Texas Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling
Bylaws
2018
## Contents

### ARTICLE I: NAME, AFFILIATION, AND MISSION
- **Section 1: Name**
- **Section 2: Use of Name**
- **Section 3: Affiliation**
- **Section 4: Mission**

### ARTICLE II: MEMBERSHIP
- **Section 1: Qualifications for Membership**
- **Section 2: Nondiscrimination Policy**
- **Section 3: Types of Membership**
- **Section 4: Categories of Membership**
- **Section 5: Application for Membership**
- **Section 6: Continuity of Membership**
- **Section 7: Rights and Privileges**
- **Section 8: American Counseling Association**
- **Section 9: Termination of Membership.**

### ARTICLE III: BOARD OF DIRECTORS
- **Section 1: Composition**
- **Section 2: Functions**
- **Section 3: Meetings.**

### ARTICLE IV: OFFICERS, TRUSTEES, AND TALGBTIC REPRESENTATIVE(S) TO TCA GOVERNING COUNCIL
- **Section 1: Officers, Trustees, Representative(s) to TCA Governing Council, and the Board of Directors.**
- **Section 2: Method of Selection.**
- **Section 3: Terms of Office for Officers, Board of Directors Members.**
- **Section 4: Functions of Officers, Trustees, and TALGBTIC Representative(s) to the TCA Governing Council.**
- **Section 5: Sanction and Removal from Office**

### ARTICLE V: COMMITTEES AND COMMISSIONS
- **Section 1: Executive Committee**
- **Section 2: Standing Committees**
- **Section 3: Special and Continuing Committees**
- **Section 4: Appointment of Committees**

### ARTICLE VI: NOMINATIONS AND ELECTIONS
ARTICLE VII: BUSINESS AFFAIRS AND FINANCES

Section 1: Dues and Assessments
Section 2: Salaried Employees
Section 3: Fiscal Year
Section 4: Severable or Transferable Interest
Section 5: Control and Management of Property

Section 6. Basic Documents
Section 7: Fidelity Bonds
Section 8: Annual Audit
Section 9: Dissolution
Section 10: Property of TALGBTIC
Section 11: Tax-Exempt Status
Section 12: Political campaigns

ARTICLE VIII: PUBLICATIONS

Section 1: Division Publications
Section 2: Distribution
Section 3: TALGBTIC Newsletter

ARTICLE IX: ADOPTION AND AMENDMENT OF BYLAWS

Section 1: Amendment and Adoption
Section 2: Publication

ARTICLE X: RULES OF ORDER
TALGBTIC Bylaws 2018

Revised: November 2015; June 2018

ARTICLE I: NAME, AFFILIATION, AND MISSION

Section 1: Name

The official name of this organization shall be the Texas Association for Lesbian, Gay, Bisexual, and Transgender Issues in Counseling (hereafter referred to as TALGBTIC).

Section 2: Use of Name

The official name of the Association as specified in Article I, Section 1, shall be employed in connection with all official business and communications pertaining to TALGBTIC.

Section 3: Affiliation

TALGBTIC is a division of the Texas Counseling Association (hereafter referred to as TCA) and shall be subject to those provisions of its bylaws that apply to divisions. In addition, the division will comply with the most current Code of Ethics of the American Counseling Association.

Section 4: Mission

The mission of TALGBTIC shall be as follows:

1. To promote a greater understanding of lesbian, gay, bisexual, and transgender issues among members of the counseling professions.
2. To improve standards and delivery of counseling services provided to the gay, lesbian, bisexual, and transgender population.
3. To identify and work to eliminate conditions which create barriers to the development of gay, lesbian, bisexual, and transgender individuals.
4. To develop, implement, and/or foster interest in charitable, scientific, and educational programs designed to further the interests of the gay, lesbian, bisexual, and transgender population.
5. To secure equality of treatment, advancement, and status of gay, lesbian, bisexual, and transgender people in counseling and development work.
6. To publish a newsletter and/or journal and other scientific, educational, and professional materials with the purpose of raising the ethical and professional standards of all who work in counseling.
7. To facilitate a broader awareness of issues in counseling lesbian, gay, bisexual, and transgender people among the helping professions.
ARTICLE II: MEMBERSHIP

Section 1: Qualifications for Membership

Membership in TCA shall be a condition of membership in TALGBTIC. In addition, individuals shall qualify under one of the categories of membership listed below.

