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PAMFC

A State Division of the International Association of Marriage and Family Counselors

BYLAWS

ARTICLE 1

SECTION A

NAME

The name of this organization shall be the Pennsylvania Association of Marriage and Family Counselors (PAMFC), abbreviated PAMFC, a Division of the International Association of Marriage and Family Counselors (IAMFC), and will be affiliated with the Pennsylvania Counseling Association (PCA).

SECTION B

IDENTITY AND PURPOSE

PAMFC is an Association for those professionals who work with individuals, couples, and families on issues pertinent to interactional relationships. PAMFC strives to support and enhance the practice of couples, marriage, and family counseling for clients, the community, and the profession as a whole by:

1. Promoting professional identity and sound counseling practices by providing training and workshops;
2. Encouraging members to publish and present educational, scientific, and professional literature on issues related to marriage, couple, and family counseling;
3. Informing and educating the public regarding relationship issues;
4. Promoting communication and exchange among counselors, administrators, and other professionals across service areas and institutional settings;
5. Encouraging cooperation with other organizations related to the populations served by this Association;
6. Examining conditions which create barriers to individual and relationship development and work to remove them;
7. Providing and improving standards for service to clients and client families in community-based and institutional programs;
8. Providing leadership and advocacy for the profession of marriage and family counseling;
9. Encourage credentialing and professional affiliation of marriage and family counselors.

PAMFC is governed in accordance with its bylaws, the bylaws of IAMFC, the bylaws of ACA and the bylaws of PCA.

ARTICE II

MEMBERSHIP

Section A. Membership.

Any person who is engaged primarily in counseling individuals, couples, or families on relationship issues, who advocates for the appropriate treatment for such individuals, or individuals who work in a related field and/or have an interest in this field may become a member of PAMFC by the payment of the membership charge. Members must have professional commitment to uphold the purposes and principals of PAMFC.

Section B. Types of Memberships

1. Professional Member – An individual with a Master’s degree in counseling, counseling psychology, or a closely related field from an accredited university and interest in counseling individuals, couples, or families with relationship issues may be accepted as a professional member. Professional members must be a resident of Pennsylvania working in the profession or currently seeking employment.
2. Associate Member – Any member employed in a personnel, counseling, or guidance capacity or has an interest in marriage and family counseling but does not qualify for professional membership. Associate members are not required to reside in Pennsylvania or have professional employment. Associate members can vote but are not eligible to hold office.
3. Student Member – A student engaged in a graduate study in counseling or a closely related field at an accredited institution may be accepted as a student member upon signature of his or her faculty advisor. Student membership status shall not be extended beyond three years, requires at least ½ time enrollment, and the verification of an academic advisor.
4. Retired Member – Any person retired from a position in a counseling or related area may be accepted as a retired member.

Section C. Application Procedure

Any person desiring to become a member of PAMFC shall make application to PAMFC directly. Membership is effective upon approval of the applications and the payment of dues.

Section D. Rights and Privileges of Members

1. All members of the Association shall have the right to vote on matters coming before the Association.
2. All professional members of the Association who are also members of IAMFC and PCA shall be equally eligible for election to office.
3. All members of the Association shall have the right to membership on or appointment to any committee of the Association for which they qualify.

Section E. Dues

Annual association dues for members shall be established by the officers. The rates for membership will be similar to those of other divisions of PCA.

Section F. Severance of Membership

Failure to pay dues as prescribed by the Association shall be interpreted as withdrawal from membership. At that time the membership shall cease to exist. Association members disciplined or expelled from the membership of ACA or PCA for any reason will be dismissed from PAMFC.

Section G. Ethical Conduct

All members of PAMFC must agree to abide by the ACA Code of Ethics and Standards of Practice.

ARTICLE III

OFFICERS AND THEIR DUTIES

Section A. Elected Officials

The officers of the Association shall be President, President-Elect, Secretary – Treasurer, and the Past-President. All officers must be members of the Pennsylvania Counseling Association and the International Association of Marriage and Family Counselors in good standing at the time of, and during, their term. All elected officials shall be professional members of PAMFC and the IAMFC.

