

**BYLAWS OF
MICHIGAN MENTAL HEALTH COUNSELORS ASSOCIATION
Amended and Adopted by the MMHCA Board of Directors April 19, 2024**

PREAMBLE

The Michigan Mental Health Counselors Association is hereby established for the 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. We are committed to meet the health care needs of those we serve while advancing the profession.

The bylaws define elections, titles, terms of office, and responsibilities of the MMHCA officers of the association. These Bylaws also specify rules and regulations, enacted by the Association to provide a framework for its operation and management.

**ARTICLE I
NAME AND PURPOSE**

Section 1.1 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 a state chapter of the American Mental Health Counselors Association (AMHCA).

Section 1.2 Purpose.

The purposes of the Association shall be as follows:

- a. Advance Professional Development. We are dedicated to advancing the professional development of counselors and mental health professionals. Our association strives to provide a platform for continuous learning, collaboration, and skill enhancement to ensure that our members deliver the highest standards of care to their clients.
- b. Advocate for Mental Health Practitioners. MMHCA is committed to advocating for the rights and well-being of mental health practitioners. We strive to address the unique challenges faced by therapists, including issues related to licensure, professional ethics, and workplace conditions. Additionally:
 - i. We advocate for public policy legislation that recognizes and advances the vital role of mental health counseling.
 - ii. We engage in national and state-level advocacy with fellow professional groups to advance mental health and prevent and treat mental disorders.
 - iii. We promote high standards for credentialing and licensure of licensed professional counselors, portability of these credentials and licenses, and the

acceptance of licensed professional counselors by all private and public employers and insurance programs.

- c. Contribute to Mental Health Advocacy. MMHCA seeks to contribute to broader mental health advocacy efforts. By collaborating with mental health organizations, policymakers, and stakeholders, we aim to influence systemic change that supports the mental health and well-being of both therapists and the clients they serve. We offer a public forum for mental health counselors to address the social and emotional needs of their clients and actively promote and engage in scientific research and inquiry into successful outcome interventions and mental health concerns.
- d. Build a Supportive Professional Community. We aim to build a supportive and connected community among psychotherapists. Through regular networking events, mentorship programs, and collaborative projects, we foster an environment where members can share insights, experiences, and best practices, ultimately enriching the professional journey for all. We aim to establish and maintain collegial connections with other mental health professionals and associations, collectively advancing the entire counseling profession.
- e. Promote Ethical Excellence. Our association is committed to promoting and upholding the highest ethical standards in the practice of therapy. We provide members with ethical guidelines, case consultation forums, and resources to navigate the complexities of ethical decision-making, fostering a commitment to integrity and client welfare.
- f. Elevate Therapeutic Standards. We promote the profession of mental health counseling, as well as model and promote sound and ethical mental health practices, and foster the development of training and licensure standards necessary for mental health counselors.
- g. Promote Professional Development. We create and provide programs designed to assist mental health counselors in updating and enhancing their competencies.
- h. Facilitating Information Exchange. We provide a robust system of information exchange through our website, newsletter, as well as other scientific, educational, and professional materials.

ARTICLE II DIVERSITY, EQUITY, AND INCLUSION

Section 2.1 Diversity, Equity, and Inclusivity

We recognize the profound importance of fostering a diverse, equitable, and inclusive community within the field of mental health counseling. We are committed to promoting and embodying these principles in all facets of our association's mission and activities.

- a. Diversity and Representation. We celebrate and embrace the rich diversity of our membership, acknowledging that a multitude of perspectives and backgrounds enhances the collective strength of our community. We actively seek to promote

inclusivity and representation at all levels of our association, valuing the unique contributions of individuals from various racial, ethnic, cultural, socioeconomic, gender, sexual orientation, romantic orientation, religious, belief system, marital status, parental status, other family status, socio-economic difference, appearance, language and accent, ability and disability, education, geography, nationality, work style, job role, personality, and any other backgrounds.

- b. Equity. Equity guarantees that every individual receives the necessary support and access to resources required for success by recognizing and removing obstacles that have historically hindered the full engagement of all staff and members. Thus, improving equity encompasses fostering justice and fairness in the procedures and processes of institutions and systems, as well as in the distribution of resources.
- c. Inclusive Practices. Inclusion represents a dynamic operational state where diversity is harnessed, and power is distributed to foster a fair, thriving, and high-performing organization or community. An inclusive atmosphere guarantees unbiased access to resources and opportunities for everyone, cultivating a profound sense of belonging. It empowers individuals and groups to experience safety, respect, engagement, motivation, and recognition for both their unique identities and their contributions towards the achievement of organizational and societal goals.

