

BY-LAWS of the
Florida Association for Child and Adolescent Counseling
A State Division of the
Florida Counseling Association

ARTICLE I
NAME and PURPOSE

Section 1. Name. The name of the Association/Division shall be the Florida Association for Child and Adolescent Counseling (FACAC), a Division of the Florida Counseling Association (FCA). Hereafter this group shall be referred to as FACAC, or the Association.

Section 2. Affiliation. This Association is organized and governed in accordance with the By-Laws of FCA, and shall be subject to those provisions of FCA which apply to the state branch divisions.

Section 3. Mission. The mission of the Florida Association for Child and Adolescent Counseling (FACAC) is to provide numerous and various services and opportunities for counselors to enhance the effectiveness of their counseling programs in order to facilitate the healthy academic, social, emotional and career development of the children and adolescents in Florida. The Florida Association for Child and Adolescent Counseling (FACAC) is an organization composed first and foremost of Professional Counselors, as recognized by CACREP and ACA, who subscribe to the standards and ethics of those professional organizations.

ARTICLE II
MEMBERSHIP

Section 1. Types of Membership. This Association shall consist of three types of membership: Professional, Student, and Retired. Special membership may be established by vote of the Association upon recommendation of the Executive Council.

Section 2. Requirements for Membership.

- A. To be eligible for membership, a person must be a member of FCA.
 - 1. Professional Membership: Any person whose primary interests are in counseling with children and/or adolescents.
 - 2. Student Membership: An individual who is actively enrolled in a graduate program leading to a degree in counseling may be eligible for Student membership.

3. Retired Membership: An individual who has previously met the above requirements for Professional membership, but who is now professionally retired, may qualify for Retired membership status.

Section 3. Privileges of Membership.

A. Professional members shall have all the rights and privileges normally accorded members of a scientific, educational and professional association including the right to vote and hold elective office.

B. Student and Retired members will have these same rights and privileges except they may not hold the office of President, Secretary, or Treasurer. The dues for Retired membership shall be the same as the dues for Student membership.

Section 4. Continuity of Membership. Professional, Student, and Retired memberships shall begin with receipt of dues and shall extend for 12 months from the time dues are paid. A Professional member may retain this status as long as the member maintains continuous membership in FACAC. Any Professional member whose membership is severed and who applies for reinstatement as a Professional member, shall be required to meet the existing requirements at that time.

Section 5. Membership Procedures. The Executive Council shall prescribe the forms and procedures to be used in applications for membership in accordance with policies established by FCA.

Section 6. Severance of Membership.

A. Failure to pay dues as prescribed by the Association and by FCA shall be interpreted as withdrawal from membership. Reinstatement shall require a renewed application, as noted in Section 2 of this Article.

B. Any member may be expelled by two-thirds vote of the eligible voting membership present at an officially scheduled business meeting of the Association;

1. Grounds for expulsion are defined as any conduct that may injure this Association or affect adversely its reputation, or that is contrary to or destructive according to the By-Laws and Code of Ethics of the Association or of FCA or ACA.
2. Before such a vote can be taken, expulsion must be recommended by the Executive Council after a review of the case by the Council.
3. Review of the case by the Council shall involve giving the person in question an opportunity to appear before the Council to answer the charges. The foregoing shall not be interpreted as an abridgement of the member's right to appeal to the general membership at the meeting at which the report of the Council is under consideration.

ARTICLE III

EXECUTIVE COUNCIL

Section 1. Functions of the Council. The FACAC Executive Council will be the agency through which the general administrative and executive functions of the Association shall be carried out. It shall perform the responsibilities assigned to it by these By-Laws and shall conduct, manage, and control the business of the Association throughout the year between one annual business meeting of the Association and the following annual business meeting of the Association. It shall also be responsible for submitting to FCA nominees for President-Elect of FACAC.

Section 2. Members of the Council. Members of the Executive Council include the President, President-Elect, Secretary, Treasurer, and Past President. It is anticipated that these representatives will attend the annual business meeting.

Section 3. The President. The President of the Association shall be the Chief Executive Officer of the Association and the Chairperson of its Executive Council and Executive Board. Subject to policies approved by the Executive Council, the President shall appoint the Chairperson and membership of all Association Committees, unless otherwise specifically provided for in these By-Laws or by the motions establishing such committees. The President shall hold ex-officio membership on all committees, and shall serve as a representative of the Association on the FCA Executive Board and to the FCA Delegate Assembly. The President shall report annually to the Association upon actions of the Executive Council and other items of concern to members, and shall perform such other duties as named in these By-Laws and as are usually incident to the office. Upon completion of the President's term, the position of Past-President shall be assumed.

Section 4. President-Elect. The President-Elect of the Association shall preside in the absence of the President over all Association or Executive Board meetings and shall succeed the Presidency at the expiration of the term as President-Elect. The President-Elect shall serve as an ex-officio observer on all FACAC Committees and the FCA Executive Board. This position may also perform other duties as shall be described by the President.

