

BYLAWS of the Alabama College Counseling Association

An Organizational Affiliate of the Alabama Association for Counseling and Development

ARTICLE I

NAME AND MISSION

Section 1. Name.

The name of this Association will be the Alabama College Counseling Association (ALCCA), an organizational affiliate of the Alabama Association for Counseling and Development (ALACD).

Section 2. Mission.

ALCCA is an Association for those in higher education whose professional identity is counseling and whose purpose is fostering students' development. ALCCA strives to support and enhance the practice of college counseling, to promote ethical and responsible professional practice, to promote communication and exchange among college counselors across service areas and institutional settings, to encourage cooperation with other organizations related to higher education and college student development, and to provide leadership and advocacy of the profession of counseling in higher education. Its mission shall be in accord with the mission of the Alabama Association for Counseling and Development, its parent organization.

ARTICLE II

MEMBERSHIP

Section 1. Membership.

Qualifications for Membership: Membership in ALACD shall be a condition of membership in ALCCA. In Addition, members shall qualify in the following ways:

Section 2. Types of Membership.

- a. Professional Member - A degree in counseling or closely related field and interest in counseling in a higher education setting.
- b. Student Member - a student engaged in graduate study in counseling or a closely related field in an accredited institution may be accepted as a student member upon recommendation of his or her faculty advisor.
- c. Retired Member - any person retired from a position in college counseling or a position related to college counseling.

- d. Associate Member - persons who support ALCCA's objective and who have an interest in affiliation without meeting requirements for professional, student, or retired membership may be admitted as associate members. They shall not have the right to vote or hold office.

Section 3. Severance of Membership.

Failure to pay dues as prescribed by the Association and by ALACD shall be interpreted as withdrawal from membership. At that time the membership shall cease to exist. Association members disciplined or expelled from the membership of ALACD for any reason will be dismissed from ALCCA as well.

Section 4. Rights and Privileges.

Professional, student, and retired members are eligible to vote on matters coming before the Association and are eligible to hold office in the Association.

ARTICLE III

OFFICERS

Section 1. Elected Officials.

The elected officials of ALCCA shall be the President, the President-Elect, the Immediate Past President, and Secretary-Treasurer. All elected officials shall be voting members of ALCCA.

Section 2. Duties of Officers.

- a. President
 - 1. To exert leadership in achieving the purposes of ALCCA.
 - 2. To preside at business meetings of ALCCA and the Executive Committee.
 - 3. To appoint chairpersons of both standing and special committees of ALCCA which are established under the office of President, except as otherwise specified in these Bylaws.
 - 4. To serve ex officio on all committees of ALCCA.
 - 5. To submit all reports and other information as may be requested or required by ALACD.
 - 6. To notify ALCCA candidates of election results.
 - 7. To perform such other duties as directed by the Executive Committee.
- b. President-Elect
 - 1. To serve as a member of the ALCCA Executive Committee.
 - 2. The President-Elect shall be responsible for the submission of proposals for the ALACD fall workshop.

3. To serve as chairperson of the membership committee.
 4. To perform such other duties as directed by the Executive Committee.
- c. Past President
1. To serve as a member of the ALCCA Executive Committee.
 2. To serve as Chairperson of the ALCCA Committee on Nominations and Elections.
 3. To perform such other duties as directed by the Executive Committee.
- d. Secretary-Treasurer
1. To serve as a member of the ALCCA Executive Committee.
 2. To keep records of the proceedings 'of the meetings of ALCCA and the ALCCA Executive Committee.
 3. To conduct the official correspondence of the ALCCA, including the issuance of notices of meetings when requested by the President.
 4. To notify ALACD of amendments to these Bylaws when adopted by the membership.
 5. To notify ALCCA candidates of election results, when requested by the President.
 6. At the direction of the President, to notify the membership of the results of the Election of new officers.
 7. To solicit such written reports of standing and special committees for the Executive Committee and the ALCCA business meeting as called.
 8. To review and approve requests for disbursements which have been authorized by the ALCCA Executive Committee.
 9. To review periodic financial audit statements from ALACD, with specific reference to the finances of ALCCA.
 10. To present reports of the financial status of ALCCA to the Executive Committee and the ALCCA membership at each meeting of these bodies.
 11. To present a proposed budget to the ALCCA Executive Committee.
 12. To perform such other duties as directed by the Executive Committee.