Section B. Duties of Officers

1. **President.** The President shall be the Chief Executive Officer of the organization and shall serve as Chairperson of its Executive Committee. It shall be his/her duty to: 1) symbolize the purposes of the Association, 2) exert leadership in the achievement of these purposes, 3) preside at all business meetings of the Association and the Executive Committee, 4) appoint all chairpersons and members of standing and special committees unless a different procedure specifies the establishment of such committees, 5) serve as ex-officio member or committees, 6) fill, by appointment of the Executive Committee, vacancies on the Executive Committee which may occur (between annual elections), 7) notify PAMFC candidates of election results and install newly elected officers of the Association, 8) preside until the end of the meeting at which his/her successor is installed, 9) call nominations and arrange for the election of President-Elect or Secretary-Treasurer in the event of a vacancy occurring between annual elections, 10) submit all reports and other information as required or requested by PCA, 11) serve as the Association's representative on the PCA Executive Council, and 12) perform such other duties as directed by the Executive Committee.
2. **President-Elect.** The President-Elect shall: 1) serve as a member of the PAMFC Executive Committee, 2) serve as the presiding officer at all meetings of the Association and at all meetings of the Executive Committee when the President requests him/her to do so or when the President is absent, 3) assist the President whenever he/she requests it, 4) become President upon absence, death or incapacity of the President, and 5) perform the duties assigned him/her from time to time by the Executive Committee.
3. **Secretary and/or Treasurer.** The Secretary and/or Treasurer shall be responsible for recording and disseminating the minutes of the Executive Committee and shall represent the Association in assuring the receipt and expenditures of funds in accordance with the directives established by the Executive Committee. The duties include to: 1) serve as a member of the PAMFC Executive Committee, 2) keep records of the organization and proceedings of meetings of PAMFC and the Executive Committee, 3) conduct the official correspondence of PAMFC, including the issuance of notices of meetings when requested by the President, 4) to solicit such written reports of standing and special committees for the Executive Committee and the PAMFC business meetings as called for, 5) review and approve results for disbursements which have been authorized by the PAMFC Executive Committee, 6) present reports of the financial status of PAMFC to the Executive Committee and the PAMFC membership at each meetings of these bodies, and 7) perform other duties as directed by the Executive Committee.
4. **Past-President.** The Past-President shall: 1) serve as a member of the PAMFC Executive Committee, 2) serve as Chairperson of the Nominations and Elections Committee, 3) serve as a source of ideas and assistance to the President when requested, 4) to perform the duties of President-Elect in the event of the resignation, incapacity, absence, or death of the President-Elect, and 5) perform such other duties as directed by the Executive Council.

Section C. Terms of Office

1. The term of office for the Past-President, President, and President-Elect shall be a one year term. The Secretary-Treasurer shall serve a two year term.
2. The order of succession to the Presidency in case of a vacancy between annual elections shall be President-Elect and Past-President.
3. Each officer shall assume office July 1 after the election.
4. Elected officers can serve no more than two consecutive terms, however, past elected officers can be re-elected after vacating an office for one term.

Section D. Vacancies

1. In the event of a vacancy in any office but that of the President or the President-Elect, the PAMFC Executive Council shall, by a majority vote, elect a successor to serve until the next annual election.
2. If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and shall then serve a full term in his or her own right.
3. If a vacancy occurs in the office of President-Elect, the Past-President shall perform the duties of the President-Elect until a successor is elected.

Section E. Nominations and Election of Officers

1. The Nominations and Elections Committee shall conduct the nominations and supervise the election of the Association. This Committee shall also review and recommend procedures for carrying out the annual elections.
2. The Nominations and Elections Committee shall present a slate of officers for consideration at the Fall Conference of PCA. Nominations may also be accepted from the general membership prior to the actual vote.
3. The term of the newly elected officers will begin July 1 of each year.
4. The Nominations and Elections Committee shall consist of four members, with 3 appointed members by the President, and the immediate Past-President serving as Chairperson.