Section 5. Secretary. The Secretary shall be responsible for records and minutes of meetings and current activities of the Association, the Executive Council and its Executive Committee. The Secretary shall maintain an updated electronic list of Association membership. The decision to provide this list to formal requests shall be made by the Secretary in collaboration with the President. The Secretary may also perform such duties as assigned by the President and/or by the Executive Council.

Section 6. Treasurer. The Treasurer shall represent the Association in assuring the receipt and expenditures of funds in accordance with directives established by the FCA Executive Board. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by the Executive Council or Executive Board.

Section 7. Past-President. The Past-President shall be a member of the Executive Board and Executive Council and Chairperson of the Nominations and Elections Committee.

Section 8. FCA Delegate Assembly Representative. The FACAC President shall represent FACAC at the Delegate Assembly and its annual meeting.

ARTICLE IV

EXECUTIVE BOARD

Section 1. Functions of the Board. The purpose of the Executive Board shall be to collect information about the professional development needs of the members. This board will discuss the needs expressed by various counseling bodies, which will be communicated to the Executive Board at the annual Professional Development Meeting. Information will also be shared about effective resources and trainers. The Executive Board shall be comprised of the Executive Council and the following officers.

Section 2. FCA Executive Council Representative. If there is only one representative from FACAC to the FCA Executive Board, this representative will be the FACAC President. If there can be more than one representative, the representatives should include the President and one or more additional representatives chosen by the officers of the Executive Board of FACAC. The representative must be a voting member of the FACAC.

Section 3. Student Representatives. One Student Representative shall be elected for a two year term. This Student Representative shall serve as liaison between student bodies at universities in Florida and the FACAC Executive Council.

Section 4. Liaisons. Liaisons to other organizations, groups or assemblies may be appointed by the FACAC President as needed.

ARTICLE V

ELECTIONS

Section 1. Nominations and Elections.

A. In accordance with policies approved by the Executive Council, the Nominations and Elections Committee shall supervise the nominations and election procedures for filling the elective offices of the Association and shall propose the Executive Council nominees for President-Elect of FCA. The immediate Past President shall serve as Chair.

B. The procedures in elections shall be as follows:

(i) the Nominations and Elections Committee shall supervise all facets of elections, including ballot counting.

(ii) Election to an office will be by simple majority of the voting membership. Any candidate may ask for a recount within fifteen (15) days following the announcement to

the membership of the results. Therefore, ballots must be kept for that period of time after which the ballots may be destroyed.

(iii) Elections for the Executive Council shall be by written and secret individual ballots only, unless the secret ballot is waived by a vote of two-thirds majority of the officers present at the meeting. All members of FACAC shall be given an opportunity to cast a secret ballot. If a majority vote is not obtained, a run-off election shall be conducted within thirty (30) days of the original balloting.

(iv) Balloting may be conducted on line.

Section 2. Terms of Office. All members of the Executive Council shall serve two year terms, unless extenuating circumstances do not allow. In this instance, the officer's resignation will be submitted to the Executive Council, who will act upon it. All members of the Executive Board shall serve two year term, circumstances permitting.

All officers of the Association shall take office on the first day of July, and shall serve for a period that will not exceed two years, unless they are re-elected for a second term, or until their successors have been duly elected or appointed and have qualified. Terms of office are from July 1 through June 30, two years following.

Section 3. Re-election. Elected officers of the Association may succeed themselves in office for a second two-year term, or may serve a second term at a later date. If their terms are other than two years, years, they may be re-elected for one additional successive term.

Section 4. Vacancies in Unexpired Terms. The President-Elect shall succeed the President for any unexpired term and continue as President for the term which elected. In the case of a vacancy in any elective office, the President shall have power to fill the same until the next election, and persons thus appointed to office shall be eligible for election to succeed themselves for one full term.

Section 5. Impeachment of Officers. Any elected or appointed officer of the Executive Council may be impeached and expelled from office by a two-thirds vote of the membership. Grounds for impeachment and removal shall be the same as in Article II, Section 5 (B), and in addition, but not limited to: dereliction of office; failing to act in the best interests of the Association; and, violation of these By-Laws.

ARTICLE VI

ASSOCIATION MEETINGS

Section 1. FACAC Annual Business Meeting. The Association shall hold an annual Business Meeting in conjunction with the Florida Counseling Association Annual Conference. All members of the Executive Council are expected to be in attendance at the Business Meeting.

Section 2. FACAC Professional Development Meeting. The Association shall hold an annual Professional Development Meeting in conjunction with the Florida Counseling Association Annual Conference. All members of the Executive Board are expected to attend.

Section 3. FACAC Delegate Assembly Meetings. The FACAC President may hold an official FACAC Delegate Assembly meeting in conjunction with the FCA Conference. Any FACAC member in Good Standing is eligible to attend any Delegate Assembly meeting.

Section 4. Special Meetings. Special meetings of the Association may be called by the FACAC President or the FCA President.

Section 5. Quorum. A quorum for conducting business of the Executive Council shall be three or more members of the Executive Council.