Section 3. Terms of Office.

The term of office for the President, President-Elect and Past President shall be a one (1) year term. The Secretary-Treasurer shall serve a two (2) year term. The term of office shall begin May 1 following the fall workshop of ALACD.

Section 4. Vacancies.

In the event of a vacancy in any office but that of the President or President-Elect, the ALCCA Executive Committee shall, by majority vote, elect a successor to serve until the next annual election.

- a. If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and shall then serve a full term in his or her own right.
- b. If a vacancy occurs in the office of President-Elect, the Past President shall perform the duties of the President-Elect until the next annual election.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1. Executive Committee.

The Executive Committee of ALCCA shall consist of the President, President-Elect, Immediate Past President and Secretary-Treasurer. This Committee shall be empowered to conduct the business of the association between its annual business meeting.

Section 2. Functions of the ALCCA Executive Committee.

- a. Make all necessary policy decisions on behalf of ALCCA during the interim between business meetings of ALCCA.
- b. Formulate general policies of ALCCA concerning the objectives and purposes of ALCCA and recommend such action as seems necessary to present these policies to the voting members of ALCCA for adoption.
- c. Have the final responsibility for all meetings of ALCCA at the state level.
- d. Coordinate the relationships of ALCCA with the state association and other divisions of ALACD.
- e. Consider all proposed amendments to these Bylaws.

ARTICLE V

MEETINGS

Section 1. Executive Committee.

The ALCCA Executive Committee shall meet at least once each year. A meeting of the ALCCA Executive Committee shall be held at the time and place of each Fall Workshop of ALACD. Additional meetings of the Executive Committee will be held as deemed necessary by the Executive Committee or the President. At least one-half of the members of the ALCCA Executive Committee shall constitute a quorum throughout any meeting of the ALCCA Executive Committee at which official business is transacted.

Section 2. Membership.

An annual meeting of the ALACD membership shall be held yearly at the ALACD Fall Workshop for the purpose of hearing summary reports from officers and committees and conducting such business of the Association as deemed necessary by the Executive Committee.

ARTICLE VI

COMMITTEES

Section 1. Standing Committees.

The Standing Committees of the Association shall be the following: Nominations and Elections, Executive and Membership. All other standing and special committees shall be appointed and approved by the Executive Committee.

Section 2. Composition and Function of Standing Committees.

a. Nominations and Elections Committee.

1. The Nominations and Elections Committee shall conduct the nominations and elections of the Association and review and recommend procedures for conducting the annual election. The election shall be consistent with ALACD procedures.
2. The Nominations and Elections Committee shall consist of three members, including the chairperson.
3. The Immediate Past President of the Association shall serve as chairperson. Other members of the committee shall be appointed by the President.
4. The term of office for the members of the Nominations and Elections Committee shall be one year. No member of the Nominations and Elections Committee shall be a candidate for office.

b. Executive Committee

1. The Executive Committee shall consist of the President, the Past President, President-Elect and Secretary-Treasurer.
2. The Executive Committee shall conduct the business of the Association between annual meetings.

c. Membership Committee

1. The Chairperson of the Membership Committee shall be the President-Elect, Committee shall be appointed by the President and approved by the Executive Committee.
2. The Membership Committee shall consist of three members.
3. The Membership Committee shall recruit and maintain members for the Association.

d. Other Standing Committees. There shall be such other Standing Committees as may from time to time be established by the ALCCA Executive Committee to deal with matters of a continuing or reoccurring nature related to the accomplishments of the general purposes of ALCCA.

e. Number of Members and Tenure. The number of members and the tenure of committee members will be established by the Executive Committee.

f. Special Committees.