Section 2.2 Inclusivity

MMHCA embraces the intersectionality of all identities and aspires to create a diverse workplace environment and community that welcomes and includes people of different races, cultures, ages, genders, gender identities, gender expressions, sexual orientations, religions, socioeconomic levels, political perspectives, abilities, opinions, values, and experiences. We will strive to reflect diversity in our programs, policies, and actions. All of our policies and procedures are carefully scrutinized to sustain an inclusive and productive workplace, environment and association.

ARTICLE III MEMBERSHIP

Section 3.1 Eligibility for Membership in MMHCA.

A person is eligible for MMHCA membership if they:

- a. Are a licensed professional counselor or a limited licensed professional counselor in Michigan, and/or a licensed professional in a related mental health field;
- b. Are a student pursuing a counseling degree;
- c. Are retired from the licensed professional counseling or limited licensed professional counseling profession;
- d. Teach in a counseling program;

- e. Supervise clinical mental health counselors; or
- f. Actively support the mental health counseling profession.

Section 3.2 Membership Categories.

The membership of the Association shall consist of licensed professional counselors, limited licensed professional counselors, Associate Members, Student Members, Academic Members, Supervisor or Counselor Educators, as well as retired or formerly licensed counselors.

Section 3.3 Requirements for Membership.

To qualify for membership, an individual must meet the following criteria:

- a. Possess a valid and active counseling license¹.
- b. Be in good standing with the relevant licensing board or regulatory body.
- c. In compliance with all ethical and professional standards set forth by the licensing authority.
- d. Be a licensed professional counselor (“LPC”), a limited licensed professional counselor, and/or a licensed professional in a related mental health field.
- e. An individual may also be in any one of the following categories:
 - i. Supervisor/Counselor Educator. LPCs providing supervision and counselor educators may join as Supervisor/Counselor Educator Members. Special trainings and networking opportunities may, at Board’s discretion, offer training as part of this membership category to address the specific needs of supervisors and counselor educators.
 - ii. Student Member. A Student Member shall be enrolled in an accredited program in pursuit of a doctoral or master’s degree which will qualify them for licensed practice as a mental health counselor. A Student Member shall have all the privileges of a Licensed Professional Counselor/Limited Licensed Professional Counselor or Mental Health Counselor membership, which includes being eligible to vote, holding committee chair; however, are not permitted to hold an office position.
 - iii. Academic Member. Any academic professor, instructor, researcher or staff member such as a department chair or dean, of a regionally accredited institution.

¹ Associate and Student Members excluded

- iv. Associate Member. An Associate Member is a person who is interested in supporting the Association. Associate Members shall have all privileges of membership except those of voting holding office...
- v. Retired License. A Retired License shall be permitted to vote, hold committee chair, and also hold an office position.

Section 3.4 Lifetime Memberships

Life-time memberships are available for those who meet the requirements of one of the categories above and pay the applicable life-time fee, which shall be determined by the Board. The Board may, at their discretion, in recognition of an individual's contribution or achievements, offer a life-time membership, which must be voted upon by the majority of the Board. In such event, the membership fee will be waived. Awarding a life-time membership at no charge must be voted on and approved by the Board and reflected in the meeting's minutes.

Section 3.5 Membership Dues.

The Board of Directors of MMHCA shall determine the Annual Association Dues for members. A change in costs of membership dues requires a Board vote. MMHCA will communicate any annual dues increase to its membership in a timely manner.

To remain a current and active member, all members of MMHCA are required to pay their dues annually, with payments due in the anniversary month of their enrollment. Members are afforded the option to make a unified payment of their dues to the American Mental Health Counselors Association, provided such a program is accessible.

Former members and/or new members, in membership categories that have voting privileges, are considered voting members upon receipt of their dues. A member may be dropped from membership for the nonpayment of dues.

Section 3.6 Severance of Membership.

MMHCA Board of Directors reserve the right to remove any member from membership for any conduct that tends to injure or harm the Association, by way of unethical behavior, violation of the organization's Bylaws, or any act that undermines the integrity and reputation of MMHCA. Members charged with engaging in such conduct will be given notice of the precise nature of the charge. Additionally, a member may be removed for nonpayment of dues.

