

**AMERICAN MENTAL HEALTH COUNSELORS ASSOCIATION  
OF SOUTH CAROLINA, INC.**

**SECTION I – NAME, MISSION AND ORGANIZATION STRUCTURE**

**Article 1 - NAME**

The name of the Association shall be the American Mental Health Counselors Association of South Carolina, Inc., abbreviated AMHCA-SC, and known herein as the Association. The name shall be applied to all activities of the Association and shall not be used without the approval of the membership as represented by the Board of Directors. AMHCA-SC is the state chapter of the American Mental Health Counselors Association.

**Article 2 – MISSION & OBJECTIVES**

**2.1** The mission of the Association is to promote quality mental health counseling services, to maintain a viable and distinct professional identity for Licensed Professional Counselors, and advocate for public policy consistent with our professional ethics and values.

**2.2** Objectives of the Association are:

- a. to establish an active forum for Licensed Professional Counselors;
- b. to advocate with legislative bodies to secure parity for Licensed Professional Counselors as viable mental health care providers with other mental health care providers of comparable professional standards;
- c. to foster cooperation among mental health providers to improve care and services to clients;
- d. to advocate for Licensed Professional Counselors in the health care market through marketing and education as viable mental health care providers with other mental health care providers of comparable professional standards;
- e. to provide advocacy with insurance companies for contract language that protects Licensed Professional Counselors and their clients;
- f. to provide education programs that enhance knowledge and understanding in the public forum of professional counseling and Licensed Professional Counselors;

- g. to provide opportunities for professional development and networking among Association members at the local, state and national level.

### **Article 3 – ORGANIZATION STRUCTURE**

The Association is incorporated under the nonprofit laws of the state of South Carolina and shall maintain exemption from taxation under Section 501 (c) (6) of the Internal Revenue Code.

## **SECTION II – MEMBERSHIP**

### **Article 1 – Non-Discrimination.**

In promoting and implementing the mission and objectives stated in Article 2 of Section I, the Association shall not discriminate against any individual on the basis of race, color, creed, appearance, sex, sexual orientation, age, or disability.

### **Article 2 – Code of Ethics**

The Code of Ethics of the American Mental Health Counselors Association shall serve as the Code of Ethics for the Association. It is acknowledged that the Code of Ethics with the South Carolina Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists and Psycho-Educational Specialists as part of the South Carolina Code of Statutes and Regulations takes precedence if there is a conflict between the codes.

Copies of the Ethics Codes are available at the following websites: AMHCA.org and through <http://www.llr.state.sc.us/POL/Counselors/> under Laws/Policies.

### **Article 3 – Membership**

**3.1 Types of Membership.** The Association shall have four (4) or more classes of members.

All members agree to abide by the By-Laws and the code of ethics of the Association.

- a. **Clinical Members.** Clinical members shall be Licensed Professional Counselors. Clinical Members shall have voting rights as described in Section II, Article 3.2 (a).
- b. **Retired Members.** A member who is or was at sometime a Licensed Professional Counselor and is currently retired from the field of counseling. They shall have voting rights as described in Section II, Article 3.2 (a).
- c. **Student Members.** Student members shall be students enrolled in an accredited master's or doctoral degree program related to mental health counseling or the behavioral/social sciences. Association members who join as students are eligible for an additional two-year extension at the current student rate for membership dues. Student Members shall have voting rights as described in Section II, Article 3.2 (b). Student Members must be in good standing with their programs of study. Student members may not hold elective office other

than their elected representative to the Board.

