

BYLAWS of the
MICHIGAN MENTAL HEALTH COUNSELORS ASSOCIATION
Amended and Adopted by the MMHCA Board of Directors 9/19/2012

PREAMBLE

The Michigan Mental Health Counselors Association is hereby established for the primary purpose of meeting the professional needs of mental health counselors in mental health and human service settings and increasing public awareness of the profession of mental health counseling.

ARTICLE I: NAME AND PURPOSE

Section 1. Name.

The official name of the Association shall be the Michigan Mental Health Counselors Association, hereafter referred to in these bylaws as MMHCA or the Association. MMHCA is the state chapter of the American Mental Health Counselors Association (AMHCA) and participates in the dual-dues program of AMHCA. It is also an independent and volunteer division of the Michigan Counseling Association (MCA).

Section 2. Purposes.

The purposes of the Association shall be as follows:

- a. Promote the profession of mental health counseling.
- b. Provide a system of information exchange among mental health counselors through a website, newsletter, and/or journal and other scientific, educational, and professional materials.
- c. Create and provide programs for mental health counselors to assist them in updating and enhancing their competencies.
- d. Promote public policy legislation which advances and recognizes the profession of mental health counseling and professional counselors.
- e. Provide a public forum for mental health counselors to address the social and emotional needs of their clients.
- f. Provide a collegial connection with other mental health professionals and professional associations to advance the entire profession of counseling.
- g. Model and promote sound and ethical mental health practices.

- h. Foster the development of training and licensure standards necessary for mental health counselors in Michigan.
- i. Promote scientific research and inquiry into successful outcome interventions and mental health concerns.
- j. Advocate on the national and state level with other professional groups to assist the advancement of mental health and the prevention and treatment of mental disorders.
- k. Provide the public with information concerning the qualifications, roles, and functions of mental health counselors.

ARTICLE II: MEMBERSHIP

Section 1. Types of Membership.

The membership of the Association shall consist of Clinical Members, Regular Members, Associate Members, and Student Members.

Section 2. Requirements for Membership.

- a. **Clinical Member:** A person eligible to become a Clinical Member is a Licensed Professional Counselor or a Limited Licensed Professional Counselor and is actively providing counseling services in a clinical mental health setting or in private practice. Clinical Members have the duty and privilege of voting in all MMHCA elections and may be elected to the Association Board of Directors.
- b. **Regular Member:** A person eligible to become a Regular Member is a Licensed Professional Counselor or a Limited Licensed Professional Counselor but is not currently providing counseling services in a clinical mental health setting or in private practice. Regular Members have the duty and privilege of voting in all MMHCA elections. Regular Members may not be elected to the Association Board of Directors.
- c. **Associate Member:** An Associate Member shall have a doctorate or master's degree in a mental health care discipline. The Associate Member's highest graduate degree shall be from a university or college accredited by its appropriate regional accrediting body. An Associate Member does not have licensure or certification in Michigan to practice as a mental health counselor. He or she shall have a stated interest in the field of mental health and shall be engaged actively in promoting mental health. Associate Members shall have all privileges of membership except those of voting, holding office, or acting as a chairperson of a committee.
- d. **Student Member:** A Student Member shall be a full time student who is actively enrolled in an accredited program in pursuit of a doctoral or master's degree which will qualify him or her for licensed practice as a mental health counselor. A student member shall have all the privileges of individual membership. Student status must be certified by his or her major professor at the time of initial membership and each year at the time of membership renewal. Student members have the duty and privilege of voting in all MMHCA elections but may not hold an Association office.
- e. **Affiliate Member:** An Affiliate Member is a person who is interested in participating in this Association. There are no requirements for membership for an Affiliate Member other than the payment of the Association dues.

Section 3. Dues.

- a. Annual Association dues for members shall be established by action of the MMHCA Board of Directors.
- b. Dues shall be paid annually by all members of MMHCA on the anniversary month of the member's enrollment.
- c. Members have the option of paying their dues on a unified basis to the American Mental Health Counselors Association or through the Michigan Counseling Association as long as such a program is available.

Section 4. Severance of Membership.

