

2006

TAMFC

Amended March, 2001

TEXAS ASSOCIATION OF MARRIAGE AND FAMILY COUNSELORS (TAMFC)

By-Laws

Branch of the

INTERNATIONAL ASSOCIATION OF MARRIAGE AND FAMILY COUNSELORS (IAMFC)

A Division of the

TEXAS COUNSELING ASSOCIATION (TCA)

ARTICLE I: NAME AND PURPOSE

SECTION I. Name -The name of this association shall be Texas Association of Marriage and Family Counselors. (TAMFC).

SECTION II. Affiliation - This Association is a branch of the International Association of Marriage and Family Counselors and shall conduct its affairs in compliance with the By -Laws of that organization. Texas Association of Marriage and Family Counselors is a division of Texas Counseling Association and functions within the By Laws of that organization.

SECTION III. Goals -The primary goals of the Texas Association of Marriage and Family Therapy are to promote and maintain marriage and family counseling as a distinct and viable entity within the mental health care field striving to assure the Texas public full access to the expertise of marriage and family counselors and working to assure the right of marriage and family counselors to provide services attendant to this expertise in an open and free marketplace. These goals will be accomplished by:

- A. Promoting the profession of marriage and family counseling.
- B. Providing a system of information exchange between marriage and family counselors.
- C. Providing continuing education to assist and enhance competencies for marriage and family counselors.
- D. Promoting actions which advance and recognize the profession of marriage and family counselors.
- E. Providing a public forum of marriage and family counselors to address the social and emotional needs of their clients.
- F. Providing an alliance with counselors in other work settings to advance the entire profession of counseling.
- G. Promoting scientific research and inquiry into marriage and family concerns.
- H. Promoting the interdisciplinary cooperation and support of the marriage and family counselors.
- I. Promoting adherence to the highest ethical standards.
- J. Supporting the goals and purposes of the International Association of Marriage and Family Counselors.

ARTICLE II: MEMBERSHIP

SECTION I. Types of Membership -Membership shall be of one type-individual. Such persons may become members of the Association upon payment of annual dues.

SECTION II. Classes of Membership -Membership shall be of four classes -regular, student, retired, and emeritus.

SECTION III. Membership Eligibility and Privileges -The following denote terms of eligibility for membership of each type of member.

- A. Regular Member -Membership is open to anyone eligible for membership in the Texas Counseling Association whose work-related responsibilities of interests are in the area of marriage and family counseling. Any person who has met the qualifications of regular membership and has paid annual dues may attend meetings of the Association, vote, and hold office.
- B. Student Member -Any student enrolled as a student member of the Texas Counseling Association who is interested in marriage and family counseling shall be eligible to be a student member of TAMFC with all rights and privileges of a regular member. An individual may enroll as a student member for no more than three years. Any person who has met the qualifications of student membership and has paid annual dues may attend meetings of the Association, vote, and hold office.
- C. Retired Member -Any current member of TAMFC who retires may continue membership. Retired members may attend meetings of the Association. They may not vote or hold office.
- D. Emeritus Member -Emeritus membership is honor granted by the Executive Board and may be bestowed upon an individual who displays exemplary service to the marriage and family counseling profession as documented by the Board. Emeritus members are exempt from payment of annual dues. Emeritus members may attend meetings of the Association. They may not vote or hold office.
- E. Dues -Dues shall be paid annually by regular and student members. Dues shall be established by the Executive Board of the Association and are payable upon receipt of a dues statement from the Executive Secretary of the Texas Counseling Association.

SECTION IV. Severance of Membership -Membership in the Association may be served for nonpayment of dues or for withdrawal of "In Good Standing" status by a licensure board.

ARTICLE III: MEETINGS OF THE ASSOCIATION

SECTION I. Business Year -The official business year of the Association shall extend from July 1 through June 30.

SECTION II. Meetings -Meeting dates, times, and locations shall be determined by the Executive Board of the Association. At least one meeting shall be held annually.

SECTION III Parliamentary Authority -The parliamentary authority for Association meetings shall be ROBERTS RULES OF ORDER, newly revised, 1980 Edition as periodically amended.

ARTICLE IV: OFFICERS

SECTION I. Officers -The officers of this Association shall be the President, the President Elect, the Immediate Past President, the TCA Division Director, the Senator to TCA, the Secretary, the Treasurer, the TCA Legislative Liaison, the Membership Chair, the Student Liaison, and the Chapter Liaison

SECTION II. Executive Board -The Executive Board shall be comprised of all officers of the Association.