- d. **Associate Members.** Associate members shall be unlicensed professional or mental health counselors who possess a master's or doctoral degree with a major or minor in counseling or the social/behavioral sciences. Associate Members shall have non-voting rights.
- e. **Affiliate Member.** Affiliate members shall be any parties with an interest in the area of mental health counseling. Affiliate members shall have non-voting rights

### **3.2 Rights and Privileges**

- a. Clinical and Retired members shall possess voting rights and the privilege of election to any office.
- b. Student members shall have voting rights and the right to elect a representative to the Board of Directors. The Student Representative shall have the right to one vote on the Board of Directors.
- c. Associate and Affiliate members do not possess voting rights or the right to be elected to the Board of Directors.
- d. These rights and privileges shall be withdrawn if the member does not pay the Association dues or may be withdrawn if the member is found responsible for any conduct that is damaging to the Association and/or its members.
- e. Members are entitled to attend the Annual General Meeting, Board of Director's Meetings and Special Meetings of the Board of Directors.

### **3.3 Dues**

- a. The Board of Directors shall establish all membership dues and payment dates on an annual basis. The dues and payment dates will be announced at the Annual General Meeting.
- b. Memberships shall not be transferable. There will be no refund of paid dues, or any part thereof, upon severance of membership, by any procedure.
- c. Payment of dues to the Association shall be made directly to the Association or its designated agent upon making application or renewal.
- d. All dues and monies received by the Association will be deposited into an Association banking account.

### **3.4 Resignation**

Any member may resign from the Association by giving written notice to any member of the Board of Directors. Such resignation shall become effective upon receipt of resignation by the member of the Board of Directors. Any member resigning from the Association shall continue to be responsible for and shall pay all dues and charges accrued on or before the date of resignation.

### **3.5 Severance of Membership**

a. Violation of Ethics or Conduct:

A Clinical or Retired Member may be dropped from membership if that member's license or certificate is suspended by the body issuing the license or certification.. Student Members may be dropped from membership for failure to remain in good standing with their counselor education program of study.

b. Behavior Injurious to the Association:

Members may be dropped from membership for conduct deemed by the Board of Directors to be injurious to the Association and/or its members. Expulsion shall be by a majority vote of the Board of Directors at any meeting at which a quorum is present, provided that a statement of the charges shall have been made by certified mail to the last recorded address of the member at least fifteen (15) days before final action is taken. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered and the member may be represented in person and/or by counsel and may present a defense to such charges before action is taken by the Board of Directors.

c. Non-payment of Dues: Members will be dropped from membership for failure to pay dues.

### **3.6 Voting**

Members with voting rights may participate in the voting process by the method or methods authorized by the Board of Directors. This may include one, or any combination, of the following; mail, email, fax, or website, permitted it is within the allotted time frame and care is taken that the individual member's participation in the voting process is completed as set forth by the Association

## **Article 4 - General Membership Meetings**

### **4.1 Frequency and Time of Meetings.**

The Association shall hold an annual membership meeting. The time and place of this meeting shall be fixed by the Board of Directors, and notice thereof shall be given to the individual members at least thirty (30) days prior to the meeting time. Meetings at other specified times and places may be designated by either the President or a majority of the Board of Directors.

### **4.2 Conduct of Meetings.**

The President of the Association shall preside at the general membership meetings; and, in the President's absence, the President-Elect shall preside.

### **4.3 Site.**

The site of the annual membership meeting shall be Columbia, South Carolina unless otherwise designated by the Board of Directors and announced at the General Meeting for the following year.

### **4.4 Voting.**

Those members of the Association who are present at general membership meetings shall constitute a quorum authorized to transact any business duly presented at such meetings.

### **4.5 Elections Process.**

- a. No more than three (3) members shall be elected to the board by the general membership for terms of one (1) year. These will be the President-Elect, Secretary, and Treasurer.
- b. Districts shall elect a Representative to serve on the Board of Directors. The term will be for 1 year.
- c. Student members shall elect one of their number to serve on the Board of Directors. The term will be for one (1) year.
- d. A call for nominations shall be made to the membership by the Chairperson of the Nominations/Awards Committee ninety (90) days preceding the annual membership meeting. The committee shall screen nominees for eligibility and willingness to serve.
- e. The slate of candidates shall be made public to the membership thirty (30) days prior to the the election. Votes will be tallied and the election results will be announced to the membership. Newly elected members of the Board of Directors shall be installed and assume their rights and responsibilities at the next General Meeting.