Section 2: Nondiscrimination Policy

As part of the Division’s nondiscrimination policy, no one may be denied membership in this division on the basis of ethnicity, race, religion, gender identity, affectional or sexual orientation, age, and/or handicapping condition.

Section 3: Types of Membership

Membership shall be of one type, Individual.

Section 4: Categories of Membership

There will be five categories of membership in TALGBTIC: Professional, New Professional, Student, Affiliate, and Retired/Limited Means.

The qualification of membership shall be determined as follows:

1. Professional Members. Professional Members are those whose qualifications meet the requirements for Professional membership in TCA, along with an interest in and a desire to uphold the purposes and principles of TALGBTIC.
2. New Professional Members are those whose qualifications meet those of TCA for New Professional membership, along with an interest in and a desire to uphold the purposes and principles of TALGBTIC. Following TCA requirements for this category, such members shall be eligible to receive all member benefits, attend meetings of the division and vote, and may hold office as Secretary/Treasurer or Trustee only.
3. Student Members. A student engaged in full- or part-time study in an accredited undergraduate or graduate school in the course of study related to counseling may be admitted as a student member upon application and endorsement by her/his faculty advisor. Student members may vote in all elections and hold office as Secretary/Treasurer or Trustee only.
4. Associate Members. Individuals who are interested in counseling and development work but who do not meet the requirements of (A) or (B) may be admitted to associate membership in TALGBTIC at the discretion of the Membership Committee provided she/he/ze pays her/his/hir annual dues.
5. Retired/Limited Means Members. Members in retirement and of limited means upon submission of evidence of status shall be entitled to reduced annual dues and shall maintain all the privileges of individual Professional membership.
Section 5: Application for Membership

Any person desiring to become a member of TALGBTIC shall make application to the TCA Membership Chair specifying TALGBTIC as a division of choice. The TCA Membership Chair shall notify the applicant of the action taken on the application. A person shall become a member of TALGBTIC upon her/his election to membership and payment of her/his dues.

Section 6: Continuity of Membership

Membership in TALGBTIC shall be continuous and on an annual basis as long as dues are in force.

Section 7: Rights and Privileges

A regular member in good standing shall be eligible to vote and to hold office in TALGBTIC. All other members shall have such rights, and privilege accorded them by the Board of Directors.

Section 8: American Counseling Association

Members of this Division shall be encouraged to apply for membership in the American Counseling Association and its divisions. All elected officers of the Texas Counseling Association shall be members of the American Counseling Association.

Section 9: Termination of Membership

1. A member may be dropped from membership for any conduct that tends to injure TALGBTIC or to affect its reputation adversely, or that violates principles stated in TCA’s Code of Ethics or TALGBTIC’ Bylaws. Any member charged with engaging in such conduct:

   A. shall be given notice of the precise nature of the charges against her/him, given the opportunity to present evidence on her/his behalf through witnesses or otherwise,
   B. shall be given the opportunity to confront witnesses against her/him, and
   C. shall have the right to appeal and have a hearing before the Board of Directors whose decision shall be final.

2. A Committee on Ethics appointed by the Board of Directors shall:

   A. consider any charge made over the signature of two TALGBTIC members in good standing and
   B. shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or whether the charges are true, subject, however, to the right of any accused member to appeal to the Board of Directors from any final decision of the Committee on Ethics.
3. A member may be dropped from membership for the nonpayment of dues.

