

FLORIDA ASSOCIATION FOR MULTICULTURAL COUNSELING AND DEVELOPMENT

BYLAWS

ARTICLE I: NAME AND PURPOSE

Section 1. **Name.** The name of the association shall be the "Florida Association for Multicultural Counseling and Development (FAMCD)," duly chartered by the American Association of Multicultural Counseling and Development (AMCD) of the American Counseling Association (ACA).

Section 2. **Purpose.** The purpose of the association shall be to further the stated purposes of the AMCD. To create a communications link for local and regional groups concerned with minorities, and planning and implementing progress to further the growth of individuals working with different ethnic groups.

Section 3. **Affiliation.** The association shall be a division of FCA. It shall be autonomous in the conduct of its affairs but shall be organized and separated at all times in compliance with all Bylaws of AMCD and FCA.

ARTICLE II: MEMBERSHIP

Section 1. **Membership Requirements.** Membership is open to members of the ACA, AMCD, and FCA. Membership shall not be restricted by age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, or creed to assure freedom of expression regarding the concerns of all minorities. A member can only belong to one state association for multicultural counseling and development.

Section 2. **Types of Membership.** **Professional:** Any person involved in the counseling profession or a helping profession shall be eligible to become a professional member. **Student.** Any student who is enrolled in an accredited undergraduate or graduate school in studies relating to the counseling field or helping professions shall be eligible to become a student member.

Section 3. **Right and Privileges.** A regular member in good financial standing shall be eligible to vote, and to hold office in the association. All other members shall have such rights and privileges accorded by the Executive Council.

Section 4. **Severance of Membership.**

A. A member may be dropped for any conduct that tends to injure the association or to adversely affect its reputation, or that is contrary to or destructive to the objectives according to the Bylaws and Code of Ethics of the association.

B. A member may be dropped for non-payment of dues.

Section 5. **Dues.** Dues for the association shall be recommended by the Executive Council, payable on an annual basis.

Article III: OFFICERS OF THE ASSOCIATION

Section 1. **Officers and Terms.**

A. The officers of the association shall be the President, President-Elect, Immediate Past-President, Treasurer, Secretary, Legislative Chair, Graduate Student Representative, and Member-At-Large.

B. All officers of the association shall be elected at large from among the regular members and shall serve for *two* terms or until their successors are elected. *A term* is from July 1 to June 30.

C. The President-Elect shall automatically become President *one* year after the commencement of their term of office as President-Elect, or upon the death or resignation of the President.

D. A President shall not be a candidate to succeed themselves in office. However, a President-Elect succeeding to the office of President by reason of the death or resignation of the President shall serve their full *two*-year term as President in addition to serving to the unexpired term of the resigned or deceased President.

Section 2. Nomination and Election Procedures

Candidate Qualifications

- A. Candidates for elected office in the Association shall be current members of FAMCD and FCA.
- B. Executive Board members must reside within the State of Florida, unless otherwise granted permission by the FCA President and Executive Board.
- C. The Immediate Past President of FAMCD shall oversee the Nominations and Elections process and will work with the FCA Office to verify candidates' qualifications for elected office within FAMCD and their willingness to serve.

Nomination and Election of Officers

- A. The Immediate Past President of FAMCD shall submit to the FAMCD Executive Board and FCA Nominations and Elections Committee for approval the proposed time schedule for carrying out the proposed elections.
- B. This Board shall conduct the election of officers by secret ballot, emailed to the individual members of the association. This division's Immediate Past President will work with the FCA Office Manager to disseminate ballots, which will be electronically mailed to the individual members of the division, in the event that more than one individual is running for a specific position.
- C. In the event of multiple (more than one) candidates running for positions, the division will circulate the nominated slate among the membership by electronic email at least fourteen (14) days prior to elections.
- D. Tabulation and certification of the election results shall be conducted by the FAMCD Immediate Past President. Results of the election shall be presented to the FAMCD Executive Board at its next regularly scheduled meeting following the election and candidates shall be informed of the results of the election immediately upon certification of the results. Results of the election shall be shared with the membership via the division's form of communication (e.g., email, newsletter, social media).

