

**TEXAS ASSOCIATION OF MARRIAGE AND FAMILY COUNSELORS (TAMFC)**

**Bylaws**

**Branch of the**

**INTERNATIONAL ASSOCIATION OF MARRIAGE AND FAMILY COUNSELORS (IAMFC)**

**A Division of the**

**TEXAS COUNSELING ASSOCIATION (TCA)**

**Amended 1998, 2001, 2006, 2011**

**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 Bylaws, Ethics, and Standards of Practice of that organization. Texas Association of Marriage and Family Counselors is a division of Texas Counseling Association and functions within the Bylaws, Code of Ethics, and Standards of Practice of that organization.
- SECTION III. Goals - The primary goals of the Texas Association of Marriage and Family Counselors are promoting and maintaining 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 - professional, student, retired, and emeritus.
- SECTION III. Membership Eligibility and Privileges - The following denote terms of eligibility for membership of each type of member:
- a. Professional Member - Membership is open to anyone holding current membership in the Texas Counseling Association whose work-related responsibilities or interests are in the area of marriage and family counseling. Any person who has met the qualifications of professional 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 professional 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. Student members may not hold position as Director or Senator.
  - 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.
- SECTION IV. Dues - Dues shall be paid annually by professional 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 V. Severance of Membership - Membership in the association may be severed 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. In the event that a general meeting is cancelled members shall be notified within 48 hours of cancellation if circumstances allow or as soon as possible.

SECTION III. Parliamentary Authority - The parliamentary authority for association meetings shall be ROBERTS RULES OF ORDER, current edition.

#### **ARTICLE IV: OFFICERS AND ASSOCIATION LEADERS**

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, and the Secretary. All Division officers are required to be members of TCA, ACA, and IAMFC within 30 days upon election to their position. The President, President-Elect, Past President, Director, and Senator should be a member of TAMFC and TCA at least one year before holding said office.

SECTION II. Executive Board - The Executive Board shall be comprised of the President, the President-Elect, the Immediate Past-President, the TCA Division Director, the Senator to TCA, the Secretary, the Treasurer, the Legislative Liaison, and Board members at Large. The only appointed position on the Executive Board is that of Treasurer. All officers of the Executive Board possess the ability to make and vote on motions put forth in board meetings.

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 Past-President of the association. Other members of the Committee shall be selected from professional and student membership by the Chair.
- b. Nominations of officers shall occur between January 1 and February 28. Election of officers shall be held between April 1 and May 31 as determined by the Executive Board. Officers shall assume office on July 1. An email notification shall be mailed to the voting membership informing them of the availability of the nominations ballot on the Internet and informing them that they may request a paper nomination ballot by contacting the Division Past-President. For members without email addresses, a postcard will be mailed with this information.
- c. The Nominations and Elections committee will verify the qualifications of each nominated person. If persons meet the requirements for the position for which they were nominated, the Nominations and Elections committee will contact them to discuss and verify their acceptance of the nomination. All persons accepting nominations will be placed on the election ballot.
- d. Nominees for office shall not campaign for TAMFC office. This includes but is not limited to soliciting new members or contacting current members regarding their voting preferences.
- d. If any officer should be unable to assume duties on July 1, the next ranking candidate on the election return shall assume the office. In the event of a tie, a runoff election will be conducted with a June 1 deadline for receipt of paper ballots and a deadline of midnight, June 1 for receipt of Internet ballots.
- e. 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 association's official publication, after which time the slate becomes incontestable.