Section 6. Rules of Order. The rules of procedure at the meeting(s) shall be those set forth in Robert's Rules of Order, Revised.

ARTICLE VII

BUSINESS AFFAIRS

Section 1. Fiscal Year.

The FACAC fiscal year shall be July 1 through June 30th, or any other dates set by the FCA.

Section 2. Dues.

A. Annual dues shall be set by the Executive Council in accordance with FCA By-Laws.

B. The Executive Council shall not establish any increase in FACAC dues unless such action is ratified by the majority of the members voting in a mail ballot or by a majority of the Delegate Assembly. A notice of such a dues increase proposal shall have been mailed to the voting members of the Association at least 30 days prior to such an assembly meeting.

Section 3. Reimbursement of Officers or Other members. The Executive Board may authorize reimbursement for travel, trips to professional meetings, etc. by officers or members necessary to their functions or service for the FACAC organization.

Section 4. Reports. The Executive Council, the officers, and the Chairpersons of each standing committee shall submit a written report concerning their activities at the Business Meeting, the Delegate Assembly meeting, and at such other times as the President may request.

Section 5. Interests of Members in Association Property. No member shall have any severable or transferable interest in the property of the Association. All rights, title and interest of a member in and to the property of the association shall cease upon that member being dropped from the membership

roll, expulsion, or death. Upon dissolution of the Association, none of its property assets shall be distributed to any members; all such property or assets shall be transferred to the FCA.

ARTICLE VIII

COMMITTEES

Section 1. Standing Committees. The following standing committees with the identified functions shall be maintained within the Association:

A. Awards Committee shall oversee and coordinate the invitation for, review of, and selection of the recipients for all awards given by the Association. This shall include preparation of announcements for call for nominations; monitoring of awards criteria; carrying out all responsibilities associated with the annual determination of awardees; and making periodic reports to the Executive Council and Delegate Assembly with respect to new awards, amended criteria, and elimination of various awards.

B. Budget and Finance Committee shall be responsible for the preparation and presentation of the annual budget. It shall also carry out other activities as may be assigned by the President or the Executive Council.

C. By-Laws Committee shall receive and review proposals for amending the By-Laws and all resolutions submitted by various components of the Association. The By-Laws will be reviewed at least every 3 years.

D. Convention Committee shall be responsible for programs selected for sponsorship by FACAC and for planning and facilitating all business and social functions for the membership at the FCA, FACAC, and ACA Annual Conventions. The Convention Committee is also responsible for addressing requests for presentation information by the membership and soliciting individuals who can meet these needs.

E. Government Relations Committee shall be responsible for informing members regarding the impact of legislation and political activity on their roles. This Committee will maintain a close relationship with the counselor representatives in Tallahassee.

F. Membership Committee shall actively promote FACAC membership. The committee shall include the chairperson appointed by the President and members that represent the five (5) regions.

G. Nominations and Elections Committee shall be responsible for implementing nominations and election procedures. The chairperson of this committee shall be the immediate past President and a committee consisting of three FACAC members appointed by the chairperson. The President shall receive the names of nominees by electronic mail not less than fourteen days prior to the election meeting. Additional nominations may be made from the floor at the election/annual meeting. Members may also self-nominate.

H. Professional Development Committee shall monitor the professional development needs of the Association's members. The committee shall be responsible for providing workshops, publications and in-service opportunities related to the identified needs of our members. The committee shall communicate with other FACAC committees concerning professional development activities for the membership.

I. Publications Committee shall oversee and coordinate all publications of the Association with the approval of the Executive Council.

J. Social Media Committee shall monitor all postings, information sharing, event promotion, etc. on our social media sites. This will include, but is not limited to, our Facebook page and our division website.

Section 2. Special Committees. Special committees may be authorized by the Executive Council.

ARTICLE IX

AMENDMENTS

Section 1. Amendments. These By-Laws may be amended from time to time as follows:

- A. The Executive Council may propose amendments for approval by the Association.
- B. At least thirty days prior to Association action, the proposed amendment and the Executive Council's recommendation shall be made available to all members of the Association.
- C. Proposed amendments recommended by the Executive Council shall be acted upon by the Association by either of the following methods:
 - (i) by the affirmative vote of at least two-thirds of the members voting at a scheduled meeting of the Delegate Assembly as required in sub-section (B) of this section; or
 - (ii) by the affirmative note of at least two-thirds of the members voting in a small ballot, provided that the proposed amendment shall have been discussed at an Association meeting, unless the Council declares that emergency action is required.
- D. The Association may, by action at a scheduled Delegate Assembly meeting, provide that a proposed amendment not supported by the Executive Council be submitted for approval by mail ballot in accordance with (C)(ii) above.
- E. Once by-laws are amended, they must be approved by the FACAC Executive Board and then must come to FCA Board for final approval.

ARTICLE X

Nondiscrimination

- A. There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender, sexual orientation, age, record of public offense, and/or disability.

***These By-Laws were adopted by the FCA Executive Board June 2009 and became affiliated with ACAC June 2017
These By-Laws will need to be reviewed in 2020***