ARTICLE IV

MEETINGS

Section A. Regular Meetings

The PAMFC Executive Committee shall meet at least once each year at the state PCA Conference. There shall be a regular meeting of the membership held at the Conference also. Additional meetings of the Executive Committee will be held as deemed necessary by the

Executive Committee members or the President. At least one-half of the members including the President or President-Elect of the PAMFC Executive Committee shall constitute a quorum throughout any meeting of the PAMFC Executive Committee at which official business is transacted.

Section B. Special Meetings

Special meetings may be called by the President with the approval of a majority of the Executive Committee.

ARTICLE V

COMMITTEES

Section A. Standing Committees

The standing committees shall include the Executive, Membership, and Nominations and Elections Committees. The composition and function of these committees shall be as follows:

1. Executive Committee Composition and Function
 - a. The Executive Committee shall consist of the president, President-Elect, Secretary-Treasurer, and Past-President.
 - b. The Executive Committee shall conduct the business of the Association between meetings of the Executive Council.
 - c. The terms of office are listed under Article III, Section C.
2. Membership Committee Composition and Function
 - a. The Chairperson and the members of the Membership Committee shall be appointed or approved by the President and approved by the Executive Committee.
 - b. The Membership Committee shall recruit and maintain members for the Association
 - c. The number of members and the terms of office shall be decided by the Chairperson of the Membership Committee and the President's approval.
3. Nominations and Elections Committee Composition and Function
 - a. The Nominations and Elections Committee shall conduct the nominations and elections of the Association and review and recommend procedures for conducting the annual election. The election dates shall be consistent with the PCA procedures.
 - b. The Nominations and Elections committee shall consist of four members, including the Chairperson (see Article III, Section E.).
 - c. The immediate Past-President of the Association shall serve as the Chairperson. Other members of the Committee shall be appointed by the President.
 - d. The terms of office for the members of the Nominations and Elections Committee shall be one year. No member of the Nominations and Elections Committee shall be a candidate for office.

Section B. Special Committees

The special Committees shall be appointed as deemed necessary by the President in consultation with the Executive Committee. The Chairpersons of such Committees will be appointed by the President, and the members will be recruited by the Chairperson.

ARTICLE VI

BUSINESS AFFAIRS

Section A. Severable or Transferable Interest

No member shall have any severable or transferable interest in the property of the Association.

Section B. Control and Management

All property of the Association shall be subject to the control and management of the Executive Committee. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the Executive Council.

Section C. Disposal upon Dissolution

Upon dissolution of the Association, none of its property shall be distributed to any of the members and all of such property shall be transferred to the Pennsylvania Counseling Association (PCA).

Section D. Appropriation of Association Funds

1. No appropriations of Association funds shall be made except pursuant to the authority of the Executive Committee.
2. The Executive Committee shall adopt an annual budget.

Section E. Association Year

The fiscal year and the governance year of the Association shall be July 1- June 30.

ARTICLE VII

AMENDMENTS

Section A. Amendments with Previous Notice

Procedures for the amendment of these Bylaws with previous notice shall be as follows:

1. Amendments may be proposed by the PAMFC Executive Committee or by a Bylaws Committee, or by a petition signed by a quorum of voting members of PAMFC and sent to the Secretary-Treasurer of PAMFC at least 120 days in advance of a PAMFC business meeting. Copies of all proposed amendments other than those initiated by the Bylaws Committee shall be submitted by the Secretary-Treasurer to the Bylaws Committee for study and recommendation.
2. Proposed amendments, together with such comments or written recommendations as may have been formulated by the PAMFC Executive Committee, the PAMFC Bylaws Committee, or the petitioners, if any, shall be distributed by the Secretary in writing, to the voting members of PAMFC at least 30 days prior to the next business meetings at which time proposals shall be discussed and voted upon.
3. Proposed amendments shall be considered to have been adopted if approved by a two-thirds majority of votes cast at the next PAMFC.
4. Bylaws must remain consistent with those of ACA, IAMFC and PCA.

ARTICLE VIII

NONDISCRIMINATION

PAMFC shall not discriminate against any individual on the basis of race, ethnicity, gender, age, ability status, sexual identity, social class, or religion.

ARTICLE IX

RULES OF ORDER

Robert's Rules of Orders, latest Edition, shall govern the proceedings of this division except where otherwise specified by these Bylaws.