- f. In the event that a nominee is found to be ineligible for a position, they will be notified in writing by the Nomination and Election Committee Chair. After having been given a 3-day period to defend their nomination to the Nomination and Election Committee, based on TAMFC and TCA bylaws, if they have not proven eligibility, they will be removed from the election slate.
- g. If a written request for a count of the ballots for a position is made to any member of the Executive Board, the Executive Board will disclose said information to the requesting party.
- h. The President shall be elected from student and professional 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 Board shall appoint a qualified member to complete the unexpired portion of the term.
- i. The Division Director is elected from the eligible membership and serves a three-year term. This office may not be held by a student member. Directors may serve a maximum of two consecutive terms.
- j. The Senator to TCA shall be elected from the eligible membership and serves a three-year term. This office may not be held by a student member. Senators may serve a maximum of two consecutive terms.
- k. The Secretary shall be elected from the eligible membership and shall serve a one-year term.
- l. The Treasurer shall be appointed by the President, with the advisement of the Executive Board, and shall serve a one-year term.
- m. The Legislative Liaison shall be elected from the eligible membership and shall serve a one-year term.
- n. Board Members-at-Large shall be elected from the eligible membership and shall serve a one-year term. There may be a maximum of three Board Members-at-Large on the Executive Board at any one time.
- o. The Student Liaison shall be appointed by the President, with the advisement of the Executive Board, and shall serve a one-year term. The Student Liaison is a non-voting position.
- p. The Chapter Liaison shall be appointed by the President, with the advisement of the Executive Board, and shall serve a one-year term. The Chapter Liaison is a non-voting position.
- q. Committee Chairs shall be appointed by the President, with the advisement of the Executive Board, and shall serve a one-year term. Committee Chairs are non-voting positions.
- r. Historian shall be appointed by the President, with the advisement of the Executive Board, and shall serve a one-year term. Historian is a non-voting position.
- s. The Emerging Leader shall be appointed by the President, with the advisement of the Executive Board, and shall serve a one-year term. Emerging Leader is a non-voting position.

**SECTION IV. Duties of Voting Officers and Association Leaders - The following shall denote the duties of officers and leaders of the association:**

- a. The President shall serve as presiding officer of the association and of the Executive Board. The President, with the advisement of the Executive 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 perform such duties as may be directed by the Executive Board and/or the President. Upon resignation or death of a President, the President-Elect shall assume the office and serve the balance of the term for which the President was elected, as well as his/her own Presidential term.
- 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 Nomination and Election 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 by the TCA bylaws.
- e. The Senator to TCA shall serve as a member of the Executive Board. The Senator shall perform duties in the TCA Senate as outlined in the TCA bylaws.
- 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 authorize requests for funds in accordance with the current fiscal year budget or as approved by Board action in the Board Minutes. The Treasurer shall maintain accurate financial accounting of funds and provide the Executive Board with periodic reports. The Treasurer will submit the reports, budget, and audit reports, prepared by the Executive Board for each fiscal year, to the TCA office in accordance with the official TCA calendar. In the event the Treasurer is unavailable to receive expense vouchers, the President shall perform this duty. The Treasurer shall serve as a member of the Executive Board.
- h. The Membership Chair shall be responsible for organizing and maintaining membership information and records, as well as encouraging and promoting membership in the association. They are also responsible for communicating with members regarding their membership status.
- i. The Chapter Liaison shall perform all duties related to TAMFC-speaker sponsorship for TCA Chapter workshops. They communicate with TCA Chapters regarding reciprocal support between Chapters and the TAMFC division.
- j. The Student Liaison shall maintain communication with graduate counseling students regarding students' needs in the marriage and family counseling field. They shall also review and choose articles submitted by graduate student members for publishing in the TAMFC newsletter.
- k. 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 provide feedback and participate in supporting mental health legislation that aligns with the purposes of TAMFC and TCA.
- l. Board Members-at-Large shall serve as members of the Executive Board and shall represent member opinions, needs, and ideas during board meetings.
- m. Historian shall preserve the association's history by keeping written records regarding the activities of the association, including but not limited to photographs of events,

newsletters, and official minutes for both the Executive Board and general membership meetings. The Historian shall prepare an annual scrapbook and periodically report association activities to IAMFC.

- n. The Public Relations Chair shall develop a public relations strategy that promotes the programs and accomplishments of the Texas Association of Marriage and Family Counselors. The Public Relations Chair shall coordinate all marketing needs of the association.
- o. The Emerging Leader shall participate in meetings of the association and perform such duties as assigned by the Executive Board and/or the President.

**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 ACA, TCA, IAMFC, TAMFC, or other professional counseling Ethical Codes; 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 TAMFC 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.
- j. An appeal may be made within the forty-five day limit.
- k. If removal from office results, written notice will be provided to 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.
- l. Members who have previously been removed from office must receive approval from the current TAMFC Executive Board before they run for office.

## **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 Board shall appoint a replacement choosing from two members recommended by the President. If all members of the Executive Board are simultaneously unable to complete their terms of office due to death, resignation, or any other reason, the most recent available former TAMFC President shall assume the duties of the President. Such appointment will be by the TCA Board of Directors in a meeting to be called by the Executive Director. Should the Executive Director be unable to call

the Board of Directors into session, the Assistant Executive Director will assume that responsibility.