Approval from the Board shall be required for any severed member to be reinstated. Any attempt made to circumvent this process, including making a payment to MMHCA prior to obtaining a reinstatement approval, said application will be void and the payment will be deemed as a donation.

Section 3.7 Appeal Process.

- a. **Notice of Removal:** If a member is to be removed from membership, they shall be provided with written notice specifying the reasons for their removal. The member shall have a period of three (3) business days from the date of receiving such notice (“Time Period”) to appeal the decision to the MMHCA Board of Directors.
- b. **Appeal Process:** Upon receiving a notice of removal, the member may appeal the decision by submitting a written appeal to the MMHCA Board of Directors within the Time Period. The appeal must outline the specific grounds on which the member is contesting the removal, along with all proofs.
- c. **Membership Suspension:** During the pendency of the appeal, the member's membership rights and privileges shall be suspended until a final determination is made by the Board of Directors.
- d. **Board Determination:** The MMHCA Board of Directors shall review the appeal and make a determination within a reasonable period. If the appeal is successful, the member shall be reinstated with full membership rights and privileges. However, if the appeal is denied, the suspension shall revert to removal, and the member shall effective immediately cease to be a member of the Association.
- e. **Confidentiality:** All proceedings related to the appeal process and the Board's decision shall be treated with confidentiality and shared only with the parties directly involved in the process, as necessary.

ARTICLE IV OFFICERS OF THE ASSOCIATION

Section 4.1 Executive Board/Officers.

The Executive Board shall be the President, President-Elect, Immediate Past-President (for one year), Secretary, and Treasurer (“Officers” or “Executive Board”).

In the event of a vacant office, the president is authorized to appoint an interim replacement, subject to board approval, who will serve until the next election.

In the event the President office is vacated, the past President or President-Elect is authorized to appoint an interim replacement subject to Board approval who shall serve until the next election.

Section 4.2 Election of Officers and Eligibility Requirements.

- a. All Officers of MMHCA shall be elected by ballot from among the eligible members of the Association and shall serve until their successors officially assume the office.

- b. All nominees for Officers shall be members of MMHCA in good standing, with their membership fees fully paid and current.
- c. All Board of Directors of MMHCA shall be members in good standing of the American Mental Health Counselors Association (AMHCA).
- d. Elections for all board members other than the President shall be held in even numbered years, while the election for President shall be held in odd numbered years.
- e. The term of office for any elected officer of MMHCA shall begin on July 1 of the electoral year.
- f. The elected Officers shall hold office for term period of two (2) years.
- g. There is no limit on the number of terms an individual may serve as an Officer.
- h. If an officer resigns, or is unable to complete their term, the Board of Directors shall appoint a qualified member to fill the unexpired vacancy by a majority vote of the Board.
- i. Presidential Election:
 - i. Candidates for President must have served as a member of the Board for at least one year, and be a current member, in good standing.
 - ii. The outgoing President shall serve as Past-President and be a voting member on the Board for a one year term following their presidential term.

Section 4.3 Duties of the President.

The President shall assume office immediately following a one-year term as President-Elect. The President shall serve as presiding officer of the Association and shall be the Chairperson of the Board of Directors. 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. 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 they may deem appropriate to assist in the conduct and affairs of the Association. The President, with the approval of the Board of Directors, shall appoint all Chairpersons of the Active Committees. The President is a voting member of the Board of Directors.

The President-Elect will function as a member of the Board of Directors, undertaking responsibilities as directed by the President. In the absence of the President, the President-Elect is responsible for performing the duties of the President. Additionally, the President-Elect holds voting privileges as a member of the Board of Directors. The President-Elect serves as a transitional position, with the expectation that the President-Elect will assume the role of President one year after being appointed President-Elect, and shall work closely with the current President to prepare for the transition of leadership.

Section 4.4 Duties of the Secretary.

The Secretary is the custodian of the records and bylaws of the Association. The Secretary is a voting member of the Board of Directors. If the Secretary is absent from a Board meeting, the President has the authority to delegate the duties of the Secretary to another Board member.

The Secretary shall have the responsibility of recording the minutes during all official Board meetings and ensuring their timely distribution to all Board members. Subsequent to the Board of Directors' review and approval, the minutes of the Board meetings may be posted for public view and will be made available to all members of MMHCA upon request. Additionally, the Secretary is expected to maintain accurate records of Association activities, handle correspondence, and perform other administrative tasks as required for the efficient functioning of the Association.

