

BY-LAWS
OF THE
NORTHERN METRO COUNSELING ASSOCIATION

A Chapter of the Texas Counseling Association

Adopted – November, 1988

Revised:

April, 1991

May, 1998

May, 2000

April, 2004

Article I
Name, Affiliation, and Purpose

Section 1. NAME: The name of this Association shall be the NORTHERN METRO COUNSELING ASSOCIATION.

Section 2. AFFILIATION: This Association is a chapter of the TEXAS COUNSELING ASSOCIATION and shall conduct its affairs in compliance with the by-laws of this organization and may affiliate with other groups whose purposes are consistent with the by-laws of the TEXAS COUNSELING ASSOCIATION and the AMERICAN COUNSELING ASSOCIATION.

Section 3. PURPOSES: The purpose of the NORTHERN METRO COUNSELING ASSOCIATION are identical to those of the TEXAS COUNSELING ASSOCIATION and the AMERICAN COUNSELING ASSOCIATION:

(a) To enhance individual human development by:

- (1) informing the public about human development concerns;
- (2) cooperating with other organizations to achieve mutual objectives;
- (3) removing barriers to human development;
- (4) promoting social policy that enhances human development; and
- (5) supporting legislation that enhances human development.

(b) To advance the counseling and human development profession by:

- (1) influencing graduate education standards;
- (2) promoting ethical and responsible professional practice;
- (3) demanding high standards of professional conduct;
- (4) conducting professional education programs;
- (5) promoting research;
- (6) publishing professional literature;
- (7) conducting professional meetings; and
- (8) supporting legislation that is compatible with association goals and tax status.

Article II **Membership**

Section 1. TYPES OF MEMBERSHIP: Membership shall be of one type – individual. Such persons may become members of the Chapter upon payment of annual dues.

Section 2. CLASSES OF MEMBERSHIP: Membership shall be of four classes – regular, student, emeritus and retired.

Section 3. REGULAR MEMBERSHIP:

(a) Eligibility: Any person whose primary responsibilities or interests are in the area of counseling and others with similar interests and responsibilities such as community agency workers, school social workers, social psychologists, para-professionals shall be eligible for membership. No one may be denied membership in this association on the basis of race, color, creed, sex, affectual or sexual orientation, or age.

(b) Privileges: Any person who has met the qualifications for regular membership and has paid the prescribed dues shall be eligible to attend meetings of the Chapter, to vote, and to hold office.

Section 4. STUDENT MEMBERSHIP:

(a) Eligibility: Any student, graduate or undergraduate, interested in guidance, counseling, or personnel work shall be eligible for student membership.

(b) Privileges: Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend meetings of the Chapter, but student members may not vote nor hold office.

Section 5. RETIRED MEMBERSHIP: Any person who retires and is a current member of the Chapter may continue membership with the same privileges outlined in Section 3(b) above.

Section 6. EMERITUS MEMBERSHIP: Emeritus membership is an honor which may be granted by the Executive Board. To be eligible, a member must be at least sixty-five (65) years of age and be retired from counseling or a related profession and have a minimum of ten (10) years of membership in TCA, five of which must be continuous immediately prior to nomination for emeritus status. Emeritus membership will be granted to members who have shown exemplary service to the profession and TCA as determined by the Board. Emeritus members shall be exempt from payment of dues to the Chapter and shall retain all rights and privileges of dues-paying members. Past NMCA Presidents shall be granted emeritus status regardless of age or years of service.

Section 7. TCA AND ACA MEMBERSHIP: Members of this Chapter shall be encouraged to apply for membership in the TEXAS COUNSELING ASSOCIATION and in the AMERICAN COUNSELING ASSOCIATION and their divisions. All elected officers of the Chapter shall be

members of the TEXAS COUNSELING ASSOCIATION. The Chapter Senator shall also be a member of the AMERICAN COUNSELING ASSOCIATION.

Section 8. DUES: Dues for members of this Chapter shall be established by action of the Executive Board in the Spring. Payment of dues to the Chapter shall entitle a person to membership as qualified in Sections 3, 4, and 5 of this article. Dues are from July 1 – June 30.

Section 9. SEVERANCE OF MEMBERSHIP:

- (a) A member may be dropped from membership for the non-payment of dues.
- (b) A member may be dropped from membership for any conduct that tends to injure or discredit the Chapter, or that is contrary to or destructive of the objectives according to the By-laws and Code of Ethics of the TEXAS COUNSELING ASSOCIATION or AMERICAN COUNSELING ASSOCIATION.
- (c) It shall be the responsibility of the Executive Board upon investigation to determine whether or not a member should be dropped from membership under (b) of this section.

Article III
Officers and Responsibilities

Section 1. OFFICERS AND TERMS OF SERVICE

- (a) The officers of this Chapter shall be the President, the President-Elect, the immediate Past President, the secretary, the Treasurer, the Senator, and three Board Members At Large.
- (b) All officers of the Chapter shall be voting members elected at large from the individual members of the Chapter. The President, President-Elect, and the Secretary shall serve for one-year terms or until their successors are elected. The Treasurer shall serve a two-year term. The Senator shall serve a three-year term.

