

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

**ARTICLE I**

**NAME AND PURPOSES**

**Section 1. Name**

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

**Section 2. Purposes**

This organization is the Chapter Branch of the Alabama Counseling Association serving Calhoun, Cherokee, Cleburne, DeKalb, Etowah, St. Clair, and Talladega counties in Alabama. The Chapter seeks to implement through its activities in this Chapter the purposes of the Alabama Association for Counseling and Development (ALACD) and the American Association for Counseling and Development (AACD)

- (a) to develop through the Chapter, a greater understanding of the purposes and processes of counseling, and to promote interest in the field of counseling.
- (b) to provide a Chapter-wide clearinghouse of counseling activities and procedures whereby the members may gain greater stimulation and insight into the many areas of counseling.
- (c) to study methods by which there can be more effective counseling programs within the Chapter and to make recommendations to this effect.
- (d) to work toward the formulation and maintenance of the qualifications, roles, and functions of counselors in Alabama.
- (e) to promote and support studies and research in counseling at the chapter, state, and national level.
- (f) to arrange for Chapter conferences, workshops, and other meetings.
- (g) to publish a Chapter V newsletter for members to become cognizant of Chapter news.

## **ARTICLE II**

### **MEMBERSHIP AND DUES**

#### **Section 1. Membership**

- (a) Active Professional Membership in Chapter V is open to any member of the Alabama Association for Counseling and Development who meets the criteria established by the state organization. Active professional members shall be the only voting members.

#### **Section 2. Dues**

The dues of the Alabama Counseling Association and Chapter V, and divisions shall be unified. The annual dues of the Association for Active Professional and Associate members shall be recommended by the Executive Council and approved by the membership following the meeting at which the rates were approved.

## **ARTICLE III**

### **OFFICERS**

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

- (a) The elective officers of the Chapter shall be: (1) President, (2) President-Elect, (3) Immediate Past President, (4) Secretary, (5) Treasurer, and (6) Historian.
- (b) All elective officers of the Chapter shall be members in good standing of the Alabama Association for Counseling and Development at the time of election and during their terms of office.
- (c) Elected officers shall be elected by ballots, and these ballots are to be distributed and tallied at the winter meeting and the officers shall assume their duties on the following May 1. Officers shall serve for one year, May 1 – April 30. The president-elect shall assume the office of president for a one-year term at the completion of the one-year term as president-elect. The treasurer will serve for two years.

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

- (a) The President shall preside at all business meetings and shall serve as Chairperson of the Executive Committee. The President shall be ex-officio member of all standing and special committees.
- (b) The President-Elect shall be Chairperson of the Program Committee and shall assist the president in the performance of his/her duties.
- (c) The Immediate Past President's duties shall include, but not limited to, serving as Chair of the Nominations and Elections Committee and Chair of the Publication Committee.

- (d) The Secretary shall keep the minutes of all meetings of the Chapter and the Executive Committee.
- (e) The Treasurer shall receive all funds and disburse them with the approval of the president in accordance with the policies and provisions of the Chapter and bylaws.
- (f) The Historian shall keep a record of activities of the Chapter and shall compile Chapter documents.
- (g) The Parliamentarian shall be appointed by the President and shall rule on all official business of the Chapter and shall serve as Chairperson of the Bylaws Committee.
- (h) The newsletter editor shall be appointed by the immediate past-President and shall encourage and promote the gatherings, publishing, and dissemination of the Chapter news.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE: POWERS AND FUNCTIONS**

#### **Section 1**

The Executive Committee shall be composed of the elective officers, the immediate past president, and the chairperson of the standing committees of the Chapter. The president of the Chapter shall be the chairperson of the Executive Committee.

#### **Section 2**

The Executive committee shall have the power to act for the Chapter in the interim between meetings of the Chapter in accordance with the policies of the Chapter established at regular meetings. A majority of the members of the Executive Committee shall be required to transact business.

#### **Section 3**

The Executive Committee shall have the power to fill vacancies in the membership occurring between regular meetings of the Chapter except in the office of president. If the president should be unable to complete his/her term, he/she shall be immediately succeeded by the president-elect. The Executive Committee shall then fill the office of the president-elect. A president-elect appointed by the Executive Committee shall not assume the office of president upon completion of that term as president-elect. A president shall be elected at the next regularly scheduled election.

#### **Section 4**

The Executive Committee shall meet at such times as may be designated by either the president or three members of the Executive Committee. A majority of the members of the Executive Committee shall constitute a quorum.

**ARTICLE V**  
**COMMITTEES**

**Section 1. Standing Committees**

The standing committees of the Chapter shall be: Membership, Program, Publicity, Bylaws, Professional Standards/Government and Professional Relations, Nominating, and Awards. Member's of standing committees shall serve for a period of one year.

**Section 2. Functions of Standing Committees**

- (a) The Membership Committee shall promote interest in membership in the Chapter and State among all eligible persons in the Chapter. The chairperson of this committee shall be one of the members of the Executive Committee appointed by the President.
- (b) The Program Committee shall plan all official programs of the Chapter. The chairperson of this committee shall be the president-elect.
- (c) The Publicity Committee shall publicize the activities of the Chapter through the news media and official ALCA Quarterly. The chairperson of this committee shall be one of the members of the Executive Committee appointed by the president.
- (d) The Bylaws Committee shall keep the membership supplied with accurate copies of the Bylaws and shall propose amendments to the Bylaws when deemed appropriate. The chairperson of this committee shall be the parliamentarian.
- (e) The Professional Standards/Government and Professional Relations Committee shall serve as the official liaison between the Chapter and the Alabama Counseling Government and Professional Relations Committee. The committee will actively support legislation which reflects the aims and goals of the chapter and the state association. The chairperson of this committee shall be a member of the Executive Committee appointed by the president with the approval of the Executive Committee.
- (f) The Nominating Committee shall report a slate of nominees for all elected officers, and this notice shall be mailed in the winter newsletter. The chair- person of this committee shall be a member of the Executive Committee appointed by the president.
- (g) The Awards Committee shall serve as liaison between this Chapter and the Alabama Counseling Association Awards Committee. The chairperson shall represent the Chapter as a member of the state association Awards Committee. The chairperson shall be appointed by the president with the approval of the Executive Committee.

**Section 3. Special Committees**

Such special committees as shall be appointed by the Executive Committee or by the President shall serve until the purpose of such committee is accomplished.

**Section 4. Reports**

All committees shall report at the regular meeting of the Chapter and the Executive Committee upon request.

**ARTICLE VI**

**MEETINGS**

**Section 1**

The Chapter shall have at least four regular meetings each year. One shall be held in conjunction with the ALCA annual Fall Workshop.

**Section 2**

Business of the Chapter shall be conducted at regular or called meetings of the Chapter.

**Section 3**

The parliamentary authority for all meetings of the Chapter shall be the revised edition of Robert's Rules of Order, except where otherwise specified in these Bylaws.

**ARTICLE VII**

**QUORUM**

Active members present at any regular or called meetings shall constitute a quorum for the transaction of the business of the Chapter.

**ARTICLE VIII**

**AMENDMENTS**

These bylaws may be amended at any regular meeting of the Chapter by a majority vote of the members present, provided the amendment has been sent to the membership at least fifteen (15) days prior to the meeting.

(updated 1996)