Section 4.5 Duties of the Treasurer.

The Treasurer shall serve as an elected member of the Board of Directors. The Treasurer is a voting member of the Board of Directors. The Treasurer shall perform all customary duties associated with the office and assume any additional responsibilities as directed by the Board of Directors.

The Treasurer is entrusted with the responsibility of representing MMHCA in overseeing the receipt and expenditure of funds, and following the directives established by the Board of Directors. The Treasurer shall be responsible for the collection of members' dues and maintaining the associated records of each member's payments.

The Treasurer is required to submit a monthly financial report to the Board of Directors at least three (3) days before the Monthly Board Meeting. Additionally, a comprehensive fiscal report to the Board of Directors within thirty (30) days after the end of each fiscal year.

Section 4.6 Duties of the Immediate Past-President. The individual who most recently held the position of President will serve on the Board of Directors as the Immediate Past-President. This person will carry out duties assigned by the President. The Immediate Past-President's term on the Board shall last for one (1) year, and they will be a voting member.

ARTICLE V THE BOARD OF DIRECTORS

Section 5.1 Composition of the Board of Directors.

The Board of Directors shall be composed of the Officers of the Association, Committee Chairpersons, and the Members at Large.

Section 5.2 Powers and Functions of Officers and Board of Directors.

The Officers shall make executive decisions in time sensitive and emergency situations that do not allow for a full board meeting and report to the Board at the next meeting.

The Board of Directors shall manage the administrative and executive functions of the Association, including having the authority and responsibility for the governance and oversight of the Association.

The Board of Directors shall conduct, manage, and control the business of the Association, including, but not limited to making decisions on matters affecting the Association, such as strategic planning, financial management, risk management, fundraising and development, and policy development.

Officers are granted a spending limit of \$1,000, which they may utilize without prior approval from the Board; however, they must report such expenditures at the subsequent board meeting. The exception to this rule applies to expenses already allocated in the budget, provided they are under \$1,000.

Section 5.3 Chairpersons of the Standing Committees.

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

Section 5.4 Members-at-Large.

There shall be a minimum of two (2), but no more than four (4) Members-at-Large. The Members-at-Large are voting members of the Board of Directors, who shall serve a term period of two (2) years². Members-at-Large are responsible for fulfilling duties specified by the Officers of the Association.

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. There is no set limit for the number of terms a person may serve as a Members-at-Large of the Association. In the event that a Members-at-Large leaves the Board, the President may appoint a replacement with the approval of the Board, who will hold office until the end of the then current term.

By way of illustration of the election process:

² The Members-At-Large election in 2024 will be for a term of one (1) year.

- June 2024: President and Officers elected for two (2) years, Members-At- Large (“MAL”) positions elected for one year (no President Elect this vote)
- June 2025: MAL, who shall now and going forward serve two (2) year terms AND President-Elect, who will be President-Elect for one year and take over as President in 2026, to be elected.
- June 2026: Secretary and Treasurer to be elected. President-Elect to take over as President.
- June 2027: Vote for MAL and a new President-Elect.
- June 2028: Secretary and Treasurer to be elected, and President-Elect to take over as President.
- June 2029: President-Elect to take over as President
- June 2030: Secretary and Treasurer to be elected, and President-Elect to take over as President.
- June 2031: President-Elect to take over as President

ARTICLE VI EXECUTIVE DIRECTOR

Section 6.1 Position and Authority.

Title. The Executive Director shall be appointed at the sole discretion of the Board. The Board shall have the authority to determine whether to have an Executive Director and, if so, to appoint an individual to this position, with the approval of the Board.

Authority. The Executive Director is vested with the authority to manage and administer the day-to-day operations of the Association, subject to the policies, directions, and decisions established by the Board of Directors.

Section 6.2 Responsibilities.