- f. Should a member of the Association find cause to contest the eligibility of any nominee, a written notice shall be given to the chair of the Nominations/Awards Committee or to the President of the association within thirty (30) days after the publication of the slate of candidates has been made. The Board of Director will consider the contested nomination in a timely manner and make a decision concerning eligibilty before the elections take place. The decision of the Board of Directors will be final. The member who submitted the contested nomination shall be notified within ten days of the Board of Directors' decision.

#### **4.6 Appointments.**

The chairpersons of the standing committees shall be appointed by the President of the Association with the consenting vote of the majority of the Board of Directors for terms of one (1) year.

### **Article 5 - Nominations and Elections**

- 5.1** The Immediate Past President shall form an Election Committee no less than six (6) months prior to the Annual Conference. The Election Committee shall solicit nominations from the membership at large. The election committee shall determine the election procedures, subject to approval of the Board. New Board Members shall be installed at the Annual General Meeting.
- 5.2** Elected Board Members shall be: President (President-elect and Immediate Past President), Treasurer, Secretary, District Representatives, and a Student Representative.
- 5.3** Voting rules:
  - a. At general and district Association business meetings, those members of the Association who are present shall constitute a quorum authorized to transact any business duly presented at such meetings.
  - b. Terms of office of elected officers are for one (1) year, except the office of President, which is divided into three one-year terms consisting of President-elect, President, and Immediate Past President.
- 5.4** In the event an office other than the President becomes vacant, the President shall appoint a member for the vacant position for the remainder of the un-expired term, subject to approval by the Board of Directors. In the event that the office of President becomes vacant, the President-

elect shall assume the role of Acting President for the remainder of the un-expired term. The Acting President will then fulfill his or her term as President.

**5.5** Each district shall elect a Representative to serve on the Board of Directors. The term shall be for one (1) year.

- a. The state of South Carolina shall be divided into six (6) districts defined as follows
  - i. District 1: Oconee, Pickens, Anderson, Greenville, Laurens, Abbeville, Greenwood, McCormick, Saluda, Newberry
  - ii. District 2: Spartanburg, Cherokee, York, Union, Chester, Lancaster, Fairfield
  - iii. District 3: Edgefield, Lexington, Aiken, Barnwell, Allendale, Bamberg, Orangeburg, Calhoun
  - iv. District 4: Richland, Sumter, Clarendon, Lee, Darlington, Kershaw, Chesterfield, Marlboro
  - v. District 5: Hampton, Colleton, Dorchester, Berkeley, Charleston, Beaufort, Jasper,
  - vi. District 6: Dillon, Marion, Florence, Williamsburg, Georgetown, Horry
- b. A member of the District is defined as someone who has a permanent residence or place of business within that District. A member of the Association may be a member of only one (1) District. If there is a choice, the election of District membership will be made at the time of application of membership or renewal of membership. It is the responsibility of the Member to notify the Membership Chair or any member of the Board of Directors of his/her selection. If no notification is received within sixty (60) days of application or renewal of membership, the District membership will default to the District of permanent residence.
- c. If there is no Representative nominated and elected for a District, the President shall appoint a Representative for that District for the one (1) year term, subject to approval by the Board of Directors. This appointee may or may not be a resident of that District.

- d. If the current Representative of a District is unable to complete his/her elected term of office, the President shall appoint a Representative to complete the remainder of the term of office, subject to approval by the Board of Directors. This appointee may or may not be a resident of that District.

## **SECTION III - BOARD OF DIRECTORS**

### **Article 1 – Qualifications**

The officers of the Association, President, President-Elect, Immediate Past-President, Secretary and Treasurer, must be members in good standing in the Association and the American Mental Health Counselors Association. All other Board Members must be members in good standing in the Association, but are not required to be members with the American Mental Health Counselors Association.

