

By-Laws of the Iowa Mental Health Counselors Association

Revised 06-2015, next formal review: 2020

ARTICLE I: NAME AND PURPOSE

Section 1. NAME: The name of this Association shall be the IOWA MENTAL HEALTH COUNSELORS ASSOCIATION (herein after referred to as the Association), a State Chapter of the AMERICAN MENTAL HEALTH COUNSELORS ASSOCIATION.

Section 2. PURPOSE: The purpose of the Association shall be to:

1. Advance the profession of mental health counseling in the State of Iowa.
2. Provide mental health counselors with continuing education opportunities to update and enhance their competencies.
3. Provide up to date information regarding the profession of mental health counselors through the Association's website, social media, and other means as they become available.
4. Advocate for the profession of mental health counseling with Iowa State elected officials.
5. Increase awareness of mental health counseling and the competencies and services of its practitioners to the public.
6. Support the growth and development of students and early professionals in the field of mental health counseling.
7. Provide state and national liaisons to other professional groups to pursue advancement of the field of mental health counseling.

ARTICLE II: MEMBERSHIP

Section 1. MEMBERSHIP. Membership shall be of two types: INDIVIDUAL and INSTITUTIONAL.

Section 2. INDIVIDUAL MEMBERSHIP. Membership shall be open to all persons regardless of Race, Creed, Color, Religion, Disability, Gender, Sexual Orientation, or National or Ethnic Origin. There shall be five classes of membership: Regular, Associate, Retired, Student, and Honorary.

1. **Regular Member.** Regular membership is open to any person who holds licensure as a Mental Health Counselor or Temporary Mental Health Counselor or who has been a student member and is continuing to work toward such licensure.
2. **Associate Member.** Associate membership is open to any person who is interested in and wishes to support the goals and objectives of the Association. Associate members may attend meetings of the Association, but shall not be entitled to vote or hold office.
3. **Retired Member.** Membership is open to any IMHCA member who has been a member at least ten years and reaches the age of 62. This membership shall include all association privileges.
4. **Student Member.** Membership is open to any graduate student enrolled in a planned program of study in mental health counseling and be certified by a professor as meeting this requirement. Under ordinary circumstances, student membership shall not exceed three years. However, an extension may be considered by the Board on a case-by-case basis. This membership shall include all association privileges except election to positions on the Executive Committee.
5. **Lifetime Membership.** A lifetime membership shall be granted to any person who completes all of the duties associated with the offices of President-Elect, President, and Past-President. This membership shall include all association privileges.
6. **Honorary Member.** Membership is open to any person nominated as Honorary Member by action of the Board of Directors of the Iowa Mental Health Counselors Association. Membership shall be for life and shall be exempt from payment of dues. Honorary members may attend meetings of the Association, but shall not be entitled to vote or hold office.

Section 3. INSTITUTIONAL MEMBERSHIP. Membership is open to any institution which is interested in the goals of the Iowa Mental Health Counselors Association. Institutional membership does not carry privileges of individual membership. Institutional membership is granted in the name of the institution and carries the privilege of receiving publications of the organization.

Section 4. DUES. Annual association dues amounts for members of the Association shall be established by the Board of Directors.

Section 5. RIGHTS AND PRIVILEGES. Voting membership shall be limited to Regular, Retired, and Student members. Only Regular, Retired, and Student members shall be eligible for any office or for membership on the Board of Directors of the Association.

Section 6. SEVERANCE OF MEMBERSHIP. A member will be dropped from the membership for a) nonpayment of dues, b) falsely certifying that chapter membership qualifications have been met, c) having membership severed from AMHCA for cause, or d) loss of licensure due to disciplinary action by the Iowa Board of Behavioral Science Examiners or another state's governing board that issues licenses in counseling.

ARTICLE III: BOARD OF DIRECTORS

Section I. COMPOSITION AND TERMS OF OFFICE.

The Board of Directors shall be the agent through which the administrative and executive functions of the Association shall be carried out. It shall conduct, manage, and control the business of the Association.

The Board of Directors shall consist of the Executive Committee, the Heads of Standing and Special Committees, two At Large Members, and two Student Members.

1) The EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall consist of the President, President-Elect or Immediate Past-President, Secretary, and Treasurer. This committee shall act during the interim when the Board of Directors is not in session. All actions of the Executive Committee are subject to the review of the Board of Directors.

a) President-Elect

- i) The President-Elect shall be a Regular Member in good standing elected by a vote of the full voting membership. An election for the position of President-Elect is held every two years. If the President-Elect leaves office for any reason, a new President-Elect shall be appointed by the President, with the two-thirds majority approval of the Board.
- ii) The President-Elect shall perform the duties as directed by the President and/or the Board of Directors and shall perform the duties of the President in the absence or incapacity of the President. The President-Elect shall work with the President to learn the duties and responsibilities of the President so as to be able to effectively perform these duties upon assuming the Presidency.
- iii) The President-Elect shall automatically become President of the Association one year after the election to this office. In the event of death or resignation of the President, the President-Elect will assume the position of President and serve through the term for which elected.

b) President

- i) The President shall be the chief elected officer of the Association, shall preside at all meetings of the Association, and shall be Chair of and preside at meetings of the Board of Directors and the Executive Committee. The President shall appoint the chairs of all committees unless otherwise specifically provided for in these By-Laws or by the motion establishing such committees, and shall be an ex-officio member, without vote, on all committees. The President shall perform the duties customary to the office and such additional duties as directed by the Board of Directors. The President shall also serve as the Association's representative to the American Mental Health Counselors Association.
- ii) The President shall serve a two-year term then shall automatically become the immediate Past-President.

c) Past-President

- i) The immediate Past-President shall perform the duties as directed by the President and/or the Board of Directors and shall perform the duties of the President in the absence or incapacity of the President.