SECTION III. Nominations and Elections -Nominations and elections shall be governed as follows:

- A. There shall be a Nominations and Elections Committee chaired by the outgoing President of the Association. Other members of the Committee shall be selected from regular and student membership by the Chair.
- B. Election of officers shall be held between January 1 and February 28 as determined by the Executive board. Officers shall assume office on July 1.
- C. If any officer should be unable to assume duties on July 1, the next ranking candidate on the election return shall assume the office.
- D. Should cause be found to contest eligibility of any nominee, a written notice shall be given to the Chair of the Nominations and Elections Committee within thirty (30) days after publication of the slate of candidates in the Associations official publication, after which time the slate becomes uncontestable.
- E. The President shall be elected from student and regular membership and shall automatically become President of the Association two years after the commencement of the term of office as President Elect, or upon the resignation or death of the President. Upon completion of a two year term, the President shall serve for two years as Immediate Past President. If a President-Elect cannot for some reason meet the obligations of office, the Executive Boards shall appoint a qualified member complete the unexpired portion of the term.
- F. The Division Director is elected from the eligible membership and serves a three year term.
- G. The Senator shall be elected from the eligible membership and serves a three-year term.

- H. The Secretary shall be elected from the eligible membership and shall serve a one-year term.
- I. The Treasurer shall be appointed by the President with the approval of the Executive Board.
- J. The Legislative Liaison shall be elected from the eligible membership and shall serve a one-year term.
- K. The Membership Chair shall be appointed by the President and approved by the Executive Board.
- L. The Chapter Liaison shall be appointed by the President with the approval of the Executive Board.

SECTION IV. Duties of Officers -The following shall denote the duties of officers of the Association:

- A. The President shall serve as presiding officer of the Association and of the Executive Board. The President, with the approval of the Board, shall appoint all necessary committees and perform such other duties as are relative to the office or as may be properly required by a majority vote of the Board.
- B. The President-Elect shall serve as a member of the Executive Board and performs such duties as may be directed by the Board and/or the President. Upon resignation or death of a President, the President-Elect shall assume the office.
- C. The Immediate Past President shall serve on the Executive Board and shall perform such duties as may be directed by the Board or the President. The Immediate Past President shall serve as Chair of the Nominations and Elections Committee.
- D. The Division Director shall serve as a member of the Executive Board as well as performing all duties pursuant to membership on the TCA Board of Directors and as outlined in the TCA By-laws.
- E. The Senator shall serve as a member of the Executive Board. The senator shall perform duties in the TCA Senate as outlined in the TCA By-Laws.
- F. The Secretary shall be responsible for recording minutes of all TAMFC general meetings and meetings of the Executive Board, and shall distribute copies of minutes to all Executive Board members. The Secretary shall also serve as a member of the Executive Board.
- G. The Treasurer shall be responsible for maintaining accurate financial records for the Association. The Treasurer shall receive and disburse funds, keep correct financial accounting of such funds, provide the President and the Executive Board with periodic reports and prepare and present a budget to the Executive Board for adoption at an annual Association meeting. The Treasurer shall serve as a member of the Executive Board.
- H. The Legislative Liaison shall serve as a member of the Executive Board as well maintain contact with TCA legislative representatives, state and national legislators, and relevant licensure boards to monitor pertinent legislation. The Legislative Liaison shall keep the Executive Board informed for the purpose of encouraging Association members to participate in supporting mental health legislation that aligns with the purposes of TAMFC and TCA.
- I. The Membership Chair shall be a member of the Executive Board and shall be responsible for organizing and maintaining membership information, encouraging and promoting membership in the Association.
- J. The Chapter Liaison shall serve as a member of the Executive Board and shall perform all duties related to TAMFC- speaker sponsorship for TCA Chapter workshops.
- K. The Student Liaison shall serve as a member of the Executive Board and shall maintain communication with graduate counseling students, reviewing and choosing articles for publishing in the quarterly TAMFC Newsletter.

SECTION V: Removal from Office - An elected officer or member of the Executive Board may be removed from office upon a two-thirds majority vote of the TAMFC Executive Board for:

1. Violation of the Ethical Code;
2. Failure to carry out responsibilities of the office. The following procedure shall be used:
 - A. Written documentation of charges are presented to the TAMFC President.
 - B. Notification of a charge is provided to the person in question and to the Executive Board.
 - C. An opportunity to respond to charges in person or in writing is extended.

- D. An attempt is made to resolve the issue through appropriate channels with the intent that the individual shall remain in office.
- E. The charge is considered in closed session by the Executive Board.
- F. Removal from office can occur with a two-thirds majority vote of the Executive Board.
- G. The officer in question must abstain from voting and may be asked to leave the session while charges are being considered.
- H. The Ethics Committee may be used as a resource whenever appropriate.
- I. Removal from office is official forty-five (45) days from the date of action on the issue by the Executive Committee.