### **Article 2 – Functions of the Board**

- 2.1 The Board of Directors shall be the agency through which the general administrative and executive functions of the Association are effected.
- 2.2 The Board of Directors shall be responsible for developing and implementing all policies pursuant to these by-laws.
- 2.3 The Board of Directors shall conduct, manage, and control the business of the Association.

### **Article 3 – Membership of the Board**

- 3.1 The Board of Directors shall be composed of the officers of the Association (including the President, President-elect, Immediate Past-President, Secretary and Treasurer) and;
- 3.2 The Chairpersons of all Standing Committees, as appointed by the President of the Association. Standing Committees i.e.;
  - a. Membership,
  - b. Public Policy & Legislation,
  - c. Continuing Education,
  - d. Public Relations,
  - e. Diversity and;
- 3.3 The elected Student Representative, and;
- 3.4 The elected District Representative of each district as defined by the Board.

#### **Article 4 – General Duties and Obligations**

- 4.1** The term for each Board Member will be one (1) year, consistent with the Association's Annual General Meeting.
- 4.2** Each Board Member shall provide a written report of their Association activities to the President at each Board Meeting and at the Annual General Meeting
- 4.3** Each duly elected Board Member shall have one vote at Board Meetings. Associate Chairpersons may vote in the absence of the Chairperson. Members of the Board of Directors may assign their vote in writing (including electronic transmission) by proxy.
- 4.4** All members of the Board of Directors are required to attend regular scheduled and special called meetings. Any Board Member who has two unexcused absences during their term of office may be subject to removal from the Board. An excused absence shall be approved by the President of the Association, or in their absence, the President-Elect. If a member of the Board is removed due to unexcused absences, a replacement will be made following procedures in Section III, Article 4.7.
- 4.5** Any Board Member may be removed from office by affirmative vote of two-thirds (2/3) of all voting Board members forming a quorum at any regular or special meeting called for that purpose. Removal shall be for nonfeasance, malfeasance, or conduct detrimental to the interests of the Association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out the Association's purposes. Any Board Member proposed to be removed shall be entitled to at least seven (7) days notice in writing by mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board at such meeting.
- 4.6** Board Members shall not receive monetary compensation for their services, however Board members may be reimbursed for expenses incurred related to Board business upon approval by the Board of Directors. The Board of Directors shall appropriate all funds.
- 4.7** A vacancy in any principal office shall be filled by appointment by the President, subject to approval by Board of Directors, for the un-expired portion of the term by a majority vote of the Board of Directors in office, and such officer shall then serve until the end of the current term of office.

## Article 5 – Duties and Obligations of Officers

The following are the duties and obligations of the Association Officers.

- 5.1 President:** The President shall serve as a voting member of the Board of Directors, as presiding officer of the association, and as the chairperson of the Board of Directors. The President may appoint members of Ad Hoc committees when necessary, as well as the Chairpersons of the Standing Committees. **President-elect** shall, in the case of the death or absence of the President, or when requested to do so by the President, perform the duties of the President's office. The President-elect, when so acting, shall have all the powers of and be subject to all restrictions placed upon the President. The execution of any instrument of the Association by the President-elect shall be conclusive evidence to third parties of his/her authority to act in the stead of the President. The President-elect shall serve as Parliamentarian.
- 5.2 President-Elect:** The President-Elect shall serve as a voting member of the Board of Directors. In the absence of the President or if the President is unable to act, the President-elect shall perform the duties of the President. When so acting, the President-elect shall have all the powers of and be subject to all the restrictions upon the president. The President-elect shall prepare to assume the Presidency by becoming familiar with the duties and responsibilities of the Association and by assisting the President in the performance of his or her duties. The President-elect shall succeed to the Presidency upon the expiration of his or her term as President-elect.
- 5.3 Immediate Past-President** shall serve as a voting member of the Board of Directors, as chair of the Election Committee and assist the President as requested.
- a. The Immediate Past-President will appoint Members of the election committee to serve a term which ends at the Annual General Meeting.
    - i. It will be the responsibility of this committee to receive nominations, conduct the elections in a fair and equitable manner and install the new Board Members at the Annual General Meeting.
    - ii. It will be the responsibility of the Past-President or his/her appointee to conduct an Orientation of the new Board Members within sixty (60) days of their election to the Board of Directors.

