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BYLAWS OF THE
PENNSYLVANIA MENTAL HEALTH COUNSELORS ASSOCIATION
(PAMHCA)

*A Division of: The Pennsylvania Counseling Association (PCA)

ARTICLE I: NAME

1. *The name of this Association shall be the Pennsylvania Mental Health Counselors Association (PAMHCA), a division of the Pennsylvania Counseling Association (PCA).
 - a. The Pennsylvania Counseling Association is a state branch of the American Counseling Association (ACA).
 - b. The American Mental Health Counselors Association (AMHCA) is an affiliate division of the American Counseling Association (ACA).

ARTICLE II: PURPOSES

1. The purposes of this Association shall be:
 - a. Promote the profession of mental health counseling.
 - b. Provide a system of information exchange between mental health counselors through a newsletter, journal, and other scientific, educational and professional materials.
 - c. Provide programs for mental health counselors to promote updating and enhancement of competencies.
 - d. Research action alternatives which advance and recognize the profession of mental counseling.
 - e. Provide a public forum for mental health counselors to address the social and emotional needs of their clients.
 - f. Provide an alliance with counselors in other work settings to advance the entire profession of counseling.
 - g. Promote exemplary training standards necessary for mental health counselors.
 - h. Promote scientific research and inquiry into mental health concerns.
 - i. Provide a liaison on the state and national level with other professional groups to assist the advancement of the mental health field.
 - j. Provide the public with information concerning the role and function of the mental health counselors.
 - k. Promote equitable licensure and certification for counselors on the state and national levels.

ARTICLE III: MEMBERSHIPS

1. Classes of Membership

Membership shall be of four types of membership: clinical, regular, student, and associate. Only clinical, regular, and students members may vote.

2. Requirement of Membership

a. Clinical Members. Applicants for clinical membership shall certify that they meet the following standards: hold at least a master's degree from an accredited institution of higher learning in counseling or a related area that covers the basic principles of mental health counseling; work in a setting where their time is spent in direct delivery of counseling services; and are licensed/certified in Pennsylvania.

b. Regular Members. Applicants for regular membership shall certify that they meet the standards for entry level professional recognition as a mental health counselor; to wit: a master's degree from an accredited institution of higher learning in counseling or a related area that covers the basic principles of mental health counseling.

c. Student Members. Any college level student enrolled in an accredited program for half time or more in the areas of mental health counseling or a closely related field.

d. Associate Members. Any person whose primary work-related responsibilities are in the area of human development shall be eligible for associate membership in the Association. Associate members may attend meetings of the Association but shall not be entitled to vote and shall not be eligible to hold office.

3. Rights and Privileges

Voting membership shall be limited to clinical, regular, and student members. Only voting members shall be eligible for any office including the Executive Council. Please note that student members cannot be eligible to run for the office of President or Executive Council. Anyone running for these positions must be a licensed mental health professional in the state of Pennsylvania.

4. Severance of Membership

- a. A member shall be dropped from membership for any conduct that tends to injure the Association or to affect adversely the by-laws and the Code of Ethics of the Association. Members charged with engaging in such conduct shall be responsible to abide by the severance of membership rules identified in the bylaws of the AMHCA.
- b. A member may be dropped from membership for the nonpayment of dues.

ARTICLE IV: MEETINGS OF THE ASSOCIATION

1. **Business Year**
The official business year of the Association shall be that of PCA.
2. **Annual Meetings**
An annual meeting of the Association shall be held in conjunction with the annual meeting of PCA.
3. **Additional Meetings**
The President may, with approval of the Executive Council, call additional meetings of the Association when necessary or desirable.