- a. A member shall be dropped from membership for any conduct that tends to injure the Association or affects adversely the bylaws and code of ethics of the Association. Members charged with engaging in such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to present evidence in their behalf through witnesses or otherwise, shall be given the opportunity to confront witnesses against them, and shall have the right to appeal and have a hearing before the Association Board of Directors.
- b. A member may be dropped from membership for the nonpayment of dues.

ARTICLE III: OFFICERS OF THE ASSOCIATION

Section 1. Officers.

The Officers of the Association shall be President, President-Elect, Past-President, Secretary, and Treasurer.

Section 2. Election of Officers.

- a. All Officers of the Association shall be elected by ballot from among the eligible members of the Association and will serve until their successors assume the office.
- b. All nominees for Officers shall be members of MMHCA in good-standing.
- c. Elections for Officers shall be held biannually in the month of June. Elections for all Board members other than the President shall be held in odd numbered years. The election for the President shall be held in even numbered years.
- d. The term of office for any elected officer of MMHCA shall begin on July 1 of the electoral year.
- e. Candidates for President must have served as a member of the Association Board for at least one year.
- f. The elected Officers shall hold office for two years.
- g. There is no set limit for the number of terms a person may serve as an Officer of the Association.
- h. In the event that an officer should resign or be unable to complete his or her term, the Board of Directors shall appoint a qualified member to fill the unexpired vacancy.
- i. The outgoing President shall serve as Past President for one year as a member of the Board of Directors following his or her term as president.

Section 3. Duties of the Officers.

- a. Duties of the President.
 - i. The President shall assume office immediately following a two-year term as President-Elect.
 - ii. The President shall serve as presiding officer of the Association and shall be the Chairperson of the Board of Directors.

- iii. The President shall call the Board of Director's meetings to order at the time they are scheduled to convene; ensure that a quorum is present before voting on all motions that are in order; initiate general consent when appropriate; recognize others present at the meeting who desire to speak; enforce rules affecting the Association's meetings, including rules of debate; maintain order and decorum at all meetings; rule on points of order and any other motions that require action by the President, and perform such other duties as are incident to the office.
 - iv. Attendance by Board members at Board meetings may be via electronic communication.
 - v. The President, with the approval of the Board of Directors, shall appoint all necessary committees and chairpersons for these committees from among the members of the Association as he or she may deem appropriate to assist in the conduct of the affairs of the Association.
 - vi. The President, with the approval of the Board of Directors, shall appoint all Chairpersons of the Active Committees.
 - vii. The President shall appoint, and the Board of Directors sanction, MMHCA representatives at the MCA Assembly, as stated in the MCA bylaws.
 - viii. The President is a voting member of the Board of Directors.
- b. The President-Elect shall serve as a member of the Board of Directors and shall perform such duties as may be directed by the President. The President-Elect shall perform the duties of the President in the President's absence. The President-Elect is a voting member of the Board of Directors.
- c. Duties of the Secretary.
- i. The Secretary shall be responsible for the recording of the minutes of the meeting at all official Board meetings and for the timely distribution of same to all Board members. After review and approval of the minutes by the Board of Directors, the minutes of the Board meetings may be posted for public view and shall be made available to all active members of MMHCA upon request.
 - ii. The Secretary is the custodian of the records and bylaws of the Association except such as are specifically assigned to others, such as the treasurer's books.
 - iii. The Secretary is a voting member of the Board of Directors.

- iv. In the absence of the Secretary from a Board meeting, the duties of the Secretary shall be delegated to a Board member by the President.
- d. Duties of the Treasurer.
- i. The Treasurer shall serve as an elected member of the Board of Directors.
 - ii. The Treasurer shall represent the Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Board of Directors.
 - iii. The Treasurer shall be responsible for overseeing the collection and related record keeping in regard to members' dues.
 - iv. A complete fiscal report shall be submitted to the Board of Directors by the Treasurer within thirty (30) days after the close of each fiscal year.
 - v. The Treasurer shall perform all of the duties customary to the office and such additional duties as directed by the Board of Directors.
 - vi. The Treasurer is a voting member of the Board of Directors.
- e. The immediate Past-President shall serve as a member of the Board of Directors and shall perform duties as may be directed by the President with the approval of the Board of Directors. The immediate Past-President shall serve on the Board of Directors for one year and is a voting member of the Board of Directors.