The Executive Director shall hold the following responsibilities:

- a. Strategic Leadership. Provide strategic leadership and guidance in alignment with the Association's mission, goals, objectives, and all policies and bylaws of the Association.
- b. Operations. Oversee the daily operations of the Association, including program implementation and financial administration.
- c. Board Collaboration. Collaborate closely with the Board of Directors, providing regular updates and recommendations for informed decision-making.
- d. Membership Engagement. Foster positive relationships with Association members, addressing their needs and concerns.
- e. Advocacy. Represent the Association externally, engaging with members and promoting its mission and objectives.
- f. Financial Management. Work with the Treasurer to develop and manage the Association's budget, ensuring fiscal responsibility.
- g. Policy Implementation. Execute and implement policies, programs, and resolutions adopted by the Board of Directors.
- h. Reporting. Prepare and present regular reports to the Board on the status of Association activities, achievements, and challenges.

Section 6.3 Appointment and Evaluation.

Appointment. The Executive Director shall be appointed by the Board of Directors.

Term. The term of appointment and conditions of employment shall be outlined in a separate agreement.

Evaluation. The performance of the Executive Director shall be subject to periodic review by the Board.

Section 6.4 Removal.

The Board of Directors reserve the right to immediately remove the Executive Director from their position with or without cause.

ARTICLE VII BUSINESS AFFAIRS OF THE ASSOCIATION

Section 7.1 Fiscal Year.

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

Section 7.2 Meetings.

The Board of Directors shall meet on a monthly basis (“Monthly Board Meetings”) at a time and place or manner designated by the President. Meetings at other specified times may be designated by either the President or a majority of the Board of Directors. Board members are allowed to attend Board meetings through electronic communication, including video conferencing.

The Board retains discretion in determining which meetings will be open to the public. While the Association intends to hold meetings accessible to the public, all decisions regarding such access will be at the discretion of the Board.

The Board of Directors are required to attend at least half of the Monthly Board Meetings in a calendar year. A simple majority (i.e. 51%) of the voting members of the Board of Directors shall constitute a quorum.

Section 7.3 Voting.

In all matters requiring a vote, a quorum is needed, and a majority vote of the voting members of the Board of Director shall be required for a motion to pass, unless otherwise specified herein. No individual may concurrently hold more than one voting position.

Section 7.4 Nominations and Elections Committee.

The Nominations and Elections Committee shall consist of the immediate Past-President, who shall serve as Chairperson of the Committee, and two (2) other MMHCA members appointed by the President. Such members shall not be on the Board and may not be running for any board position in the upcoming election.

The Nominations and Elections Committee shall be appointed in January of each year. The Nominations and Elections Committee shall submit to the Board of Directors for its approval, the proposed procedures for carrying out the annual election. 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.

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.

- a. Grounds for Contest. Contests may be raised based on alleged violations of the Bylaws, election rules, or any irregularities that may have affected the fairness or outcome of the election.
- b. Contents of Notice. The notice shall clearly state the grounds for contest and include any supporting evidence or documentation. Further, the member contesting shall affirm, under penalty of perjury, that the information provided is true and accurate to the best of their knowledge.
- c. Committee Review. Upon receipt of the written notice, the Nominations and Elections Committee shall promptly convene to review the contest. The Committee shall assess the validity of the contest based on objective criteria, including but not limited to substantial violations of election procedures and evidence of significant impact on the election outcome. The Committee shall reach a decision on the contest and communicate its findings to the Board and the member who raised the contest.
- d. Timeframe. After the expiration of the thirty (30) days following the closing date of the election, the election results shall be deemed incontestable. The decision of the Nominations and Elections Committee shall be final, and no further challenges to the election results shall be considered.

Should any elected officer be unable to assume office on July 1, the subsequent highest-ranking candidate on the election return shall assume the position. In the event of a tied vote, a simple majority vote from the voting members of the Board of Directors shall resolve the tie.

Section 7.5 Removal from Office.

An elected officer or member of the Board of Directors may be removed from office for any of the following reasons:

- a. Violation of Association's bylaws, code of conduct, or policies;
- b. Failure to fulfill the duties and responsibilities associated with the position;
- c. Failure to attend at least half of all Board meetings in a calendar year; and
- d. Conduct deemed detrimental to the best interests of the Association.

A motion for the removal of an officer or member may be initiated by any member of the Board of Directors. A two-thirds majority of the Board of Directors shall be required to remove the person from office.

- a. Immediate Suspension. In cases where the alleged actions of the officer pose an immediate threat or harm to the Association, the Board may suspend the officer pending the outcome of the removal process.
- b. Notification. The officer or member in question shall be notified in writing of the motion for removal and shall have an opportunity to present a defense or explanation to the Board. Following the presentation of any defense or explanation, the Board shall vote on the motion for removal.