**ARTICLE III: BOARD OF DIRECTORS**

**Section 1: Composition**

The TALGBTIC Board of Directors shall be composed of the TALGBTIC Officers, Trustees, and the representative(s) to the TCA Governing Council or Board, known as the Director. Standing Committee Chairs and Editors of any Newsletters or Journals shall be ex-officio members. The Director shall be a member of ALGBTIC, or become a member in good standing of ALGBTIC by at least one week before assuming that office in TALGBTIC; financial assistance for that purpose will be provided, as needed, with the approval of the Board.

**Section 2: Functions**

The Board of Directors shall be the agency through which the policies of TALGBTIC shall be determined and shall have the following powers and functions:

1. To establish policies to govern the affairs of TALGBTIC; and
2. To act on the reports of all Committees of TALGBTIC.

**Section 3. Meetings**

1. The Board of Directors shall meet at least once per year. A board meeting shall be held at the time and in the city of each state convention of TCA, with a membership meeting to be held at the conference as well. Other meetings of the Board of Directors shall be held at the call of the Executive Committee or of a majority of the Board of Directors.

2. The time and place of all board meetings shall be announced by email, text, or phone call to all board members at least one week ahead of time, by the President or his/her/hir designee.

3. At least one-half of the members of the Board of Directors shall constitute a quorum throughout any meeting of the Board of Directors at which official business is transacted. Physical or electronic presence shall be considered the same for purposes of a quorum.

4. Should a scheduled meeting be canceled or lack a quorum, it shall be rescheduled for not more than eight weeks later.

5. Electronic meetings through the internet or by phone, as approved by the Board of Directors, shall be considered the same as face-to-face meetings.
ARTICLE IV: OFFICERS, TRUSTEES, AND TALGBTIC REPRESENTATIVE(S) TO TCA GOVERNING COUNCIL

Section 1: Officers, Trustees, Representative(s) to TCA Governing Council, and the Board of Directors

1. The Officers of TALGBTIC shall be President, President-Elect, Past President, Director, Senator, and Secretary/Treasurer.
2. There shall be three Trustees elected by the membership.
3. The TALGBTIC representative, known as the Director, to the TCA Board of Directors, shall be elected by the membership.
4. The Board of Directors shall consist of the four Officers, the three Trustees, the Senator, and the TALGBTIC representative (Director) to the TCA Board.
5. An Emerging Leader may be appointed annually by the incoming President. The Emerging Leader shall be a member ex-officio of the Board of Directors. Preference for Emerging Leader should be given to graduate student members of the division.

Section 2: Method of Selection

1. The President-Elect, Secretary/Treasurer, and the three Trustees shall be elected in accordance with Article V.
2. The TALGBTIC Director shall be elected by the general membership from a list of nominees who will have completed one full term of office as an elected member of the Board of Directors prior to the assumption of this office. Nominations for these positions shall be made in accordance with Article V.
3. The TALGBTIC Senator shall be elected by the general membership from a list of nominees. Nominees for Senator need not have held prior office in TALGBTIC.
4. Candidates for nomination shall have been members of TALGBTIC for at least one year prior to the election. For new residents of Texas, membership in ACA and ALGBTIC shall count toward membership in TALGBTIC.
5. Nominations for these positions shall be made in accordance with Article V.

Section 3: Terms of Office for Officers, Board of Directors Members

1. The President, Past President, and President-Elect shall hold office for a one-year term, with the option to seek re-election. A cycle of the President-Elect, President, and Past President is a three-year term commitment, with the option to seek a second three-year term in the same sequence.
2. Three Trustees shall hold office for three-year terms, which shall be on a staggered basis. (The initial term shall be for one, two, and three years.)
3. TALGBTIC Director representing TALGBTIC to the TCA Board, the division Senator, and the Secretary-Treasurer shall be elected for a three-year term each.
4. In the event of resignation, continued absence, illness, removal from office, or death of any member of the Board of Directors, the Board of Directors shall, by majority vote, elect a successor to serve until the next annual election. In the event that the President-Elect is unable to assume the duties of President, the Board of Directors
shall, by majority vote, choose a member of the Board to serve as President until her/his/hir successor takes office. “Continued absence” is defined as missing two scheduled meetings of the Board of Directors in a fiscal year. Additionally, the Director and Senator will also be considered continually absent if they miss any combination of meetings of the Board of Directors of TALGBTIC and/or meetings of the TCA Board or Senate.