ARTICLE V: OFFICERS

1. **Officers**
The officers of this Association shall be a President, President-Elect, immediate Past President, Secretary, and Treasurer. All officers must be members in good standing in PCA. The President shall be a member in good standing in AMHCA.
2. **Duties and Terms of Officers**
The duties and terms of Officers are as follows:
 - a. The President shall be the Chief Executive Officer of the Association and Chairperson of its Executive Council. He/She shall appoint, with the approval of the executive council, the chairpersons and members of all committees unless otherwise specifically provided for in these bylaws or by the motion establishing such committees. The President shall serve as representative to PCA, AMHCA, and ACA. The President shall perform such other duties as are incident to the office, or as may be properly required by vote of the Executive Council. It is a two year term.
 - b. The President-Elect shall act as President at all Association or Executive Council meetings in the absence of the President and shall succeed to the presidency at the expiration of his/her term as President-Elect. In the event that the President-Elect should resign or be unable to complete his/her unexpired term, the Executive Council shall appoint qualified members to fill the unexpired vacancy (ies). In the event that the President should resign or be unable to meet the obligations for which elected, the President-Elect shall automatically become President of the Association for the remainder of the unfinished term of office and for the complete term of office immediately following the two year term.
 - c. The immediate Past President shall serve for two years following expiration of his/her presidential term. He/she shall serve as a member of the Executive Council and shall perform such duties as may be directed by the Board of

Directors. The immediate Past President will serve as Chairperson of the Nominations and Elections Committee.

d. The Secretary shall keep all records of the current activities of the Association and its Executive Committee and for the distribution of same to all Association members.

e. The Treasurer shall have custody of all funds of the Association and other Properties belonging to the Association. He/she shall deposit all funds of the Association in an interest bearing account. This money may only be spent after approval by a 2/3 vote of the Executive Council of this Association. The Treasurer shall abide by the financial policies of AMHCA. The Treasurer is responsible for maintaining a balanced budget. Deficit spending is prohibited. The Executive Council shall from time to time prescribe methods and procedures for authorizing the expenditure of and the accounting for such funds.

f. Each officer shall be a member in good standing. In addition each officer must be a member of: PCA. No member is eligible to serve in the same office for more than two consecutive terms of office.

g. The term of office for the President, the President-Elect, the Secretary, and the Treasurer shall be for two years.

h. Should a member of the Association find cause to contest the eligibility of any nominee, they must act in accordance with the bylaws of AMHCA.

3. Removal from Office

An elected officer or member of the Executive Council may be removed from office for failure to perform assigned duties. The process of removing an officer must be done in accordance with the bylaws of AMHCA.

ARTICLE VI: EXECUTIVE COUNCIL (MEANING THE BOARD)

1. Powers and Functions

The Executive Council shall be the agency through which the general administrative and executive functions of the Association shall be carried out. It shall conduct, manage, and control the business of the Association. The President of the Association shall be the Chairperson of the Council.

2. Composition, Nomination and Election of the Executive Council

d. The Executive Council of this Association shall be composed of:

- i. the officers of this Association,
- ii. the Chairpersons of the standing committees,
- iii. other persons appointed by the President and approved by the Executive Council whose services may be need for special purposes.

All members of the Executive Council of this Association shall be voting members.

- e. The Association Executive Council shall be elected in the manner described in Article IX of this Association by-law.
5. If a member leaves the Executive Council during the term of office, the President shall, unless otherwise specified in these bylaws, recommend to the Council the names of two qualified replacements. The Executive Council shall appoint the replacement from the two names recommended to serve for the remainder of the unexpired term.
3. Meetings
- The Executive Council shall meet at least twice a year: at the time and place of the annual PCA meeting, and again at a time and place designated by either the President or the majority of the Executive Council.

A simple majority of the members of the Executive Council shall constitute a quorum.

ARTICLE VII: COMMITTEES

1. Standing Committees

The committees of this Association shall consist of standing committees appointed by the President, approved by the Executive Council. The following shall be standing committees of PAMHCA:

- a. Credentialing and Licensure Committee shall be responsible for monitoring the activities of the state and national legislatures and other appropriate regulatory bodies and to advise and inform the Association of developments relative to these groups that affect the welfare and working conditions of mental health counselors.
- b. Membership Committee shall seek ways to increase the membership of this Association through the addition of new members and provide guidance for retention of members.
- c. Ethics Committee is responsible for providing education and information regarding ethical issues for Mental Health Counselors to our membership, other professionals and the general public.
- d. Nominations and Election Committee shall be responsible for carrying out nominations and elections procedures in accordance with these by-laws and the bylaws of AMHCA. It will be the duty of the past presidents to help organize nominations.
- e. Program Committee shall be responsible be responsible for the programs and arrangements for all meetings of this Associations.
- e. Marketing & Public Relations Committee shall initiate, encourage and direct activities to build good public relations. It shall also coordinate and direct all publications of this Associations.
- f. Bylaws & Governance Committee shall keep the Association up-to-date on any changes in the bylaws of AMHCA, PCA, and ACA. Also, this committee

will review this Association's bylaws at least once a year and make recommendations for up-dating and revising.