- ii) The immediate Past-President shall serve for one year. If the Past-President leaves office for any reason, a new Past-President shall be appointed by the President, with the two-thirds majority approval of the Board. Preference shall be for asking the most recent Past-President to assume these duties.
- iii) All Past-Presidents of the Association, able and willing to participate, comprise the **President's Council**. The President's Council provides consultative and advisory services, as needed, to the current President of the Association.

d) Secretary

- i) The Secretary shall be a Regular Member in good standing elected by a vote of the full voting membership.
- ii) The Secretary shall keep minutes of all meetings, shall conduct the correspondence for the Association, and shall keep all records of current activities of the Association.
- iii) The Secretary shall serve a two-year term and is eligible for appointment by the President to a second two-year term. Following the second term, the member can only pursue election for a third two-year term as Secretary after a break of two years. If the Secretary leaves office for any reason, a new Secretary shall be appointed by the President, with the two-thirds majority approval of the Board.

e) Treasurer

- i) The Treasurer shall be a Regular Member in good standing elected by a vote of the full voting membership.
- ii) The Treasurer shall have custody of all funds of the Association and other properties belonging to the Association. The Treasurer shall ensure compliance with IRS 501c3 standards for the foundation. The Treasurer shall assure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors.
- iii) The Treasurer shall serve a two-year term and is eligible for appointment by the President to a second two-year term. Following the second term, the member can pursue election for a third two-year term as Treasurer after a break of two years. If the Secretary leaves

office for any reason, a new Treasurer shall be appointed by the President, with the two-thirds majority approval of the Board.

- f) In the event that no Regular Member runs for an Executive Committee position, a Regular Member in good standing shall be appointed by the President, with the two-thirds majority approval of the Board.

2) HEADS OF STANDING COMMITTEES

- a) The Standing Committees of the Association shall be: Conference Committee, Ethics Committee, Fundraising Committee, Government Relations Committee, Membership Committee, Networking and Communications Committee, Nominations Committee, Public Relations Committee/Website Coordinator, Publications Committee
- b) Heads of Standing Committees shall be Regular, Retired, or Student Members of the Association in good standing who are appointed by the President.
- c) Duties of the Heads of Standing Committees are identified in Appendix A.
- d) Heads of Standing Committees appoint the members of their committees.
- e) Heads of Standing Committees shall serve two-year terms and are eligible for appointment by the President to a second two-year term. Following the second term, the member can be appointed to a third two-year term in the same office only after a break of two years.

3) HEADS OF SPECIAL COMMITTEES

- a) Special Committees shall be developed upon vote of the Board of Directors to address needs of the Association not being addressed by the existing structure of the Board.
- b) Heads of Special Committees shall be Regular, Retired, or Student Members of the Association in good standing who are appointed by the President.
- c) The duties of the Heads of Special Committees shall be identified by the Board of Directors and outlined in the Secretary's notes.
- d) Heads of Special Committees appoint the members of their committees.
- e) Heads of Special Committees shall serve two-year terms and are eligible for appointment by the President to a second two-year term in the same office only after a two year break.

- f) If a Special Committee is functioning for more than two years and the Board determines that the Committee is an integral part of the Board's committee structure, the Board may change the committee from a Special Committee to a Standing Committee and edit these by-laws to reflect this change.

4) AT LARGE BOARD MEMBERS (TWO)

- a) At Large Board Members are two Regular Members of the Association in good standing elected to two-year, staggered terms by vote of the full voting membership.
- b) The At Large Board Members represent the needs and concerns of the general membership of the Association during conduct of the business of the Association by the Board of Directors.
- c) At Large Board Members shall serve two-year terms and are eligible for appointment by the President to second two-year terms. Following the second term, the member can pursue election to a third two-year term as an At Large Member only after a break of two years.

5) STUDENT BOARD MEMBERS (TWO)

- a) Student Board Members are two Student Members of the Association in good standing elected to two-year staggered terms by vote of the Student members.
- b) Student Board Members represent the needs and concerns of Student members of the Association during conduct of the business of the Association by the Board of Directors.
- c) Student Board Members shall serve two-year terms. Student Board Members are only eligible to serve one two-year term.

Section 3. MEETINGS.