- iii. At the request of the Board of Directors, the Immediate Past-President, or his/her appointee, shall be responsible for organizing the Past-Presidents' Forum at the Annual General Meeting.
- iv. At the request of the Board of Directors, the Immediate Past-President, or his/her appointee, shall chair the Awards Committee, which shall consist of Association members appointed by the Immediate-Past President. Every effort will be made to include at least one educator, one practitioner, and one student. This committee shall be responsible for taking and reviewing nominations for awards.

**5.4 Treasurer** shall serve as a voting member of the Board of Directors and shall be responsible for maintaining a balanced budget. The Treasurer shall serve as chair of the Finance Committee and shall perform other such duties as may be directed by the Board of Directors. Accurate accounts of receipts and disbursements shall be kept. The treasurer shall cause the deposit of all monies of the Association in such depositories as may be designated by the Board, and shall cause disbursements of funds in accordance with the budget adopted by the Board. The Treasurer shall report regarding the finances of the Association at the regular meetings of the Board. The Treasurer shall cause an annual financial statement to be prepared for distribution. The Treasurer, or their appointed agent, shall be responsible for the filing of all reports mandated by law for the lawful operation of the Association.

**5.5 Secretary** shall keep a written record of proceedings at meetings of the Board of Directors; see that all notices are duly given according to the provisions of these By-Laws or as required by law; the Secretary shall be custodian of the Association's records and shall perform all duties incident to the office of Secretary, and such other duties as may be delegated or assigned by the President or Board of Directors. A copy of the minutes shall be provided to each Board Member in a manner deemed timely and appropriate by Board of Directors.

#### **Article 6 – Reimbursement of Expenses of Officers**

The Board Members shall receive no compensation for their services as Board Members. Board Members may be reimbursed for expenses incurred in the furtherance of the association's activity with prior Board approval, subject to compliance with the Association's most current financial policies and procedures.

## **Article 7 – Removal of Board Members**

Removal from the Board of Directors may take place as follows:

- 7.1** By resignation, or refusal to serve (defined as three (3) consecutive absences from Board meetings).
- 7.2** By death; or
- 7.3** By the conditions and procedures in Section III, Article 4.4 and 4.5.

## **SECTION IV - COMMITTEES**

### **Article 1 – Formation**

#### **1.1 Creation and Authority.**

- a. Committees may be created as necessary and assigned duties by the Board. The President shall appoint the chairpersons of the committees, except where chairpersons are determined by the By-Laws, taking into account their particular expertise and interest.
- b. Committee members must be members in good standing of the Association unless special exception is made by the Board.
- c. Committee members are appointed by the committee chairperson and may be removed by the appointing person or by the vote of the majority of the Board. Committees may act in accordance with these By-Laws or pursuant to specific authority granted by the resolution of the Board.
- d. The President, subject to confirmation by the Board, shall name such ad hoc committees, commissions and task forces as may be needed to conduct the activities of the Association.
- e. The term of office for committee members shall be one (1) year except as provided herein.

#### **1.2 Standing Committees**

There shall be standing committees, which consist of an Executive Committee, a Finance Committee, a Public Policy & Legislation Committee, a Continuing Education Committee, a Membership Committee, a Public Relations Committee, a District Representative Committee and a Diversity Committee.

##### **a. Executive Committee**

- i. The Executive Committee will be composed of the President, Immediate Past-President, President-elect, Secretary, and Treasurer, Membership Chairperson, Public Policy and Legislation Chairperson, and District Representative Chairperson. Officers of the Board of Directors must be members in good standing with the Association and when required by the By-laws of the Association, the American Mental Health Counselors Association.
- ii. The President shall serve as the Committee Chair and the President-Elect shall serve as the associate Chair.

