

BYLAWS of the Alabama Mental Health Counseling Association

ARTICLE I

NAME AND MISSION

Section 1. Name

The name of the Association shall be the Alabama Mental Health Counselors Association.

Section 2. Mission

The mission of the Association, a division of the Alabama Counseling Association and a state division of the American Mental Health Counseling Association, shall be to:

- a. promote the profession of mental health counseling;
- b. provide a systems of information exchange between mental health counselors through dissemination of a newsletter and other educational and professional materials;
- c. provides programs for mental health counselors to assist In updating and enhancing competencies;
- d. promote legislation which recognizes and advances the profession of mental health counseling;
- e. provide a public forum for mental health counselors to address the social, emotional and developmental needs d their clients;
- f. provide an alliance with counselors in other work settings to advance the profession of counseling;
- g. promote minimal training standards necessary for mental health counselors;
- h. promote scientific research and Inquiry Into mental health concerns;
- i. i) provide a liaison to work at the state and national levels with other professional groups to assist In the advancement of the mental health field;
- j. provide the public with information to enhance awareness of mental health counseling and the competencies and services of its practitioners;
- k. promote licensure and certification for counselors on the state and national levels.

ARTICLE II

MEMBERSHIP

Section 1. Types of Membership

Classes of membership shall be those prescribed for the American Mental Health Counseling Association: regular, retired, and student

Section 2. Requirements of Membership

- a. Regular Member - A member at the Alabama Counseling Association may be a member of the Alabama Mental Health Counseling Association provided s/he:
 1. holds a minimum of a master's degree in the mental health field as conferred by a graduate school at recognized standing, and
 2. is (or has been) actively employed in a community mental health center, a public or private counseling center, a state mental health facility, a private practice, a pastoral counseling setting or a mental health counselor training setting.
- b. Retired Member - A member of the Alabama Counseling Association may be a member of the Alabama Mental Health Counseling Association provided s/he:
 1. holds a minimum of a master's degree in the mental health field as conferred by a graduate school of recognized standing, and
 2. is retired from a community mental health center, a public or private counseling center, a state mental health facility, a private practice, a pastoral counseling setting or a mental health counselor training setting.
- c. Student Member - A member of the Alabama Counseling Association may be a member of the Alabama Mental Health Counseling Association provided s/he:
 1. Is a graduate student who is enrolled in a planned program leading towards a masters degree with an emphasis in mental health counseling.

Section 3. Meetings

- a. The Executive Council shall meet at least quarterly each year: the time and place shall be determined by the President and the Executive Council.
- b. The Annual Business Meeting of the Association shall take place at the annual conference of the Alabama Counseling Association. Active ALMHCA members present at the Annual Business Meeting shall constitute a quorum authorized to transact any business duly presented.

ARTICLE III

OFFICERS

Section 1. Officers and Terms of Office

- a. The officers of this Association shall be:

1. President
 2. President-Elect
 3. Immediate Past President
 4. Secretary
 5. Treasurer
- b. The term of office of the President, President-Elect, and Secretary shall be one (1) year. The term of office for the treasurer shall be for two (2) years. These terms may be extended for no more than two (2) consecutive terms of office.

Section 2. Qualifications

- a. be a resident at Alabama:
- b. be a member in good standing of the Association for at least one year previous to nomination;
- c. be a member of the American Mental Health Counselors Association;

Section 3. Duties of Officers

- A. The President shall:
- a) be the Chief Executive Officer at the Association and Chairperson of its Executive Council;
 - b) appoint the Chairperson and members of each committee as necessary, unless otherwise specifically provided for within the By-Laws;
 - c) serve as representative to the Executive Council of the Alabama Counseling Association; and
 - d) be the representative of the American Mental Health Counselors Association.
- B. The President-Elect shall:
- a) act as President at all Association or Executive Council meetings in the absence of the President;
 - b) assume the position of President beginning May 1 of the following year; or in the event the President should resign or be unable to complete his/her term;
 - c) serve as the chairperson at the Program Committee; and
 - d) In the event the President-Elect resigns or is unable to complete his or her term, the Executive Council shall appoint the second candidate to fill the unexpired vacancy.

In the event there is no second candidate or the second candidate is unable to serve, the Executive Council shall appoint a qualified member to fill the unexpired vacancy.

- C. The Past President shall assist the Officers and Executive Council members in the completion of their duties.
- D. The Secretary shall keep all records of the activities of the Association and Its Executive Council
- E. The Treasurer shall:
 - a) have custody of all of the Association's funds and other properties;
 - b) deposit all funds according to the Executive Council, which shall prescribe the methods and procedures for authorizing the expenditures of and the accounting for all funds.

Section 4. Election of Officers

- a. a The Nominations and Elections Committee shall:
 - 1. prepare an official slate of nominees for each office;
 - 2. take into consideration each nominees:
 - a) qualification for office;
 - b) fields of interests;
 - c) motivation and consent to be nominated and to serve.
- b. The slate of officers shall be presented to the President, who shall send the slate to the Newsletter Editor of the Alabama Mental Health Counselors Association. The election ballot will be included in the Viewpoint (ALMHCA's newsletter).
- c. Ballots will be canvassed and a report made at the winter meeting of the Executive Council with a plurality vote of the members voting constituting an election to office;
- d. The President will notify the candidates of the election outcome prior to any public announcement
- e. Elected officers will assume the duties of their office on May 1.

