

**BYLAWS**

Adopted 1977; Amended 1980, 1985, 1987,1991,1993,1994,1995,2000,2009

**ARTICLE I - Name, Affiliation and Purposes**

Section 1. Name. The name of this association shall be called the Texas Association for Multicultural Counseling and Development (TexAMCD).

Section 2. Affiliation. TexAMCD shall be a division of the Texas Counseling Association (TCA) and a branch of the Association for Multicultural Counseling and Development (AMCD).

Section 3. Purposes. The purposes of the Texas Association for Multicultural Counseling and Development (TexAMCD) are aligned with those of the Association for Multicultural Counseling and Development:

- a. To promote a greater awareness and understanding of multiculturalism and the impact of cultural and ethnic differences on the counseling process among members of the counseling profession and other helping professions.
- b. To improve standards and delivery of counseling and development services provided to people of all cultures and ethnic groups.
- c. To identify and work to eliminate conditions which create barriers to the development, health and wellness for people of all cultural and ethnic groups.
- d. To develop, implement and/or foster interest in charitable, scientific and educational programs designed to further the interests of ethnic groups.
- e. To secure the equality of treatment, advancement, qualifications and status of people of all cultures and ethnic groups in counseling and development work.
- f. To contribute to professional publications information that supports the purposes of the organization of TexAMCD.

**ARTICLE II- Membership**

Section 1. Classes of Membership. This Association shall include four classes of membership: Professional, Regular, Emeritus and Student

Section 2. Qualification for Membership. Membership in TCA and an interest in and desire to uphold the purposes and principles of TexAMCD shall be a condition of membership in TexAMCD.

- a. Professional Membership. A Professional member must hold membership in TCA, ACA and AMCD.

- b. Regular Membership. A regular member holds membership in TCA and TexAMCD.
- c. Emeritus Membership. A person who has been a continuous member for a least 10 years, has attained age 65, and has retired, shall be designated an emeritus member by the Board of Directors and thereafter, shall enjoy all privileges of membership but shall be exempt from payment of dues.
- d. Student Membership. A student engaged in full or part-time study in an accredited undergraduate or graduate school in a course of study related to counseling and human development may be admitted as a student member upon application and endorsement by his faculty advisor.

Section 3. Dues shall be determined by a Board of Directors' recommendation to the TexAMCD membership and approved by a majority vote of the membership present and voting at the annual meeting.

Section 4. Severance of Membership

- a. A member may be dropped from membership for non-payment of dues with the exception of emeritus member.
- b. A member may be dropped from membership for any conduct that the Executive Board( elected officers of the association) determines to be injurious or potentially discrediting the Association, or that is contrary to or destructive of the purposes of the Bylaws and the ACA Code of Ethics.
- c. It shall be the responsibility of the Executive Board, (the elected officers of the association), upon investigation and recommendation of the TCA Ethics Committee to determine whether or not a member should be dropped from the membership for reasons under "b" of this section.

**ARTICLE III – Officers of the Association**

Section 1. Officers and Terms of Office

- a. The officers of the Association shall be the President, the President- Elect, the Immediate Past President, Secretary, the Treasurer, the Senator and the Director.
- b. All officers of the Association shall be elected at large from the members of the Association, except the Treasurer, whom the Board of Directors shall appoint.
- c. The term of the officers will begin on July 1<sup>st</sup>. The President-Elect, elected annually, shall hold office for one year, and shall succeed to the Presidency for a one-year term, and then to the

immediate past-presidency for a one-year term. The President, the President-Elect, and the Immediate Past President shall serve for a total of three consecutive years. The Senator and the Director shall serve three consecutive years. The secretary serves a one year term and may be reelected to a second consecutive term.

- c. The President-elect shall automatically become President of the Association upon the death or resignation of the President. In the event a President-elect should resign or is unable to complete the President's unexpired term, the Immediate Past President of the Association shall assume the position of President of the Association for the remainder of the term.
- d. In the event that the executive board is unable to continue the executive duties due to untimely death, then TCA will appoint someone.

Section 2. Duties of Officers. The officers shall be responsible for those duties ordinarily connected with the office and shall constitute the Board of Directors. Both the President and President-Elect shall be ex-officio members of all committees. In the event of a vacancy in an office, the Board of Directors shall elect a professional member to fill the position.