- iii. The Executive Committee shall develop policies and procedures to further the mission and objectives of the Association.
- iv. A quorum of members necessary to conduct the business of the Executive Committee shall be a majority of its members.

**b. Membership Committee**

- i. The Chairperson is appointed by the President.
- ii. The Chair shall appoint an associate chair and form shall form a committee to:
  - a. promote recruitment of new members and retention of membership;
  - b. provide services to members;
  - c. maintain membership records of the Association;
  - d. process applications for membership and assign membership numbers and;
  - e. send Welcome and Renewal Packets to new and renewing members of the Association.
- iii. The duties, or any part thereof, of the Membership Committee, may be assigned to an agent of the Board as approved by the Board of Directors.

**c. Public Policy & Legislative Committee**

- i. The Chairperson is appointed by the President.
- ii. The Chair shall appoint an associate chair and form a committee to conduct the business of the committee.
- iii. The Committee shall work to increase the public's and legislature's awareness of the importance and benefits of professional mental health counseling and shall seek to enhance and protect the profession of mental health counseling by advocating for the profession, responding to legislative issues and establishing and maintaining cooperative relationships with legislators, legislative staff, the governor's office, administrative agencies and others which may impact the profession.
- ii. The duties, or any part thereof, of the Public Policy & Legislative Committee, may be assigned to an agent of the Board as approved by the Board of Directors.

**d. Continuing Education Committee**

- i. The Chairperson is appointed by the President.
- ii. The Chair shall appoint an associate chair and form a committee to promote continuing education opportunities and promote professional development of the membership and

iii. The duties, or any part thereof, of the Continuing Education Committee, may be assigned to an agent of the Board as approved by the Board of Directors.

e. **Public Relations Committee**

- i. The Chairperson is appointed by the President.
- ii. The Chair shall appoint an associate chair and form a committee to promote the interests of the Association before the public.
- iii. This committee shall be responsible for media releases, setting up interviews to promote the Association and mental health counselors, and;
  - a. preparing promotional material for the Association, and;
  - b. completing Association mailings and Association communications.
- iv. The duties, or any part thereof, of the Public Relations Committee, may be assigned to an agent of the Board as approved by the Board of Directors.

f. **District Representative Committee**

- i. One District Representative shall be elected by members of the Association residing within each district. Districts shall be defined by the Board and Districts may be redrawn as deemed necessary by the Board. Such re-districting shall be announced with the call for nominations for elections. Each District Representative may select an Associate Representative to represent the district at Board Meetings in the District representative's absence, and to assist in other District matters. Each District Representative shall have one (1) vote at Board meetings.
- ii. The election of District Representatives will be held jointly with election of officers for the Association.
- iii. The Chair and Associate Chair of the District Committee shall be elected by the committee membership at the Annual Meeting. A quorum will be a majority of the District members present.
- iv. The Chair will serve on the Executive Committee.
- v. The term of office for the Chair and Associate Chair will be one (1) year.
- vi. If the Chair is unable to complete their term for any reason, the Associate Chair will serve the remainder of the term and appoint a new Associate Chair.

g. **Diversity Committee**

- i. The Chairperson is appointed by the President.
- ii. The Chair shall appoint an associate chair and form a committee to promote diversity within the Association and in the mental health counseling profession, at the local, state and national level.

h. **Ad Hoc Committees**

- i. There may also be Ad Hoc Committees appointed by the President. It is anticipated that Ad Hoc Committees may meet less frequently than standing committees and may be time limited or project specific.
- ii. The Chairperson is appointed by the President.
- iii. The Chair shall appoint an associate chair and form a committee to fulfill the responsibilities and tasks assigned to the committee.

## **SECTION V – FINANCIES**

### **Article 1 - Dues**

Please see Section II. 3.3.