2. Reports

Each committee shall report to the President at least twice a year, in writing, the salient activities, financial information and progress of the committee as indicated in the annual committee guidelines or as directed by the President and Executive Council.

3. Task Forces

The President may establish Task Forces as is deemed necessary to conduct the affairs of the Association. The Task Force Chairperson and members shall be appointed by the President and approved by the Executive Council.

4. Commissions

Any combination of the above committees, task forces, or individuals assigned by the Executive Council to work toward an identified end shall be called a Commission.

ARTICLE VIII: DUES

1. In addition to any allocation received from PCA, AMHCA, and ACA; this Association may assess additional dues provided such assessments are recommended by the Executive Council and approved by a majority of the membership present in a regular business meeting for the Division. All dues to this Association shall be collected by the Association Treasurer.

ARTICLE IX: ELECTION OF OFFICERS

1. Choice of Nominees

The Nomination and Elections Committee shall prepare an official slate of nominees for the positions of President-Elect, Secretary, and Treasurer and for the President, when necessary. This Committee should take into consideration the individual's qualifications for office, geographical location, the nominee's fields of interest, and his/her consent.

2. Inclusion with the PCA ballot

The slate of officers prepared by this Committee shall be sent by the President to the appropriate representative of the PCA for inclusion with the ballot of the PCA.

3. Election to Office

Ballots will be canvassed and a report of the election made at the annual business meeting of the PCA. A plurality vote of members voting shall constitute election to office.

4. When to Assume Duties of Office

Elected officers will assume the duties of their office at the beginning of the fiscal year in accordance with the by-law of this Association.

5. Vacancy of an Office

In case of a vacancy in the office of the President, the President-Elect shall succeed to the President's unexpired term and continue through the term for which elected. In case of a vacancy in any of the offices, the Executive Council shall have the power to fill the vacancy until the next regular election. If any officer elected should be unable to assume the office on the first day of the new fiscal year, the next ranking candidate on the election return shall assume the position.

ARTICLE X: CONDUCT OF BUSINESS

1. The constitution and bylaws of the AMHCA and PCA shall govern the proceeding this Association not otherwise specified in these bylaws.

2. Thirty percent of the members of this Association shall constitute a quorum authorized to transact any business duly presented in any meeting of the Association. However, in the absence of a quorum, the Board (meaning the Executive Council) has the authority to conduct business and make decisions. They will bring the budget before membership during the annual meeting and bring any changes to the bylaws to the membership.

3. A majority of the authorized membership of the Executive Council shall constitute a quorum for conducting business of that Council.

4. The fiscal year of this Association shall correspond to the fiscal year of PCA.

5. 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 or organizations as the Executive Council shall determine to have purposes or activities most nearly consonant with those of the Association, provided, however, that such organization or organizations shall be exempt under Section 501 c (3) of the Internal Revenue Code or corresponding provision of the Internal Revenue Laws.

ARTICLE XI: BYLAWS

1. Amendment and Adoption

These bylaws may be amended by a simple majority vote of the Executive Council.

2. Emergency Amendments

In case of an emergency, the Executive Council may submit a proposed amendment to the membership for a mail vote. Twenty (20) days after mailing the proposed amendment, the polls shall be closed and votes counted by the Executive Council. If passed by a majority of the members voting, the amendment shall go into effect.

3. Notification of Bylaws Change

The Executive Council of the Association must be notified, in writing, at least 30 days prior to any Board Meeting of any proposal to add or to amend the bylaws of this Association.

4. Publication

The bylaws of this Association shall be published in their entirety every five years. All amendments adopted by this Association during an official year shall be printed on a yearly basis.

ARTICLE XII: INDEMNIFICATION

1. This Association shall indemnify each member of its Executive Council and each of its Officers in the manner prescribed in PCA bylaws, Article XIII.

ARTICLE XIII: NONDISCRIMINATION

1. There shall be no discrimination against any individual on the basis of ethnic group, color, creed, sex, affectional or sexual orientation, age, and/or handicapping condition.

ARTICLE XIV: RULES OF ORDER

The parliamentary authority for meeting of the Association will be Roberts Rules of Order, newly revised, 2004 edition.

Bylaws Revised _____