Section 4: Functions of Officers, Trustees, and TALGBTIC Representative(s) to the TCA Governing Council

1. President. The President shall:

   A. Exert leadership in the achievement of the mission of TALGBTIC;
   B. Preside over the meetings of Board of Directors;
   C. Appoint chairpersons of all TALGBTIC committees unless otherwise specified in these Bylaws or in the motion of establishing the committee; and
   D. Serve as ex-officio on all TALGBTIC committees, except the Committee on Nominations and Elections.
   E. Serve as Editor of the division newsletter and maintain final control over content and publication

2. President-Elect. The President-Elect shall:

   A. Perform the duties of the President in the absence or incapacity of the President;
   B. Serve as a member of the Board of Directors and Executive Committee; and
   C. Carry out such other duties and responsibilities as may be assigned by the Board of Directors.
   D. Coordinate and chair the committee for any Board-approved TALGBTIC workshop.
   E. Coordinate the division’s booth at the annual TCA convention.

3. Past President. The Past President shall:

   A. Perform the duties of the President in the absence or incapacity of the President and President-Elect;
   B. Serve as a member of the Board of Directors;
   C. Serve as the chair of the Nominations and Elections Committee;
   D. Coordinate the promotion of TCA Professional Growth Conference offerings by division
   E. Carry out such other duties and responsibilities as may be assigned by the Board of Directors.

4. Secretary/Treasurer. The Secretary/Treasurer shall:

   A. Keep record of the proceedings of the Board of Directors;
   B. Serve as a member of the Board of Directors;
C. Be empowered to affix the seal and execute official documents of TALGBTIC as Secretary of the Organization;
D. Represent TALGBTIC in assuring the receipt and expenditures of funds in accordance with the directives established by the Board of Directors;
E. Assist in the preparation of the budgets for TALGBTIC, its committees, and its publications;
F. Follow accepted procedures for handling the funds of TALGBTIC;
G. Recommend to the Board of Directors any needed modifications in procedures for managing the fiscal affairs of TALGBTIC;
H. Submit written financial reports to the Board of Directors at any regular meeting;
I. Preside at meetings of the Board of Directors in the absence of all other Officers;
J. Perform the duties customary to the office and such additional duties as directed by the Board of Directors; and
K. Recommend to the Board of Directors any needed modifications in procedures for managing the fiscal affairs of TALGBTIC.

5. Trustees. Trustees shall:

A. Attend meetings of the TALGBTIC Board of Directors and help fulfill the functions and responsibilities of that body, in consultation with the President;
B. [Trustee 1] Direct a committee to engage current members and recruit new members. Will contact expired members to discuss renewal and obtain feedback about division performance and services;
C. [Trustee 2] Serve as Managing Editor of the newsletter, under the direction of the President; may engage members for writing, editing, and design as needed.
D. [Trustee 3] Hold responsibility for coordinating policy on the use of social media, communicating both with TCA and the TALGBTIC Board; monitor and maintain content of division social media accounts
E. Perform any additional duties as directed by the Board of Directors.

6. TALGBTIC representative(s) to TCA Governing Council (Director). The Director shall:

Serve as a member of the TALGBTIC Board of Directors and represent TALGBTIC on the TCA Board of Directors.

7. Senator. The Senator shall:

Represent TALGBTIC on the TCA Senate.

Section 5: Sanction and Removal from Office

1. Any individual noted in Article IV, Section A through F above, may be sanctioned or removed from office in accordance with procedures prescribed by an official policy of TALGBTIC. In the event of resignation, continued absence, illness, removal from
office, or death of any member of the Board of Directors, the Board shall, by majority vote, elect a successor to serve until the next annual election.

