

1 **Association for Multicultural Counseling and Development**
2 **By-Laws**

3 **Revision Approved by Members May 2007**

4 **ARTICLE 1: NAME AFFILIATION AND PURPOSES**

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6 Section 1. The official name of this organization shall be the Association for
7 Multicultural Counseling and Development (hereafter referred to as
8 AMCD or the Association).

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10 Section 2. **Use of name.** The official name of the Association, as specified in
11 Article 1, Section 1, shall be employed in connection with all official
12 business and communications pertaining to AMCD.

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14 Section 3. **Affiliation.** AMCD shall be a division of the American Counseling
15 Association (hereafter referred to as ACA). It shall be autonomous in the
16 conduct of its affairs, but shall be organized and operated at all times in
17 compliance with the By-Laws and policies of ACA applicable to
18 divisions and members.

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20 Section 4. **Purpose.** The purpose of the Association shall be as follows:

- 21
22 a. To promote a greater awareness and understanding of multiculturalism
23 and the impact of cultural and ethnic differences on the counseling
24 process among members of the counseling profession and other helping
25 professions.
26
27 b. To improve standards and delivery of counseling and development
28 services provided to people of all cultures and ethnic groups.
29
30 c. To identify and work to eliminate conditions which create barriers to the
31 development, health and wellness for people of all cultural and ethnic
32 groups.
33
34 d. To develop, implement and/or foster interest in charitable, scientific
35 and educational programs designed to further the interests of ethnic
36 groups.
37
38 e. To secure the equality of treatment, advancement, qualifications and
39 status of people of all cultures and ethnic groups in counseling and
40 development work.
41
42 f. To publish a journal and other scientific, educational, and professional

43 development resources.

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45 **ARTICLE II: MEMBERSHIP**

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47 Section 1. **Types of membership.** This association shall include five types of
48 membership -- Regular, Retired, Student, Associate, and Honorary.

49
50 Section 2. **Qualifications for membership.** Membership in ACA and an interest in
51 and desire to uphold the purposes and principles of AMCD shall be a condition of
52 membership in AMCD. All members in good standing, except as limited below, are
53 entitled to all the privileges of individual membership. The categories of membership
54 shall be determined in accordance with the following:

55
56 a. **Regular members.** Regular members are those who meet the following
57 requirements:

58 1) Full or part-time employment in counseling, mental health and
59 development work (as defined below) at the time of applying for
60 regular membership.

61 2) Experience in counseling and development, which may include:

62
63 i. Placement, training and other aspects of counseling and
64 development work in communities, educational settings,
65 business and industry, government agencies, and other
66 organizations.

67 ii. Test development, multicultural assessment, occupational and
68 other research and writing directly related to counseling and
69 development.

70 iii. International and US tribal honored indigenous healing or
71 spiritual advising,

72 iv. Counselor training and education, and

73 v. Administration of programs of the above types.

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75 b. **Retired members.** Retired members are those who meet the
76 qualifications for Regular membership and have retired from full time
77 employment.

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79 c. **Student members.** A student engaged in full or part-time study in an
80 accredited undergraduate or graduate school or international and/or
81 tribal honored indigenous healer or spiritual advisor program of study
82 related to counseling may be admitted as a student member upon
83 application and proof of student status.

- 85 d. **Associate members.** Individuals who are interested in counseling
86 related work but who do not meet the requirements of one of the above
87 categories.
88
- 89 e. **Honorary members.** Persons who have made an outstanding
90 contribution in the area of multicultural counseling and development
91 may be admitted to honorary membership at the discretion of the
92 AMCD Executive Council. Honorary members are exempt from paying
93 dues. They shall have all the privileges of membership except they shall
94 not be eligible for any elected AMCD office and except for the President
95 Emeritus shall not have voting privileges.
96
- 97 f. Members of each ethnic groups shall self select into each by declaring
98 their ethnicity on the ACA membership application or by notifying the
99 ethnic Vice-President(s) of their desire to identify with said interest
100 group(s).
101
- 102 g. Members of the various Regions shall be part of the region within
103 which they hold primary residence.
104