### **Article 2 - Fiscal Year**

The fiscal year of the Association shall be from January 1 to December 31.

### **Article 3 - Financial Policies**

**3.1** The association's finances will be governed by the financial policies established by the the Treasurer in conjunction with the Board of Directors.

**3.2** Deficit spending is prohibited.

**3.3** A fund balance will be maintained and reported to the Board of Directors at each Board of Directors meeting.

**3.4** A budget of revenue and expenditures for each fiscal year shall be adopted by the Board of Directors at the Annual Meeting.

**3.5** Expenditures in excess of approved line items shall require a majority vote of approval by the Board of Directors.

#### **3.6 Bank**

The Association will maintain a corporate checking account with an FDIC Banking Institution in South Carolina.

#### **3.7 Deposits & Disbursements**

The moneys of the Association shall be deposited in the name of the Association in such financial institutions as the Board of Directors shall designate, and shall be drawn out only by such manner as may be specified by resolution of the Board.

#### **3.8 Financial Statements**

a. Monthly financial statements shall be prepared and made available to the Board of Directors.

b. An annual Financial Statement shall be available at the Annual Membership meeting.

c. The Association shall keep complete books of account in accordance with generally accepted accounting principles.

d. All business books and records may be inspected by the President or any member of the Board of Directors. The request must be made in writing or by electronic notification. The Treasurer will arrange the time and place of inspection to be held, if other than a Board of

Directors or Executive Committee meeting, within fifteen (15) calendar days of the request.

### **3.9 Auditor**

The Association shall hire the services of an independent CPA who will audit association financial records yearly. The CPA will make recommendations to the Treasurer and the Board about all financial matters of the association.

## **SECTION VI – BY-LAWS: Amendments and Revisions**

### **Article 1 - Initiation of Changes**

Proposals for changes in the By-Laws may be made at any scheduled Board of Directors meeting

- a. By a member of the Board of Directors
- b. Or by any voting member of the Association who must submit in writing a proposed amendment(s) and/or revisions(s) which has been co-signed by at least five additional association members.

### **Article 2 - Approval by the Board**

At the next Board meeting the proposed amendment(s) and/or revision(s) shall be discussed and put to a vote. An affirmative vote of two-thirds (2/3) of the Board must occur for the proposed amendment(s) and/or revision(s) to be approved.

- a. Recommendations and the date they will go into effect, if passed, will be sent to the voting membership for ratification. Advance notice to members of proposed By-Laws changes will be made at least thirty (30) days prior to the vote date by publication. Such notice need only contain a general statement of the purport of the proposed amendment(s).
- b. By-Laws may be amended by a two-thirds vote of the members present at a membership meeting or by a two-thirds vote of those members voting by mail, fax, or electronic ballot.

### **Article 3 - Review of By-Laws.**

The By-Laws shall be reviewed by the Board of Directors of the Association annually to ensure compliance.

### **Article 4 - Availability of By-Laws.**

The By-Laws shall be made available upon request to any Association Member. Any non-member may request a copy of the By-Laws upon payment of expenses associated with providing the copy.

**SECTION VII – PARLIAMENTARY PROCEDURE**

The most recent edition of Robert’s Rules of Order shall govern the proceedings of the association not otherwise specified in the By-Laws.

**SECTION VIII – DATE OF EFFECT**

**Article 1 – Revisions: Date of Effect**

These Revisions to current By-Laws of the Association become effective immediately upon majority approval and majority vote, to such, by the Board of Directors.

**Article 2 – Future Revisions**

For all future amendments and/or revisions or deletions, all amendments shall follow procedures outlined in Section VI of these By-Laws.

**Signed and attested to this *15th* day of *March*, 2008.**

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**President - Deborah L. Cantrell**

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**Past -President - Rudy Guajardo**

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**Secretary - Kathy Fortner**

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**Treasurer (Interim) Laure Bettis**

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