1. The ALCCA Executive Committee or the President may establish special committees to deal with matters of an immediate or non-recurring nature related to the specific purposes of ALCCA.
2. The President shall appoint the chairperson and the members for special purposes of ALCCA.
3. The term of service of each special committee shall expire when the duties of the special committee are completed.

g. Committee Meetings and Reports.

1. Meetings of committees shall be called by the chairperson.
2. The chairperson of each committee shall submit a written report of the committee's activities and recommendations to the ALCCA Executive Committee as requested.

ARTICLE VII
NOMINATIONS AND ELECTIONS

Section 1. Procedures.

- a. The Nominations and Elections Committee shall canvas the voting members of ALCCA for nominations for elective offices of ALCCA.
- b. Professional, Retired and student members shall be eligible for nomination to any office.
- c. Guided by the nominations, the Nominations and Elections Committee shall prepare a slate of officers containing, if possible, at least two names for each ALCCA office to be filled.
- d. The Nominations and Elections Committee shall select nominations to appear on the slate on the basis of qualifications for office, number of nominating votes received from the ALCCA membership, geographical location, racial/ethnic background, and the consent of the nominee.

Section 2. Voting.

The candidate receiving the largest number of votes for each office shall be elected to that office.

ARTICLE VIII
BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. Severable or Transferable Interest.

No member shall have any severable or transferable interest in the property of the Association.

Section 2. Control and Management.

All property of the Association shall be subject to the control and management of the Executive Committee. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the Executive Committee.

Section 3. Disposal Upon Dissolution.

Upon dissolution of the Association, none of its property shall be distributed to any of the members and all of such property shall be transferred to such other organization or organizations as the Executive Committee shall determine to have purposes and activities most nearly consonant with those of the Association, provided that such organizations shall be exempt under Section 501(c)(3) of the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

Section 4. Appropriation of Association Funds.

- a. No appropriations of Association funds shall be made except pursuant to the authority of the Executive Committee.
- b. The Executive Committee shall adopt an annual budget.

ARTICLE IX

STATE AND NATIONAL REPRESENTATION

Section 1. American College Counseling Association.

The President of this Association shall be the delegate to the American ACCA Convention. If unable to attend, the President will ask another member of the executive committee to represent the state association.

Section 2. Alabama Association for Counseling and Development.

The President of this Association shall represent the Association in the Executive Council of the Alabama Association for Counseling and Development. The President-Elect shall serve in the absence of the President.

ARTICLE X

AMENDMENTS

Section 1. Amendments with Previous Notice.

Procedures for the amendment of these Bylaws with previous notice shall be as follows.

- a. Amendments may be proposed by the ALCCA Executive Committee or by a petition signed by 25 voting members of the ALCCA sent to the Secretary of ALCCA at least 120 days, or such shorter period as the ALCCA Executive Committee shall decide, in advance of an ALCCA business meeting.
- b. Proposed amendments, together with such comments or written recommendations as may have been formulated by the ALCCA Executive Committee, or the petitioners, shall be distributed by the Secretary in writing, or via an official ALCCA publication, to the voting members of ALCCA at least 30 days prior to the next business meeting, at which time such proposals shall be discussed and voted upon.
- c. Proposed amendments shall be considered to have been adopted if approved by a majority of votes cast at the next ALCCA business meeting following their distribution to the voting members of ALCCA.

ARTICLE XI
NONDISCRIMINATION

Section 1. Nondiscrimination.

ALCCA shall not discriminate against any individual on the basis of ethnic group, color, creed, sex, age, affectional or sexual orientation, or handicapping condition.

ARTICLE XII
PARLIMENTARY AUTHORITY

Section 1. Parliamentary Authority.

Roberts Rules of Order, most recent edition, shall govern the proceedings of ALCCA.