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 affected. 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 meeting and secondly at a date and time designated by the President. Other meetings may be determined by either the President, or by a majority vote of the Executive Board. The time and place of such additional meetings shall be fixed by the Board at least thirty (30) days prior to any such additional meetings.

a. Upon approval of the majority of the Executive Board, specific issues may be voted upon electronically.

b. Each member of the Executive Board shall have one vote, and a majority of the Executive Board shall constitute a quorum.

#### **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 - Professional 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 present a budget prepared by the Executive Board for adoption at an annual meeting of the association and in accordance with deadlines provided by TCA.

SECTION III. Expenditures - Upon adoption of a budget, all accounts payable, being duly authorized by the Treasurer or the President and approved by the Executive Board, shall be paid through the TCA office. In the event a budget has not been finalized, authorization shall be made by a majority vote of the Executive Board.

a. Only expenditures pertaining to TAMFC activities shall utilize Tax Exempt status under Section 501(c)(3) Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

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.** Meetings and Reports - Each committee shall meet at least one time per year to address the duties of the committee and report their proposed plans and actions at the next meeting of the Executive Board. Each committee or task force shall report to the President in writing, the salient activities, financial information, and progress of the committee at least once a year.
- 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 Bylaws and shall be comprised of no more than five members. 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. This committee shall be comprised of no more than five members.
  - c. Membership Committee - The committee shall actively promote membership in the association as directed by the President and/or the Executive Board. This committee shall be comprised of no more than five members.
  - d. Program Committee - The committee shall be responsible for the program and arrangements for the annual meetings. This committee shall be comprised of no more than five members.
  - e. 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. This committee shall be comprised of no more than five members.
  - f. Public Relations Committee - The committee shall promote the association to the general public, to the state and national legislatures, and to other applicable organizations. This committee shall be comprised of no more than five members.
  - g. Legislative Committee - The committee shall perform the duties of Article IV Section IV as directed by the Legislative Liaison of TAMFC. The elected Legislative Liaison shall serve as this committee chair. This committee shall be comprised of no more than five members.
  - h. Awards Committee - The committee shall determine outstanding members for special recognition by the association. This committee shall be comprised of no more than five members.
- 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. Special committees shall be comprised of no more than five members.

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: BYLAWS**

SECTION I. Amendment and Adoption - These bylaws may be amended by a simple majority vote of the Executive Board and approval of IAMFC, TCA, and the TAMFC general membership.

- a. Amendments may be proposed by the Executive Board or by an individual member, provided that in the case of an individual member, the proposed amendment shall be presented over the signatures of at least ten (10) members in good standing. All such proposed amendments must be submitted in writing to the Bylaws Committee at least ninety (90) days prior to any meeting of the Executive Board. The Bylaws Committee shall transmit to the Executive Board for its consideration all such proposed amendments with or without a recommendation regarding each, at least thirty (30) days prior to the Executive Board meeting.
- b. Proposed amendments may originate with the Bylaws Committee. Such proposed amendments shall be presented to the Executive Board, accompanied by rationale, at least thirty (30) days prior to the meeting of the Executive Board.

SECTION II. Notification of a Bylaws 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 Bylaws of this association. The President shall report approved amendments to the Executive Board of TCA and file such amendments with the TCA Executive Director within thirty (30) days following Executive Board approval.

SECTION III. Publication - The Bylaws 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.

## **ARTICLE X: NONDISCRIMINATION POLICY**

SECTION I. In carrying out the policies and functions of this organization, neither the Executive Board nor the general membership may discriminate against anyone based on sex, age, religion, race, ethnicity, disability, or sexual orientation.

## **ARTICLE XI: INDEMNIFICATION POLICY**

Section I: Indemnification of Officers - To the extent permitted by law, each officer of the association, whether or not then in office, shall be indemnified by the Texas Counseling Association against all costs and expenses reasonably incurred by or imposed upon him/her in connection with or arising out of any action, suit or proceeding in which he/she may be involved by reason of his/her being or having been an officer of the

association, such expenses to include the cost of reasonable settlements (other than amounts paid to the association itself) made with a view to curtailment of costs of litigation. The foregoing right of indemnification shall not be exclusive of other rights to which any officer may be entitled as a matter of law.

Section II: TAMFC officers will have liability coverage when executing their duties as TAMFC officers through the TCA Directors and Officers liability insurance.