**FLORIDA ASSOCIATION FOR MULTICULTURAL COUNSELING AND**

**DEVELOPMENT**

**BY - LAWS**

**ARTICLE I: NAME AND**

**PURPOSE**

Section I. **Name.** The name of the association shall be the "Florida Association for Multicultural Counseling and Development (FAMCD)," duly chartered by the American Association of Multicultural Counseling and Development (AMCD) of the American Counseling Association (AC A).

Section 2. **Purpose.** The purpose of the association shall be to further the stated purposes of the AMCD. To create a communications link for local and regional groups concerned with minorities, and planning and implementing progress to further the growth of individuals working with different ethnic groups.

Section **3. Affiliation.** The association shall be a division of FCA. It shall be autonomous in the conduct of its affairs but shall be organized and separated at all times in compliance with all by-laws of AMCD and FCA.

**ARTICLE II: MEMBERSHIP**

Section 1. **Membership Requirements.** Membership is open to members of the ACA, AMCD, and FCA. Membership shall not be restricted by race, sex, creed, or age to assure freedom of expression regarding the concerns of all minorities. A member can only belong to one state association for multicultural counseling and development.

Section 2. **Types of Membership.** Regular: Any person involved in the counseling profession or a helping profession shall be eligible to become a regular member. Student. Any student who is enrolled in an accredited undergraduate or graduate school in studies relating to the counseling field or helping professions shall be eligible to become a student member.

Section 3. **Right and Privileges.** A regular member in good financial standing shall be eligible to vote, and to hold office in the association. All other members shall have such rights and privileges accorded them by the Executive Council.

Section 4. **Severance of Membership.**

A. A member may be dropped for any conduct that tends to injure the association or to adversely affect its reputation, or that is contrary to or destructive to the objectives according to the by-laws and Code of Ethics of the association.

B. A member may be dropped for non-payment of dues.

Section 5. **Dues.** Dues for the association shall be recommended by the Executive Council, payable on an annual basis

**Article III: OFFICERS OF THE ASSOCIATION**

Section 1. **Officers and Terms.**

A. The officers of the association shall be the President, President- elect, immediate Past-President, Treasurer, Secretary, Legislative Chair, Member-at-Large, Graduate Student Representative, and Historian.

B. All officers of the association shall be elected at large from among the regular members and shall serve for *two* terms or until their successors are elected. *A term* is from July 1 to June 30.

C. The President-Elect shall automatically become President *one* year after the commencement of their term of office as President-Elect, or upon the death or resignation of the President.

D. A President shall not be a candidate to succeed them self in office. However, a President-Elect succeeding to the office of President by reason of the death or resignation of the President shall serve his/her full *two-*year term as President in addition to serving to the unexpired term of the resigned or deceased President.

Section 2. **Nomination and Election of Officers.**

A.There shall be established a Nomination and Election Board consisting of members from each regional area in the State. No member of such Board may serve for more than two consecutive years nor may any member be a candidate for President-Elect while a member of the Board. The immediate Past-President shall chair this Board.

B. This Board shall conduct the election of officers by secret ballot, emailed to the individual members of the association. This Board shall submit to the Executive Council for its approval of the proposed procedures for carrying out the annual election.

Sections 3. **Duties of Officers.**

**A.** The President shall be the chief elected officer of the association and shall preside at all meetings of the association and its Executive Council. The President shall represent this association at all national meetings of AMCD and FCA executive meetings. The President shall perform the duties customary to their office and such additional duties as directed by the Executive Council.

B. The President-Elect shall represent this organization at FCA executive meetings. The President-Elect shall perform the duties customary to his/her office and such additional duties as directed by the President in conjunction with the Executive Council.

C. The immediate Past-President shall share the Nomination and Election Board and shall be a voting member of the Executive Council.

D. The Secretary shall perform such duties as may be delegated by the Executive Council, and the officers of the association, and shall be under bond for such amount as may be determined by the Executive Council. The Secretary shall be empowered to affix the seal and execute official documents of the association.

E. The Treasurer shall represent the association in assuring the receipt and expenditures of funds in accordance with the directives established by the Executive Council and shall be under such fidelity bond as determined by the Executive Council. The Treasurer shall perform the duties customary to the office and such additional duties as directed by the Executive Council.

F. The Historian shall keep accurate records of the history of the association which are necessary in defining the identity of FAMCD.

G. The Legislative Chair shall create communication links for local and regional groups concerned with minorities, and planning, advocating, and implementing progress to further the growth of individuals working with different ethnic groups.

**ARTICLE IV: THE EXECUTIVE COUNCIL**

Section 1. Executive Council. The Executive Council shall consist of the President, the President-Elect, the immediate Past-President, and the Secretary, the Treasurer, the Historian, the Legislative Chair, Graduate Student representative and two members at large. The graduate student representative and the members at large shall be non-voting members of the Executive Council and elected by the total membership. The Graduate Student representative and the member at Large terms of office shall be staggered-one member elected for a one-year term, one member elected for a two-year term, and one member elected for a three-year term.

Section 2. **Power and Function.** The Executive Council shall conduct the affairs of the association and exercise all its corporate powers. Except in case of the President or President-Elect, the Executive Council shall have power to appoint successors to serve the remaining term of any member of the Executive Council.

Section 3. **Meetings.** The Executive Council shall meet at the time and place of the annual convention of FCA and at least one other time during the year at such time and place as designated by the President. Only the President, President-Elect and immediate Past-President shall have voting privileges in the Executive Council. The meeting may be called at the discretion of the President. The executive council will also have bi-monthly virtual meetings.

**ARTICLE V: COMMITTEES AND COMMISSIONS**

Section 1. **Committees and Commissions.** There shall be a budget, membership, legislation and research, nomination and election, progress, news and publications, and ethics committees to carry out the purposes of the By-Laws and to strengthen the association.

Section 2. **Powers and Procedures.** Operating procedures and powers of all commissions and committees shall be authorized and periodically reviewed by the Executive Council.

**ARTICLE VI: BY-LAWS**

Section 1. **By-Laws.** By-Laws consistent with this constitution shall be adopted or amended by a majority vote of the members actually voting.

Section 2. **Proposals.** Proposals to amend the by-Laws may be initiated by the Executive Council and by any member of the association. Such proposals must be in writing and, if initiated by at least two-five active members in good standing. Copies of such proposed amendments shall be delivered to the Secretary for distribution to all members of the association, and no vote shall be taken until at least thirty days after copies of such proposed amendments have been made available to all members.

**ARTICLE VII: QUORUM**

A quorum for the transaction of business at a regularly called meeting of the association shall consist of a majority of the members of the Executive Council and a majority of those members present and voting.

**ARTICLE VIII: PARLIAMENTARY RULES OF PROCEDURE**

Parliamentary rules of procedure. Robert's Rules of Order, Newly Revised, shall govern all the procedures of the association where they are not inconsistent with these by-laws. A Parliamentarian will be appointed by the President.

Revised: August 2013