2. In the event that the President-Elect is unable to assume the duties of President, the Board shall, by majority vote, choose a member of the Board to serve as President until her/his/hir successor takes office.

3. Should the Past President be unable to serve as chair of the Nomination and Elections Committee, the Board may appoint another office not seeking election to serve as chair.

ARTICLE V: COMMITTEES AND COMMISSIONS

Committees shall meet as needed at the request of the Board of Directors or the committee chair. A summary of committee action shall be provided by the chair during the next meeting of the TALGBTIC Board of Directors or as requested by the Board of Directors.

Section 1: Executive Committee

This committee shall consist of the President, President-Elect, Past President, and Secretary/Treasurer. The Executive Committee shall act for the Board of Directors in the interim between meetings, and it shall prepare the proposed annual budget of TALGBTIC to be presented for approval to the first meeting of the fiscal year of the Board of Directors and recommend fiscal policies for consideration by the Board of Directors. It shall promptly report to the Board of Directors all business transacted between meetings.

Section 2: Standing Committees

The standing committees of TALGBTIC and their duties shall be as follows:

1. Membership and Public Relations Committee, directed by the Trustees, shall promote membership in TALGBTIC, coordinate public and social media relations for TALGBTIC, and work closely with the TCA Director of Membership Development.

2. The Program Committee, under the direction of the President-Elect, shall be responsible for reviewing, developing and implementing programs and activities relating to the concerns of TALGBTIC, including TALGBTIC workshops.

Section 3: Special and Continuing Committees

These committees shall be established by the Board of Directors to carry out such activities as the Board believes will further the objectives of TALGBTIC. The Board of Directors shall, from time to time, review the charge and function of all special and continuing committees and shall make such changes in their number, characteristics, or organization as may seem desirable.

Section 4: Appointment of Committees

In the absence of any provision to the contrary in these Bylaws or in the motion creating a
Committee:

1. The President shall appoint, subject to confirmation by the Board of Directors, chairpersons and members of all Committees except as otherwise specified in these Bylaws. The term of office of those appointed and confirmed shall coincide with that of the President.
2. Said appointees shall serve for one year, with the exception of completing an unexpired term followed by an appointed term. Chairs of standing committees shall serve for one year or until the appointment of their successors.
3. Chairs may be reappointed for three additional terms.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1: Procedures

The following procedures shall be followed by the Nomination and Election Committee.

1. There shall be established a Nomination and Election Committee consisting of the Past President as chair and two other members who shall be members of TALGBTIC in good standing, appointed by the President, but subject to confirmation by the Board of Directors. No member of the Nomination and Election Committee may serve more than two consecutive years.
2. More than one nominee will be sought for each elected position.
3. The Nomination and Election Committee shall submit to the Board of Directors for its approval the proposed procedures for carrying out the annual election.
4. Elections shall be held through the TCA website during the annual elections of TCA and its divisions and chapters.
5. Should a tie for any office occur, a runoff between the two candidates will be held within 30 days. In the case of a runoff vote, the membership shall be encouraged, via email blast, to vote again.

ARTICLE VII: BUSINESS AFFAIRS AND FINANCES

Section 1: Dues and Assessments

The following procedure shall be followed in establishing TALGBTIC dues and assessments, in addition to those required by the bylaws of TCA:

1. Annual dues for all categories of membership shall be established by the Board of Directors.
2. The Board may vote to change the dues amount for the next fiscal year and submit the proposed change to the membership for a vote, not later than the time of the annual election cycle.
3. The Board of Directors may levy special assessments on the entire membership or on any class of members.
4. Dues must be paid annually. Those desiring membership in TALGBTIC may apply at
any time in the year, but members must renew when renewing their TCA membership.

Section 2: Salaried Employees

The Board of Directors may authorize the employment of such staff as may be necessary to fulfill the objectives of TALGBTIC and set compensation for such employees.