105 Section 3. **Application for membership.** Persons desiring to become members of
106 AMCD shall make application to the ACA specifying AMCD as a division of
107 choice. ACA shall notify applicants of the action taken on their applications and the
108 AMCD Membership Chair shall send a welcome notice on behalf of the association to
109 each member accepted for membership. Persons shall become AMCD members upon
110 their election to membership and the payment of their dues.
111

112 Section 4. **Continuity of membership.** Membership in AMCD shall be continuous,
113 renewable annually with the payment of dues.
114

115 Section 5. **Rights and privileges.** All members (except honorary) in good standing
116 shall be eligible to vote, and to hold office in the Association if they meet the
117 qualifications specified for each elected office. The President Emeritus shall retain
118 voting rights.
119

120 Section 6. **Termination of Membership.**
121

- 122 a. Membership may be cancelled for any conduct that adversely affects
123 AMCD, its reputation, or that violates the ACA Code of Ethics or AMCD
124 By-Laws. Procedures for such removal will be dictated by the AMCD
125 Procedures Manual, which will be drafted by the Ethics Committee,
126 approved by the Executive Council, reviewed annually by the Ethics

127 Committee, updated and approved by vote of the Executive Council and
128 published in the AMCD Newsletter and on the AMCD Website.

129
130 b. Members may be dropped from membership if their dues are delinquent
131 for six months.

132
133 **ARTICLE III: AMCD EXECUTIVE COUNCIL**

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135 Section 1. **Composition**

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137 a. The AMCD Executive Council (hereafter referred to as the Executive
138 Council) shall be composed of the elected AMCD Officers (Past-
139 President, President, President-Elect, Vice-Presidents), Regional
140 Representatives, Student Representative, and the Representative(s) to
141 the ACA Governing Council.

142
143 Section 2. **Powers and Functions**

- 144
145 a. The Executive Council shall be the body through which the general
146 administrative and executive functions of the Association are
147 effected/enacted. The President of the Association shall be the
148 chairperson of the Executive Council.
- 149
150 b. The Executive Council shall conduct, manage, and control the business
151 of the Association by oral or written means, face-to-face or
152 electronically between its official meetings, except that no action shall
153 be taken which is contrary to existing By-Laws or an action taken by the
154 Association.
- 155
156 c. The Executive Council may approve meetings and other forms of
157 communication among its members or with the membership using
158 telephone, postal, e-mail and other electronic /web based forms of
159 communication. With proper notification, these methods of
160 communication may be used to discuss, review, vote on and direct
161 association business, and to send materials to members for their review.
162 Proper notification procedures shall be established by the Executive
163 Council.
- 164
165 d. Executive Council members may designate a proxy in writing to attend
166 meetings and/or vote on their behalf.
- 167

- 168 e. The Executive Council may establish regulations and application forms
169 for determining whether applicants meet the requirements for
170 membership as specified in the By-Laws.
171
172 f. The Executive Council shall make or approve all appointments.
173
174 g. The Executive Council may establish need for and approve D& O
175 Insurance for Council Members, Officers, and other members of the
176 AMCD Leadership.
177

178 Section 3. **Meetings**

- 179
180 a. The Annual meeting of the Association shall be held at the place and
181 during the time of the annual convention of ACA. The time and place
182 of this meeting shall be announced to the membership in all available
183 media (Counseling Today, AMCD Newsletter, the AMCD website,
184 email, etc.) at least 90 days in advance.
185
186 b. The Executive Council shall hold its annual meeting at the time and
187 place of the annual convention of ACA , meet at least quarterly to
188 include during early July to approve the annual budget and committee
189 appointments, and at such other times as may be designated by either
190 the president or a majority of the Executive Council.
191
192 c. A majority of the members of the Executive Council shall constitute a
193 quorum. The members may be present in a mixed format; i.e. in person,
194 on the telephone, on an electronic system or by a designated proxy
195 representative as long as the Council approves and everyone present can
196 hear or read discussions, participate in discussions, and have an
197 opportunity to vote on proposed actions to be taken.
198