An appeal may be made within the forty-five day limit. If removal from office results, written notice will be provided the officer being removed by the President. Removal will be recorded in the minutes of the next Executive board meeting along with the effective date.

ARTICLE V: EXECUTIVE BOARD

SECTION I. Composition of the Executive Board -The Executive Board shall be composed of the Association officers as specified in Article IV, Section II, with the President serving as Chair of the Board.

SECTION II. Incomplete Terms -if a member of the Executive Board other than the President is unable to fulfill the term of office, the Boards shall appoint a replacement choosing from two members recommended by the President.

SECTION III. Powers and Functions of the Executive Board. The Executive Board shall be the agency through which the general administrative and executive functions of the Association are effected. It shall conduct, manage and control the business of the Association.

SECTION IV. Meetings -The Executive Board shall meet at least twice a year: once at the time of the Annual Association meetings and secondly at a date, location, and time designated by the President. Other meetings may be determined by either the President, or by a majority of the Executive Board. A simple majority constitutes a quorum of the Executive Board.

ARTICLE VI: BUSINESS OF THE ASSOCIATION

SECTION I. Fiscal Year -The fiscal year shall be from July 1 to June 30.

SECTION II. Property of the Association -Should TAMFC be dissolved, none of its property shall be distributed to any of its members. Property shall be transferred to such organization(s) as the Executive Board determines to have goals most constant with those of the Association and provided that such organization(s) shall be exempt under Section 501 (c)(3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

ARTICLE VII: FINANCES

SECTION I. Dues -Regular and student members of the Association shall be assessed dues in accordance with Article II, Section IV of this document.

SECTION II. Budget -The Treasurer shall prepare and present a budget to the Executive Board for adoption at the annual meeting of the Association.

SECTION III. Expenditures -Upon adoption of a budget, all accounts payable, being duly approved by the President, shall be paid by a check co-signed by the Treasurer and the President.

SECTION IV. Debt -No member of the Association shall cause to be made in the name of the Association, any debt or contract without prior authorization of the Executive Board.

ARTICLE VIII: COMMITTEES AND TASK FORCES

SECTION I. The committees of the Association shall consist of standing committees appointed by the President and approved by the Executive Board, and special committees appointed as necessary by the Board.

SECTION II. Reports - Each committee or task force shall report to the President in writing, the salient activities, financial information, and progress of the committee.

SECTION III. Standing Committees -Standing Committee members shall serve for a period of one year and may be reappointed for subsequent years. Committee Chairs shall be appointed by the President as sanctioned by the Executive Board. The following may be Standing Committees of

the Association:

- A Nominations and Elections Committee The committee shall be responsible for carrying out nominations and election procedures in accordance with these By-Laws. The Immediate Past President shall serve as chair .
- B Budget and Finance Committee The committee shall be responsible for the preparation and presentation of a budget, and shall carry out other duties as assigned by the President and/or the Executive Board.
- C Membership Committee The committee shall actively promote membership in the Association as directed by the President and/or the Executive Board.
- D Program Committee The committee shall be responsible for the program and arrangements for the annual meetings.
- E Member Services Committee The committee shall develop and initiate those member services as approved by the Executive Board.
- F Ethics Committee The committee shall be responsible for keeping informed on ethics and ethical issues of the Association and distributing revisions or changes to the membership.
- G Public Relations Committee The committee shall promote the Association to the general public, to the state and national legislatures, and to other applicable organizations.
- H Legislative Committee The committee shall aid TAMFC, IAMFC, TCA and other organizations with complimentary goals in working for the good of the members in the state and national legislatures.
- I Awards Committee The committee shall determine outstanding members for special recognition by the Association.

SECTION IV. Special Committees-Special committees may be appointed by the President and/or the Executive Boards as necessary. A special committee shall serve until the purpose of the committee is accomplished as determined by the Board.

SECTION V. Task Forces-The President may establish Task Forces as is deemed necessary to the affairs of the Association. The Chair and committee members shall be appointed by the President and approved by the Executive Board.

ARTICLE IX: BY-LAWS

SECTION I. Amendment and Adoption These By-Laws may be amended by a simple majority vote of the Executive Board and approval of IAMFC and the TAMFC general membership at the annual meeting.

SECTION II. Notification of a By-Laws Change The Executive Board of the Association must be notified in writing at least thirty (30) days prior to any Board meeting of any proposal to add to or amend the By-Laws of this Association.

SECTION III. Publication -The By-Laws of the Association shall be published in their entirety every five years beginning with their promulgation. All changes and amendments adopted during an official year shall be printed on a yearly basis.