Election Results

- A. A majority vote of official ballots cast shall carry the election. The division's Immediate Past President shall notify the candidates and will work with the division's Executive Board to disseminate the results of the election to the division's membership.

Vacancies in Unexpired Terms

- A. In case of a vacancy in an elective office other than the FAMCD President, the FAMCD President shall have the power to fill the position, with Executive Board approval, until the next scheduled election for that office.

Sections 3. **Duties of Officers.**

A. The President shall be the chief elected officer of the association and shall preside at all meetings of the association and its Executive Council. The President shall represent this association at all national meetings of ACA and AMCD as well as FCA executive meetings. The President shall perform the duties customary to their office and such additional duties as directed by the Executive Council.

B. The President-Elect shall represent this organization at FCA executive meetings. The President-Elect shall perform the duties customary to their office and such additional duties as directed by the President in conjunction with the Executive Council.

C. The Immediate Past-President shall chair the Nomination and Election Board and shall be a voting member of the Executive Council.

D. The Secretary shall perform such duties as may be delegated by the Executive Council, and the officers of the association, and shall be under bond for such amount as may be determined by the Executive Council. The Secretary shall be empowered to affix the seal and execute official documents of the association. The Secretary shall also keep accurate records of the history of the association, which are necessary in defining the identity of FAMCD.

E. The Treasurer shall represent the association in assuring the receipt and expenditures of funds in accordance with the directives established by the Executive Council and shall be under such fidelity bond as determined by the Executive Council. The Treasurer shall perform the duties customary to the office and such additional duties as directed by the Executive Council.

F. The Legislative Chair shall create communication links for local and regional groups concerned with minorities, and planning, advocating, and implementing progress to further the growth of individuals working with different ethnic groups. The Legislative Chair will also work in conjunction with the President and Minority Concerns Committee to bring attention to the needs of underserved populations via the association's membership.

G. The Graduate Student Representative shall represent and convey graduate student needs to the Executive Council, send pertinent information to graduate students about scholarships, professional development institutes, and workshops related to FAMCD, and assist in contacting graduate schools in the state of Florida to recruit graduate student members.

H. The Member-At-Large shall assist in contributing content to the FCA Guidelines newsletter, attend FCA's Leadership Development Institute and represent FAMCD at local and regional conferences, assist in recruiting members to the division, and represent and convey membership

needs to the Executive Council.

Section 4. **Removal of Officers.**

- A. An elected officer of the association may be removed from office by a 2/3 majority vote of the FAMCD Executive Council.
- B. Reasons for Removal of Officer may include a failure to carry out the duties and responsibilities of their respective position, as outlined in the FAMCD ~~Governance Manual or~~ Bylaws.

Process of Officer Removal:

- A. In the event that an FAMCD Executive Office member is not responsive to communication from the division President, the FAMCD President will inform the FCA President of this concern.
- B. The FAMCD will document a minimum of three (3) attempts to reach out to the Executive Office member. The President will then send a letter to the Executive Office member's home address requesting a response within five (5) business days in the event that the Executive Office member would like to maintain their position.
- C. The removal process must be initiated in writing by an FAMCD Executive Office member accompanied by two (2) letters from members supporting removal from office. These letters must state the nature of the motion to remove the FAMCD Executive Office member and be presented to the FCA President. In cases where the FAMCD President is being charged with a motion of removal, the letters must be presented to the FAMCD Executive Office and FCA Executive Council.
- D. Notification of the removal charges must be provided in writing by the President to the FAMCD Executive Office member being charged and a copy presented to the FAMCD Executive Office.
- E. Consideration of this issue shall be heard by the Executive Office in a closed session within 30 days of notification of request of removal. The FAMCD Executive Office member being charged with removal shall not be present.
- F. The FAMCD Executive Office member being charged shall be given the opportunity to respond to the removal charges either in a follow-up meeting or in writing to the Board of Directors within 30 days of notification of the charges and request of removal.
- G. In collaboration and consultation with the FCA President, the FAMCD Executive Office shall vote on the issue in a closed session. The FAMCD Executive Office member being charged with removal shall not be present or be allowed to vote.
- H. If the Executive Office member is voted by 2/3 of the majority vote of the FAMCD Executive Council to be removed from office, such action shall be official effective immediately. Written notice shall be provided to the Executive Office member being removed from office by the President or by the Past-President if the officer charged is the President. In the event of removing the division's President, the removal effective date shall be recorded in the minutes of the next meeting of the division's Executive Office. Removals of Executive Office members shall be communicated to the FCA President and FCA Office Manager.