1. The Board of Directors shall meet at least twice each year. One meeting shall take place at the time and place of the annual meeting of the Association. A second meeting shall take place at a time and place designated by the President. Meetings at other specified times may be designated by either the President or by a majority vote of the Board of Directors. Members of the Board attending via distant communication will be considered in attendance.
2. A simple majority of the total membership of the Board shall constitute a quorum. The President may appoint an alternative Regular, Retired, or Student Member to vote in place of an absent

voting member of the Board if a quorum is not met and this is preventing the Board from conducting the business of the Association.

3. The President of the Association shall preside at meetings of the Board of Directors.
4. Each member of the Board of Directors shall have one vote. In case of a tie, the President shall cast the tie-breaking vote.
5. At each Board meeting, at the discretion of the President, each officer and each standing and special committee chair shall make an oral and/or written report to the Board regarding the state of its affairs, its activities and its responsibilities.

Section 4. REMOVAL FROM OFFICE. A member of the Board of Directors shall be removed from office if the member loses their membership in IMHCA (as identified in ARTICLE 2: Section 6 of this document) or for failure to perform assigned duties. A two-thirds majority of the IMHCA Board of Directors shall be required to remove the elected member from the position.

Section 5. COMPENSATION AND EXPENSES OF OFFICERS. None of the elected officers or Board members of the Association shall receive any compensation for their services as such to the Association. Necessary expenses of the Officers and Board members may be paid from funds of the Association under policies which may be established by the Board of Directors for such payments.

ARTICLE IV: MEETINGS OF THE ASSOCIATION. An annual meeting of the membership of the Association shall be held in conjunction with the Iowa Mental Health Counselors ANNUAL CONFERENCE.

ARTICLE V: BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. FISCAL YEAR. The official year and fiscal year of the Association shall extend from July 1 through June 30 unless otherwise established by the Board of Directors.

Section 2. Members of the Executive Committee and the Board of Directors shall be sent annual income and expense reports showing financial status of the Association.

Section 3. The By-Laws of the American Mental Health Counselors Association shall govern the proceedings of this Association.

Section 4. PROPERTY DISPOSAL UPON DISSOLUTION. In the event of the dissolution of the Association, none of its property shall be distributed to any of its members. All such property shall be transferred to such other organizations as the Board of Directors shall determine to have purposes and activities most nearly consonant with those of the Association, provided that such other organizations shall be incorporated under Section 504A of the Internal Revenue Code or corresponding provision of the Internal Revenue Laws.

ARTICLE VI: MEDIA AND PUBLICATIONS. The Board of Directors shall determine and direct the basic media and publication policy of the Association.

ARTICLE VII: BY-LAWS

Section 1. AMENDMENT AND ADOPTION. These By-Laws may be amended by a simple majority vote of the Board of Directors. They shall be reviewed in their entirety every five years.

Section 2. NOTIFICATION OF BY-LAWS CHANGE. The Board of Directors must be notified (in writing) at least 30 days prior to any Board meeting of any proposal to amend the By-Laws of the Association.

Section 3. PUBLICATION. The By-Laws of the Association shall be published in their entirety on the official website of this Association. All amendments adopted by the Association shall be published within 30 days of their approval by the Board.

ARTICLE XII: RULES OF ORDER

Section 1. PARLIAMENTARY AUTHORITY. The parliamentary authority for meetings of the Association will be Robert's Rules Revised, 1980 Edition (by Henry Martin Robert), as from time to time amended.

APPENDIX A: STANDING COMMITTEES

1. **Conference Committee.** The Conference Committee shall be responsible for planning and organizing the IMHCA Annual Conference.
2. **Ethics.** The Ethics Committee shall be responsible for educating the membership concerning AMHCA and ACA Ethical Standards.
3. **Government Relations.** The Government Relations Committee shall be responsible for monitoring the activities of the State and National Legislatures and other appropriate regulatory bodies for developments relative to the welfare and working conditions of mental health counselors, informing the Board and Membership of these developments, and advising the Board and Membership of appropriate actions. The Government Relations Committee shall work with the Lobbyist contracted by the Board to work on behalf of the Association. Finally, the Government Relations Committee shall organize the Day at The Hill event.
4. **Membership Development.** The Membership Development Committee shall carry out the major membership work of the Association and shall be responsible for encouraging and promoting the addition of new members and the retention of current members. The Membership Development Committee shall encourage active participation of members.
5. **Networking and Communications.** The Networking and Communications committee shall coordinate and direct all communications. This committee will foster positive public relations through creating flyers, blogs, and other documents to be posted on social media. This committee will coordinate with the website coordinator and membership development committee to promote the association.
6. **Nomination and Election.** The Immediate Past-Present or an alternative Board member designated by the Board shall chair this committee, whose function is to conduct the annual elections as outlined in the By-Laws of the Association.
7. **Public Relations/Website.** The Website Coordination Committee shall initiate, encourage, and direct activities to foster positive public relations through the website. This committee will also work with the provider contracted to manage the IMHCA.net website.

8. **Publications.** The Publications Committee shall coordinate and direct the publications of the Association. Activities will focus on developing a quarterly newsletter to advise the membership of activities of the Board.