members at the annual business meeting. At the conclusion of the fiscal year (May 1 to April 30 of the following calendar year), the Treasurer shall submit an annual report to the Executive Council and ALCA for inclusion in an audit by a certified public accountant at the expense of the Association.
- 9.4 Reports of Elected Officers:** The President and Treasurer of the Association shall prepare written reports to ALCA as requested and/or required. The Executive Council may distribute copies of the annual reports of the elected officers to the membership. The President may distribute copies of the Treasurer's annual report to the membership.

## ARTICLE 10 BYLAWS

- 10.1 Amendments:** Amendments of the Bylaws may be made by affirmative vote of the membership voting via electronic vote. Proposals to amend must be submitted in writing to the President of the Association and presented to the general membership at least seven days prior to taking the vote. Copies of revised ALACES Bylaws approved by the general membership must be submitted to the ALCA Executive Director and Parliamentarian for final review and sanction, to ensure they are not in conflict with the Bylaws of ALCA, ACES, or the ACA. Once the sanction is granted, the Bylaws may be

put into action and become the current operational Bylaws.

- 10.2 Emergency Amendments:** In case of an emergency the Executive Council may submit a proposed amendment to the membership for an electronic vote. Fourteen days after the emailing of the proposed amendment, the polls will be closed and votes counted by the Executive Council. If passed by a majority of the members voting, the amendments will become effective.

## **ARTICLE 11 NONDISCRIMINATION**

- 11.1 Nondiscrimination:** There shall be no discrimination against any individual on the basis of ethnic group, color, religion, gender, creed, age, sexual orientation, or ability level with regard to membership or any form of participation in this Association.

## **ARTICLE 12 DISSOLUTION**

- 12.1 Dissolution of the Association:** Upon dissolution of the Association, the officers shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purpose of the Association, and/or contribute the remaining assets to such organization(s) operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as determined by the Executive Council.

## **ARTICLE 13 Publications**

- 13.1 Copyrights:** The Association shall own the copyright for the original and any renewal term for any writing that is published by the Association. The author of any such writing shall have the right to make a non-profit or non-commercial use of the work provided that there is affixed to each copy the copyright notice used by the Association when the writing was first published. The author shall have right to make or authorize for profit or commercial use any such writing only after first obtaining the written consent of the Association.

## **ARTICLE 14 RULES OF ORDER**

- 13.1 Rules of Order:** Robert's Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of the Association not otherwise specified in the Bylaws.

Adopted, May, 2015

Adopted November, 2006

Bylaws Adopted February, 1998