ARTICLE IV: THE EXECUTIVE COUNCIL

Section 1. **Executive Council.** The Executive Council shall consist of the President, the President-Elect, the Immediate Past-President, the Secretary, the Treasurer, the Legislative Chair, the Graduate Student Representative, and the Member-At-Large. The Graduate Student Representative shall be elected for a one-year term with the option of staying on the Executive

Council for a second-year term, should they still be enrolled in a graduate program, and the Member-At-Large shall serve a two-year term.

Section 2. **Power and Function.** The Executive Council shall conduct the affairs of the association and exercise all its corporate powers. Except in case of the President or President-Elect, the Executive Council shall have power to appoint successors to serve the remaining term of any member of the Executive Council.

Section 3. **Meetings.** The Executive Council shall meet at the time and place of the annual convention of FCA and at least one other time during the year at such time and place as designated by the President. Only the President, President-Elect and Immediate Past-President shall have voting privileges in the Executive Council. The meeting may be called at the discretion of the President. The executive council will also have bi-monthly virtual meetings.

ARTICLE V: COMMITTEES AND COMMISSIONS

Section 1. **Committees and Commissions.** There shall be a budget, membership, legislation and research, nomination and election, progress, news and publications, ethics, and minority concerns committee to carry out the purposes of the Bylaws and to strengthen the association.

Section 2. **Powers and Procedures.** Operating procedures and powers of all commissions and committees shall be authorized and periodically reviewed by the Executive Council.

Section 3: **Minority Concerns Committee.** Minority Concerns Committee Chairs will be determined by the Executive Council at the beginning of each term and may comprise of any or all of the following Committee Chairs: African American Concerns Chairperson, Disability Concerns Chairperson, Asian American Concerns Chairperson, LGBTQ+ Concerns Chairperson, Latinx Concerns Chairperson, Caribbean Concerns Chairperson, Diversity In School Systems Concerns Chairperson, Native American Concerns Chairperson, and Women's Concerns Chairperson. Chairpersons can be any member of the counseling organization which serves the specified population of representation or a member that has a research interest with the specified population. The aforementioned Committee Chairs appointed by the association's Executive Council will attend monthly virtual meetings with the association's President and Legislative Chair. Minority Concerns Committee Chairs will be responsible for staying apprised of concerns pertaining to their respective position, contributing to the association's newsletter, sharing content on the association's social media page(s), and assisting the Executive Council in educating the association's membership about issues and opportunities to advocate for and support each respective minority group.

ARTICLE VI: BYLAWS

Section 1. **Bylaws.** Bylaws consistent with this constitution shall be adopted or amended by a majority vote of the members actually voting.

Section 2. **Proposals.** Proposals to amend the Bylaws may be initiated by the Executive Council and by any member of the association. Such proposals must be in writing and, if initiated, by at least two-five active members in good standing. Copies of such proposed amendments shall be delivered to the Secretary for distribution to all members of the association, and no vote shall be taken until at least thirty

days after copies of such proposed amendments have been made available to all members.

ARTICLE VII: QUORUM

A quorum for the transaction of business at a regularly called meeting of the association shall consist of a majority of the members of the Executive Council (half the number of Executive Council members plus one) and a majority of those members present and voting.

ARTICLE VIII: PARLIAMENTARY RULES OF PROCEDURE

Parliamentary rules of procedure. Robert's Rules of Order, Newly Revised, shall govern all the procedures of the association where they are not inconsistent with these Bylaws. A Parliamentarian will be appointed by the President.

Revised: June 2021

June 2019

June 2018

August 2013