Section 5. Office Vacancy

- a. In the event of a vacancy in the office of President, the President-Elect shall succeed to the President's unexpired term and continue through the term for which elected.

- b. In the event of a vacancy in any other office, the Executive Council shall have the power to fill the vacancy until the next regular election.

ARTICLE IV

EXECUTIVE COUNCIL

Section 1. Duties

The executive Council shall be the agency through which the general administrative and executive functions of the Association shall be earned out. It shall conduct, manage, and control the business of the Association between official meetings of the Association.

Section 2. Members

The Executive Council of the Association shall be composed of:

- a. the elected officers of the Association;
- b. the chairpersons of the standing committees;
- c. persons appointed by the President and approved by the Executive Council whose services may be required for special purposes.

Section 3. Voting

All members of the executive Council shall be voting members.

Section 4. Quorum

A majority of the authorized membership of the Executive Council shall constitute a quorum for conducting business of the Council.

Section 5. Rules of Order

Robert's Rules of Order shall govern the proceedings of all bodies of the Association, except where otherwise specified In these By-laws.

ARTICLES V

COMMITTEES

Section 1. Standing Committees

Standing Committees shall consist of at least three members and no more than six, each of whom shall server terms of three (3) years. Initial appointments to standing committees following adoption of these By-Laws may be for terms of less than three years to ensure that terms of one to two members expire

and are subject to appointment every year. Members of standing committees may be reappointed for three-year terms.

The following shall be the standing committees of the Association:

- a. Government and Professional Relations - This Committee shall be responsible for monitoring the activities of the appropriate regulatory bodies, including state and national legislatures, and informing and advising the Association of the developments that may affect the welfare and working conditions of mental health counselors and clients' rights to access to care;
- b. Membership Committee - This committee shall seek ways to increase the membership of the Association through the addition of new members and retention of current members;
- c. Nominations and Elections Committee - This committee shall be responsible for the nominations and election procedures in accordance with these By-Laws. They shall solicit and develop appropriate resolutions to be presented to the membership of the Association at the Annual Meeting of the Alabama Counseling Association;
- d. Program Committee - this committee shall be responsible for the programs and arrangements for all the meetings of the Association; and
- e. Publications Committee - This committee shall coordinate and direct all publications of the Associations, based on the guidelines and publication dates as established by the Executive Council.

Section 2. Special Committee

A Special Committee shall be:

- a. authorized by the Executive Council of the President;
- b. authorized for a specifically defined task or project: and
- c. authorized for a specific length at time not to exceed two years.

Following the appointment of the Chair and members, the special committee will:

- a. submit a plan to accomplish the task or project to the Executive Council at the next quarterly meeting; and
- b. Submit quarterly reports to the Executive until the final task or project is completed.

Section 3. Committee Chairperson

The Chairperson of each committee shall serve for a period of one (1) year and may be reappointed by the incumbent President.

ARTICLE VI

DUES

Section 1. Allocation and Additional Dues

In addition to the allocation received by the Alabama Counseling Association and/or the American Menial Health Counseling Association, this Association may assess additional dues provided:

- a. such assessments are recommended by the Executive Council;
- b. such assessments are approved by a majority of the membership present in a regularly scheduled business meeting of the Association.

ARTICLE VII

BUSINESS AFFAIRS

Section 1. Association Year

The fiscal year and the governance year of the Association shall be May 1 through April 30.

Section 2. Control and Management

- a. All properties at the Association shall be subject to the control and management of the Executive Council. Any accumulation or disposal of real property shall be approved in advance by the Executive Council.
- b. Upon dissolution of the Association, all properties shall be transferred to the organization(s) as the Executive Council shall determine to have purpose and activities most nearly related with those at the Association.
- c. No member shall have any transferrable interest in any property of the Association.

ARTICLE VIII

NONDISCRIMINATION

There shall be no discrimination against any individual on the basis at ethnic group, color, creed, gender, sexual orientation, age and/or disability.

ARTICLE IX

AMENDMENTS

Section 1. Annual Meeting

- a. proposals to amend the By-Laws will be presented to the Executive Council for approval at a regional meeting.
- b. If the amendments are approved, information regarding proposals will be distributed to the membership at least fifteen (15) days prior to the Annual Business Meeting.

Section 2. Emergency Mail Vote

- a. The Executive Council may submit a proposed amendment to the membership for an emergency mail vote.
- b. Twenty (20) days after mailing the proposed amendments the pools shall be closed and the votes counted by the President and presented to the Executive Council at the next regular meeting.
- c. If passed by a majority of members voting, the amendment shall go into effect at the time the votes are counted.

ARTICLE X

BY-LAWS LIMITATIONS

The By-Laws of the Alabama Counseling Association shall govern the proceedings of the Association unless otherwise specified in these By-Laws.

Adopted: Original Date of ALMHCA

Amended: November 20, 1996