- a. THE PRESIDENT shall: 1) serve as presiding officer of the Association, 2) serve as a member and chairperson of the Board of Directors, 3) appoint all necessary committees, 4) perform such other duties as are incident to the office or may be properly required by vote of the Board of Directors, 5) maintain an up-to-date TexAMCD policy handbook, and 6) serve as the Association's delegate to AMCD Delegate Assembly.
- b. THE PRESIDENT-ELECT shall serve as a member of the Board of Directors. In the event that the President shall not serve out the full term for any reason, the President-Elect shall succeed to the unexpired remainder thereof, and continue through the elected term. The President-Elect will assist the President in maintaining and updating TexAMCD policy handbook (refer to Article III, section I (d) if unable to complete the term.
- c. THE IMMEDIATE PAST-PRESIDENT shall serve as chairperson of the Nominations Election Committee and perform such other duties as delegated by the Board of Directors.
- d. THE SECRETARY shall keep the records of all the meetings of the Association, as well as minutes of the Board of Directors; shall assist in conducting the official correspondence of the Association, issue calls and notices of meetings and other such duties as may be delegated by the Board of Directors.
- e. THE TREASURER shall serve as a member of the Board of Directors and shall review and approve for payment properly submitted vouchers. He/She shall keep records of all funds belonging to the Association as directed by TCA. A complete fiscal report shall be submitted to the Board of Directors as soon as possible after the close of the fiscal year.



- f. THE SENATOR shall represent Tex AMCD in the Texas counseling Association Senate; shall meet with the senate at the regular meeting during the Annual Conference of TCA and attend any special meeting, which may be called. An alternate shall serve only in the absence of the Senator. The Board of Directors shall appoint the Tex AMCD Senator alternate.
- g. THE DIRECTOR of TexAMCD shall attend TCA Board meeting and inform the TexAMCD executive Committee and the membership of actions taken at the TCA Board meetings. He/She will bring relevant TexAMCD business items to the TCA Board and complete the required report to the TCA Board from the Division. He/She shall act as the official TexAMCD spokesperson to the TCA Board and shall support positions that are aligned with the purposes of TexAMCD as listed in Article I section 3 of the TexAMCD by-laws.

Section 3. Each officer shall transmit all records of the office to his successor no later than June 30.

#### Section 4. Nominations and Election

- a. There shall be established a nominations and Election Committee consisting of the Immediate Past-President of the Association as Chairperson and other such members as shall be appointed.
- b. The voting membership of the Association shall be composed of professional, regular, students, and emeritus membership.
- c. The Nominations and Election Committee shall conduct the nomination and election of officers as called for by these Bylaws, secret ballot mailed to the voting membership.
- d. All elected officers of the Association shall be members of TCA, TexAMCD, ACA, and AMCD
- e. The Nominations and Elections Committee shall use the following guidelines in the nominating and election procedures:
  - (1) the nomination ballot for the appropriate officers, directors, such other persons as are called for by these Bylaws, shall be mailed or electronically supplied to the voting membership by January 1<sup>st</sup> and must be returned February 1<sup>st</sup>. Elections should be held from April 1<sup>st</sup> until April 30<sup>th</sup>.
  - (2) the nomination ballot shall include a statement indicating the return ballot must be postmarked prior to February 1st.
  - (3) The election ballot shall be mailed or electronically supplied to the voting membership of the Association no later than April 1, of each year. The election ballot shall include a statement

indicating the returned ballot must be postmarked prior to April 15.

- (4) The nominees and the President shall be notified of the results of the election no later than May 1.
  - (5) The results of the election shall be certified to the Board of Directors by the Nomination and Election Committee at the first Board meeting following the election.
  - (6) All ballots, envelopes, and tally sheets shall be sealed and held secure until the next annual convention of the association.
- f. The Nominations and Election Committee shall submit a plan regarding nominations and election procedures to the Board of Director of the board meeting conducted during the annual meeting of the association. The plan shall include procedures for:
- (1) certification of date of mailing or electronic submission of nominations and election ballots.
  - (2) method of determining authenticity of the voter
  - (3) criteria for the nomination vita sheet as not to be preferential to any candidate.
  - (4) counting and verifying correctness of election results
  - (5) filing nomination if there is an inadequate response.