Section 3: Fiscal Year

The fiscal year shall run from July 1 to June 30 of the following year.

Section 4: Severable or Transferable Interest

No member, individually or collectively, shall have any severable or transferable interest in the property of TALGBTIC.

Section 5: Control and Management of Property

All property shall be subject to the management and control of the Board of Directors, and no property shall be disposed of except pursuant to the prior written approval of the Board of Directors.

Section 6: Basic Documents

The basic governance documents of TALGBTIC and all amendments thereto shall be transmitted to the President of the Texas Counseling Association within 30 days after their adoption.

Section 7: Fidelity Bonds

The Board of Directors shall secure and maintain in force a fidelity bond adequate in amount to protect TALGBTIC against defalcations by designated officers or employees.

Section 8: Annual Audit

The Board of Directors shall make sure that all financial records are available for an annual audit which is conducted by a certified public accountant. A full report will be submitted to the Board of Directors.

Section 9: Dissolution

Upon the vote of two-thirds of the membership of TALGBTIC, TALGBTIC shall be dissolved.
Section 10: Property of TALGBTIC

In the event TALGBTIC should be dissolved, none of its property shall be distributed to any of the members. All of its property shall be transferred according to TCA Bylaws.

Section 11: Tax-Exempt Status

The members of the Board shall exercise awareness of the limitations and rules regarding the Tax-Exempt status, both financially and politically, when using TALGBTIC resources for official business. Resources of TALGBTIC shall not be used for business not directly related to the mission of the division.

Section 12: Political Campaigns

No member of TALGBTIC shall explicitly represent herself/himself as a member of TALGBTIC for the purposes of campaigning for a candidate seeking elected political office.

ARTICLE VIII: PUBLICATIONS

Section 1: Division Publications

The TALGBTIC Newsletters shall be designated as the official publication of TALGBTIC. A Journal may also be established as deemed appropriate.

Section 2: Distribution

The TALGBTIC Newsletter and any Journal to be established shall be sent to TALGBTIC members without additional charge. They shall also be available to non-members, to libraries, and to other organizations by subscription at rates established by the TALGBTIC Board of Directors.

Section 3: TALGBTIC Newsletter

1. Editorial Supervision. The President shall be responsible for editorial policy and professional content of the TALGBTIC Newsletter, in consultation with the Board as appropriate.
2. The Editor. The President shall serve as Editor, with the Trustee serving as Managing Editor. The Trustee/Managing Editor may appoint an Assistant Managing Editor, subject to the approval of the President. The Managing Editor shall be responsible for editing and preparing at least two issues of the TALGBTIC newsletter per year. In addition, the newsletter shall include the current Treasurer's report and budget statement of the organization.
ARTICLE IX: ADOPTION AND AMENDMENT OF BYLAWS

Section 1: Amendment and Adoption

These Bylaws may be amended by a majority of votes cast after submission of the proposed amendment by either of the two following methods:

1. An amendment shall be proposed in writing to the TALGBTIC Bylaws Committee by the Board of Directors or over the signature of ten members in good standing not less than 90 days prior to the annual meeting of the Board of Directors at the TCA state convention. Copies of the amendments proposed under the provision of the foregoing paragraph shall be mailed to members not less than 30 days prior to the annual meeting.

2. An amendment first proposed at any meeting of the Board of Directors shall be voted upon by mail or email ballot after 60 days following the date of proposal, provided, however, that such proposal shall be referred forthwith to the Bylaws Committee and that this Committee’s written accommodation shall accompany such a mail ballot.

Section 2: Publication

The Bylaws of TALGBTIC shall be published in their entirety no less than every five years, beginning with the year of their initial adoption. They shall be published in the official newsletter or journal. All amendments adopted by TALGBTIC during an official year shall be printed from time to time whenever amendments hereto are adopted.

ARTICLE X: RULES OF ORDER

Robert’s Rules of Order, Newly Revised, where they are not inconsistent with these Bylaws, shall govern all the proceedings of TALGBTIC.