Section 7.6 Property of the Association.

In the event the Association should be dissolved, none of its property or assets shall be distributed to any of its members, whether during or after the dissolution process. 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 related to those of the Association; provided, however, that such organization(s) shall be exempt under the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

If, for any reason, the transfer to an organization is not possible, the assets shall be distributed to the federal government or to a state or local government, for a public purpose, or to another organization as determined by the Board.

ARTICLE VIII POST-ELECTION TRANSITION AND CONDUCT

Section 8.1 Transition Period.

Following the announcement of election results, there shall be a defined transition period during which outgoing officers and members shall cooperate with incoming officers and members to facilitate a seamless transition of responsibilities. Outgoing officers shall provide necessary information, documents, and institutional knowledge to incoming officers.

Section 8.2 Non-Interference.

Outgoing officers and members shall refrain from interfering with the activities, decisions, and initiatives of the newly elected officers and Board members. Outgoing officers shall respect the authority and decisions of the newly elected officers and refrain from undermining their leadership.

Section 8.3 Confidentiality.

Outgoing officers and members shall maintain the confidentiality of any sensitive or proprietary information and refrain from disclosing such information to unauthorized individuals. Outgoing officers and members shall promptly return any Association-owned materials, records, or documents in their possession to the Association.

**ARTICLE IX
NON-DISPARAGEMENT**

Section 9.1 Non-Disparagement.

All members, including officers, directors, and general members, shall conduct themselves with mutual respect and professionalism towards each other and the Association. No member or officer shall engage in any form of disparagement, which includes making negative, false, or harmful statements about the Association, its officers, members, or any individual associated with the Association, whether in oral, written, electronic, or any other form.

Members and officers shall refrain from making disparaging remarks on social media platforms, public forums, or any public statements that could harm the reputation of the Association or its individuals.

**ARTICLE X
BYLAWS**

Section 10.1 Amendment and Adoption.

These Bylaws may be amended and adopted by a simple majority vote of the Board of Directors. The Board of Directors 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 thirty (30) days prior to any Board meeting addressing a vote for a change in the bylaws.

Section 10.2 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 10.3 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 XI
RULES OF ORDER AND COMMITTEES**

Section 11.1 Parliamentary Authority.

The parliamentary authority for meetings of the Association will be Robert's Rules of Order, the most current revision. Some key principles and concepts of Robert's Rules of Order include:

- a. Parliamentary Authority. Organizations may adopt Robert's Rules of Order as their parliamentary authority to govern their meetings and decision-making processes.
- b. Presiding Officer. Meetings are typically presided over by a chair or president, who is responsible for maintaining order, recognizing speakers, and ensuring that the rules are followed.
- c. Agenda. Meetings should have a predetermined agenda that outlines the order of business. Items are considered in the order they appear on the agenda unless the assembly decides to change the order.
- d. Motions. Board members can make motions to propose actions or decisions. Motions must be seconded, discussed, and voted upon. Various types of motions exist, including main motions, subsidiary motions, and privileged motions.
- e. Voting. Voting is a central part of the decision-making process. The default method of voting is usually a majority vote, but different situations may require different voting methods.
- f. Debate. Board members may engage in debate to express their views on a motion. The rules of debate help ensure that discussions are orderly and that each member has an opportunity to speak.
- g. Quorum. A quorum, or the minimum number of board members required to conduct business, must be present for decisions to be valid.
- h. Committees. Committees may be formed to handle specific tasks or issues. Committees follow similar rules to the main assembly but have their procedures.
 - i. Composition of Standing Committees.
 - The Board of Directors shall have the authority to establish, or eliminate standing committees to address specific functions or responsibilities within the Association.
 - Members of standing committees shall be appointed by the President with the approval of the Board of Directors.
 - Members of standing committees shall serve for a term specified by the Board or until the completion of the committee's assigned task.

- ii. Budget Committee. A standing committee known as the "Budget Committee" shall be established to oversee the development, review, and monitoring of the Association's budget.
- The Budget Committee shall be responsible for assisting in the development of the Association's annual budget and reviewing financial reports to ensure adherence to the approved budget.
 - The Budget Committee shall submit the budget proposal to the Board by March of each year.
 - The Budget Committee shall provide regular reports to the Board, summarizing budgetary performance and highlighting any financial concerns or opportunities.