#### Section 5. Compensation of Officers

- a. None of the elected officers of the Association shall receive any compensation for their services as such to the Association.
- b. Necessary expenses of officers may be paid from the funds of the Association by specific authorization of the President.

### **ARTICLE IV – Board of Directors**

Section 1. FUNCTIONS: the Board of Directors shall be the agency through which the general administrative and executive functions of the Association shall be carried out The President of the Association shall be the chairperson of the Board of the Directors.

Section 2. MEMBERSHIP: The Board of Directors shall be composed of the officers of the Association and shall be selected in a manner specified in the Bylaws of this association.

Section 3. MEETINGS: The Board of Directors shall meet at the time and place of the Annual Conference of the Texas Counseling Association and at such other time may be designated by either the President or five members of the Board of Directors.

Section 4. A majority of the members of the Board of Directors shall constitute a quorum. The members may be present in a mixed format; i.e. in person, on the telephone, on an electronic system or by a designated proxy representative as long as the Boards of Directors approves and everyone present can hear or read discussions, participate in discussions, and have an opportunity to vote on proposed actions to be taken. In the intervals between meetings of the association, the Board of Directors shall take such actions as are necessary for the conduct of the Association's affairs, except that no action shall be taken which is contrary to an action taken by the Association at the official meetings. The Board of Directors shall report at each annual convention on all actions taken during the intervals.

### **ARTICLE V- Official Meeting**

Section 1. The official meeting of the Association shall be held at the Texas Counseling Association convention.

### **ARTICLE VI- Committees**

Section 1. The committees of the Association shall be such special and standing committees as may be determined by the Board of Directors. All committees shall report annually. A special committee shall serve until in the opinion of the Board, the purpose of the said committee is accomplished.

Section 2. The following shall be the standing committees: (a) Nominations and Elections, (B) Budget and Finance, (c) Program, (d) Membership, (e) By-Laws, (f) Awards, (g) Public Relations, (h) Legislative and (i) Human Rights

Section 3. The functions of the standing committees shall be as follows:

- a. The nomination and Election Committee shall be responsible for carrying out nominations and elections procedures in accordance with these bylaws.
- b. The Budget and Finance Committee shall be responsible for the preparation and presentation of the annual budget. It shall also carry out such other duties as assigned by the President.
- c. The Program Committee shall be responsible for the program and arrangements of the annual meetings.
- d. The Membership Committee shall actively promote membership in the Association. The chair is the TexAMCD representative to the TCA Membership Committee.
- e. The By-Laws Committee shall be responsible for reviewing and monitoring the TexAMCD By-Laws to ensure consistency with the TCA and AMCD By-Laws.
- f. The Awards Committee shall actively seek nominations for outstanding contribution toward developing, multicultural awareness programs. The awards



Committee will research recipients for Emeritus membership status and make recommendations to the Board of Directors. The Emeritus member(s) will be recognized at the TexAMCD meal function during the TCA Fall Conference. The Awards Committee will seek other meritorious contributions of any member of TexAMCD.

- g. The Public Relations Committee shall be responsible for timely publication of the TexAMCD newsletter.
- h. The Legislative Committee will report any unethical practice of the members of TexAMCD to the Executive Board. The Executive Board will report to the appropriate committee of TCA. The Committee will lobby the legislature and report new issues affecting counselors.
- i. Human Rights Committee shall be responsible for fostering and encouraging acceptance of human rights as an inherent guarantee of all people.

#### **ARTICLE VII- Delegates to AMCD Assembly**

Section 1. The President will recommend to the Board of Directors the officer who will serve as the representative to the AMCD's Delegate Assembly.

#### **ARTICLE VIII- Property of the Association**

Section 1. In the event the Association is to be dissolved, none of the property owned by the Association shall be distributed to any of the members, and all of the property shall be transferred to such organizations as the Board of Directors shall determine to have purposes and activities most nearly like those of the Association.

#### **ARTICLE IX – Bylaws**

Section 1. Adoption and Amendment of Bylaws shall be approved by a majority of the members present and voting by mail or electronic submission.

Section 2. No proposition to amend the Bylaws shall be acted upon unless written notice thereof is submitted to the membership at least fifteen (15) days prior to the same being submitted for action.

Section 3. A copy of said proposal shall be given to the Secretary at least thirty (30) days prior to the meeting at which said amendments(s) are to be proposed.