Section 2. DUTIES OF OFFICERS

- (a) The President shall preside at all meetings of the Chapter and shall be chairperson of and preside at meetings of the Executive Board. The President, subject to confirmation of the Executive Board, shall appoint the members of all committees, except otherwise specified in these By-laws, and shall be an Ex-Officio member without vote of all committees except the Nominations and Election Committee.
- (b) The President-Elect shall perform the duties of the President in the absence or incapacity of the President, as determined by the Executive Board. The President-Elect shall assume the Presidency of the Chapter upon the death or resignation of the President. The President-Elect shall be in charge of the programs that are presented monthly.
- (c) The immediate Past President shall serve as Chairperson of the Nominations and Election Committee and perform such other duties as delegated to him/her by the Executive Board.
- (d) The Secretary shall keep records of the meetings of the Executive Board and the meetings of the Chapter. The Secretary shall be empowered to execute the official documents of the Chapter and to perform the duties customary to this office and additional duties as directed by the Executive Board.
- (e) The Treasurer shall receive and dispense the funds of the Chapter as directed by the Executive Board. The treasurer with the President will develop a budget to present to the Executive Board in July. A treasurer's report will be submitted in writing to the Executive Board at each meeting. The treasurer shall submit the books for a yearly audit at the end of the year (July 1 – June 30).
- (f) The Senator shall represent the Chapter at all TCA Senate meetings, serving as official liaison between NMCA and TCA. The Senator shall report activities of the TCA Board and Senate directly to the Chapter. The Senator will contact the designated alternate if the Senator is unable to attend the TCA Senate meetings. The Senator shall chair the Legislative/Ethics Committee.

(g) Board Members At Large will be responsible for insuring that the committee functions effectively. Board Members At Large shall serve as:

- (1) Board Member At Large/Membership.
- (2) Board Member At Large/Publications.
- (3) Board Member At Large/Publicity.

Section 3. NON-VOTING MEMBERS OF THE EXECUTIVE BOARD

The parliamentarian shall be appointed by the President with the approval of the Executive Board.

The Parliamentarian shall see that Chapter meetings are conducted by *Robert's Rules of Order Revised*.

Section 4. NOMINATION AND ELECTION OF OFFICERS AND BOARD MEMBERS

- (a) All members in good standing, except student members, can be a candidate for office.
- (b) All candidates for officers of the Chapter shall be members of TEXAS COUNSELING ASSOCIATION.
- (c) The following guidelines will be followed in the nominations and election procedure:
 - (1) The nominations ballot for officers shall be mailed to the voting membership no later than February 1. The nomination ballot may be an insert in the monthly NMCA flyer or newsletter.
 - (2) The nomination ballot shall include a statement indicating the returned ballot must be postmarked prior to February 15 and be received no later than February 25 to be counted.
 - (3) The election ballot shall be mailed to the voting membership of the Chapter no later than March 15 of each year. The election ballot shall include a statement indicating that the returned ballot must be postmarked prior to April 1 and received no later than April 5 to be counted.
 - (4) The results of the election shall be certified to the Executive Board no later than May 1.
- (d) An officer cannot hold more than one office. An officer is expected to complete his/her term of office.

Section 5. COMPENSATION OF OFFICERS: None of the officers shall receive any compensation for their service as such to the Chapter.

Section 6. COMPLETED TERMS OF PERSONS ELECTED TO CHAPTER OR STATEWIDE POSITIONS:

- (a) In the event that the President-Elect's or Secretary's or other elected officer's position is vacated due to death, resignation, or any other reason, the Chapter President shall appoint a person to fill such office until the next regular election, at which time a person will be elected to serve the remainder of the uncompleted term.
- (b) In the event the immediate Past-President's position is vacated due to death, resignation, or any other reason, the Chapter President shall appoint a former past-president of the Chapter to fill the office for the remainder of the uncompleted term.
- (c) In the event that an office of statewide involvement is vacated due to death, resignation, or other reason, the Chapter President shall appoint a person to fill such office for the remainder of its uncompleted term, unless precluded from doing so by TCA policy or by-laws.

Article IV
EXECUTIVE BOARD

Section 1. COMPOSITION

- (a) The Executive Board shall be composed of the officers of the Chapter.
- (b) The term of office for each member of the Executive Board shall begin on July 1 of the election year.
- (c) **QUALIFICATIONS OF MEMBERS OF THE EXECUTIVE BOARD:**
 - (1) All officers of the Chapter shall be members of the Chapter and of TEXAS COUNSELING ASSOCIATION.
 - (2) The Senator and Alternate shall be members of the Chapter, TCA, and ACA.

Section 2. POWERS AND FUNCTIONS OF THE EXECUTIVE BOARD:

- (a) To execute policies formulated by the Chapter.
- (b) To formulate operational policies appropriate for executive action and direct the executive thereof.
- (c) To identify issues and recommend priorities for professional thrust relating to problems of human development pertinent to the Chapter.