ARTICLE IV. THE BOARD OF DIRECTORS OF THE ASSOCIATION

Section 1. Composition of the Board of Directors.

- a. The Board of Directors shall be composed of the Officers of the Association, the Members-at-Large, and the Chairpersons of each Active Standing Committee.
- b. The Members-at-Large.
 - i. There shall be no more than nine Members-at-Large.
 - ii. The Members-at-Large shall be nominated and elected in the same manner and be held to the same standards as the Officers of the Association as specified in Article III, Section 2, Subsections a through i.
 - iii. There is no set limit for the number of terms a person may serve as a Member-at-Large of the Association.
 - iv. Members-at-Large are responsible for fulfilling duties specified by the Officers of the Association.
 - v. The Members-at-Large are voting members of the Board of Directors.
 - vi. In the event that a Member-at-Large leaves the Board, the President may appoint a replacement with the approval of the Board.

Section 2. Chairpersons of the Active Standing Committees.

- a. The Chairpersons of the Active Standing Committees are appointed by the President of the Association with the approval of the Board.
- b. The duties of the Chairpersons shall be specified by the President with the approval of the Board.
- c. Chairpersons of the Active Committees are non-voting members of the Board of Directors.

Section 3. Powers and Functions of the Board of Directors.

- a. The Board of Directors of MMHCA shall manage the administrative and executive functions of the Association.
- b. The Board of Directors shall conduct, manage, and control the business of the Association.

ARTICLE V. BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. Fiscal Year.

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

Section 2. Meetings.

- a. The Board of Directors shall meet at least four times a year at a time and place designated by the President. Meetings at other specified times may be designated by either the President or a majority of the Board of Directors.
- b. A simple majority of the voting members of the Board of Directors shall constitute a quorum.

Section 3. Nominations and Elections Committee.

- a. The Nominations and Elections Committee shall consist of the immediate Past-President, who shall serve as Chairperson of the Committee, and two other MMHCA members appointed by the President.
- b. The Nominations and Elections Committee shall submit to the Board of Directors for its approval, the proposed procedures for carrying out the annual election.
- c. The Nominations and Elections Committee shall determine the eligibility of those members seeking office and shall select for placement on the ballot the names of candidates for President, Secretary, Treasurer, and Members-at-Large.
- d. Should a member of the Association find cause to contest the validity of the election procedures, they shall give written notice to the Chairperson of the Nominations and Elections Committee within thirty (30) days after the closing date of the election, after which time the election shall be incontestable.
- e. If any officer elected should be unable to assume the office on July 1, the next ranking candidate on the election return shall assume the position.
- f. A tie vote shall be broken by a simple majority vote of the voting members of the Board of Directors.

Section 4. Removal from Office.

- a. An elected officer or member of the Board of Directors may be removed from office for failure to perform assigned duties and/or for violation of the Ethical Codes of the ACA and/or the AMHCA.

- b. A two-thirds majority of the Board of Directors shall be required to remove the person from office.
- c. The process for removal shall adhere to the intent and principles of the AMHCA procedure for removal from office, per the AMHCA bylaws.

Section 5. Property of the Association.

In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all of its property shall be transferred to such organization(s) as the Board of Directors shall determine to have purposes or activities most nearly consonant with those of the Association, provided, however, that such organization(s) shall be exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

ARTICLE VI. BYLAWS

Section 1. Amendment and Adoption

- a. These bylaws may be amended and adopted by a simple majority vote of the Board of Directors.
- b. The Board of Directors of the Association must be notified, in writing, of any proposal to add to or amend the bylaws of the Association. A copy of the amended version of the bylaws must be provided to each member of the Board of Directors at least 30 days prior to any Board meeting addressing a vote for a change in the bylaws.

Section 2. Notification of Bylaws Change

It is the responsibility of the Secretary to notify all Board members of revised and adopted bylaws and to provide each Board member with a copy of the bylaws.

Section 3. Publication

It shall be the responsibility of the Secretary of the Board of Directors to maintain a complete and current copy of the Association bylaws and to have the bylaws available upon request to membership.

ARTICLE VII. RULES OF ORDER

Section 1. Parliamentary Authority.

The parliamentary authority for meetings of the Association will be Robert's Rules of Order, the most current revision.