Section 3. MEETINGS OF THE EXECUTIVE BOARD

- (a) Meetings of the Executive Board shall be held prior to each Chapter meeting. Additional meetings may be called by a majority vote or petition of the members of the Executive Board and/or upon the call of the President. The time and place shall be fixed by the Executive Board.
- (b) The President of the Chapter shall preside at meetings of the Executive Board, and the President-Elect shall preside in the absence of the President.
- (c) Each member of the Executive Board shall have one vote. A majority of the voting members of the Executive Board shall constitute a quorum.

Article V

COMMITTEES

Section 1. STANDING COMMITTEES: The Standing Committees of the Chapter shall be the By-laws and Resolutions Committee, Nominations and Election Committee, Legislative Committee, Public Relations/Publicity Committee and Program Committee.

- (a) By-laws/Resolution: Makes recommendations on by-law revisions or resolutions to the Executive Board.
- (b) Nominations & Elections: The Past-President shall chair the committee and oversee the nominations and election process as defined in the by-laws.
- (c) Public Relations/Publicity: The committee shall be responsible for the scrapbook, photos, articles for local newspapers and articles on members in the newsletter.
- (d) Program: The President-Elect shall chair this committee and shall secure speakers and a site for each meeting and for the Winter Workshop. This committee is also responsible for a token of appreciation to the speakers at the meetings.
- (e) Legislative: The Senator shall chair the committee and take recommendations for the Chapter to TCA and bring recommendations and issues back to the Chapter.

Section 2. APPOINTMENT OF STANDING COMMITTEES: The President, subject to confirmation by the Executive Board, shall appoint the members and Chairpersons of each standing committee, except the Nominations and Election Committee, for a term of one (1) year. Members are eligible for reappointment for no more than three (3) consecutive terms. The Chairperson shall be appointed for one (1) year and is eligible for reappointment as Chairperson. In addition, the Chairperson will serve as a committee member the succeeding year. If in any year an immediate past Chairperson is unable to serve as a member, the President shall appoint an immediate past member to fill the term.

Section 3. APPOINTMENT OF SPECIAL COMMITTEES AND CHAIRPERSONS. The President, subject to confirmation by the Executive Board, shall name such special committees as may be needed to conduct the activities of the Chapter. Unless otherwise specified, members of special committees and the Chairpersons will serve until June 30.

Article VI
BUSINESS AFFAIRS

Section 1. DUES: Annual Chapter dues shall be established by action of the Executive Board.

Section 2. BUDGET: The President and Treasurer shall prepare and present a budget to the Executive Board for adoption by August 1 of each year.

Section 3. AUDIT: The Treasurer and an individual shall arrange for an annual audit of the financial records within ninety days of the end of the fiscal year (June 30). A financial statement shall be presented to the Executive Board at the first general meeting of each fiscal year for actions.

Section 4. CONTROL AND MANAGEMENT: All property of the Chapter shall be subject to the control and management of the Executive Board. Any accumulation or disposal of real property except upon dissolution of the Chapter, must be approved in advance by the Executive Board.

Section 5. DISPOSAL AND DISSOLUTION: Upon dissolution of the Chapter, none of its property shall be distributed to any of the members, and all such property shall be transferred to TCA.

Section 6. APPROPRIATION OF CHAPTER FUNDS: No appropriation of Chapter funds shall be made except pursuant to the authority of the Executive Board.

Section 7. CHAPTER DISBURSEMENTS: All expenses of the Chapter shall be paid for by funds possessed by the Chapter.

Section 8. COMMITTEE EXPENSES: All expenses incurred by a Chapter shall be paid for by funds possessed by the Chapter.

Section 9. COMMITTEE, BOARD, AND OFFICER EXPENSES: With the approval of the Chapter membership, available funds may be used to pay expenses of committee members or officers who are on official Chapter business.

Section 10. FISCAL YEAR: The Fiscal Year for the Chapter shall be July 1 to June 30.

Article VII
AMENDMENTS

Section 1. AMENDMENTS

- (a) Amendments may be proposed by the Executive Board or by an individual member, the proposed amendment shall be presented over the signatures of at least five (5) members in good standing. All such proposed amendments must be submitted in writing to the By-laws Committee by January 15. Amendments will be voted on at the April meeting.
- (b) Proposed amendments may originate with the By-laws Committee. Such proposed amendments will be voted on at the April meeting.
- (c) Amendments may originate at a meeting of the Executive Board. Such proposed amendments shall be submitted in writing to the By-laws Committee by January 15 and will be voted on at the April meeting.
- (d) The Secretary shall file such amendments with the Executive Secretary of TCA, within thirty (30) days following the approval of the adoption of the amendment.
- (e) Amendments presented to the voting membership of the Chapter for adoption must have the approval of two-thirds of the voting member present at the April meeting.

Article VIII
RULES OF ORDER

ROBERT'S RULES OF ORDER REVISED (by Henry Martin Robert) shall govern the proceedings of the Chapter not otherwise specified in these By-laws.