199 **ARTICLE IV: OFFICERS, AMCD REPRESENTATIVE(S) TO ACA**
200 **GOVERNING COUNCIL, REGIONAL REPRESENTATIVES**
201

202 Section 1. **Officers**

- 203
204 a. The officers of the Association shall be the President, President-Elect,
205 Immediate Past-President, Vice-Presidents (see Section 4d), Secretary,
206 Treasurer, President-Emeritus and Parliamentarian.
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208 b. Only officers elected to the Executive Council shall have voting
209 privileges on the Executive Council.

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Section 2. **Method of Selection – Officers and Executive Council Members**

- a. The President-Elect shall be elected in accordance with Article V and procedures established by the Nominations and Elections Committee and approved by the Executive Council..
- b. The Secretary and Parliamentarian shall be nominated by the President and appointed by the Executive Council. They may be re-nominated and re-appointed.
- c. The Treasurer shall be nominated by the President-Elect and appointed by the Executive Council as Treasurer-in-Training/Treasurer- Elect to serve as Treasurer during the year of presidency. The Treasurer may be re-nominated and re-appointed.
- d. Vice-Presidents shall IAW Article V, be selected in a manner established by their respective ethnic groups, except that candidates must be regular or retired members of AMCD.
- e. The AMCD Representative(s) to ACA Governing Council shall be elected by the AMCD membership in accordance with Article V, ACA requirements, and procedures established by the Nominations and Elections Committee and approved by the Executive Council. Nominees shall have previously been elected officers, and shall be regular or retired members in good standing of AMCD.
- f. One Regional Representative shall be elected by each AMCD region IAW Article V and procedures proposed by the Nominations and Elections Committee and approved by the Executive Council.
- g. The Student representative to the Executive Council shall be elected annually by the student members of the association during the annual ACA Convention IAW Article V using procedures developed by the student members or the Nominations and Elections Committee and approved by the Executive Council.
- h. The President Emeritus shall be granted a lifetime appointment by the Executive Council subject to a majority confirmation vote at the general business meeting at the national convention. There shall be only one President Emeritus at a time, except that upon his/her death or resignation another may be appointed.

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Section 3. **Terms of Office for Officers and Executive Council Members**

- a. The President-Elect, elected annually, shall hold office for one year, and shall succeed to the Presidency for a one-year term, and then to the immediate past-presidency for a one-year term. The President shall be ineligible to serve again as President-Elect or President for a period of five years following previous service in either office.
- b. The Secretary, Treasurer, and Parliamentarian shall serve a one-year appointment, but may be reappointed.
- c. Regional Representatives and Vice-Presidents shall be elected for a term of three years, and the terms shall be staggered for each group so no more than two are elected in the same year.
- d. The AMCD Representative(s) to the ACA Governing Council shall be elected for a three-year term.
- e. The President Emeritus shall hold office for life or until s/he resigns.
- f. The student representative shall serve a one-year term, but may be re-elected.
- g. In the event of resignation, continued absence, illness, removal from office, or death of any officer, Executive Council Member or Committee Chair other than the President, President-Elect or Vice-Presidents the Executive Council shall, by majority vote, elect a successor to serve until the next annual election or appointment process.
- h. If any Vice-President is unable to finish a term for which s/he was elected, the Ethnic Interest Group the individual represents shall within 90 days select a replacement by a predetermined process of their choice, to serve until the next regular election, and notify the Council of this person's name, address, phone number and email. In the event the Ethnic Group is unable or fails to elect or appoint a replacement within 90 days, one may be appointed by the Executive Council to serve until a new election can be held.
- i. If the President is unable to serve out the term for which s/he was elected the President-Elect shall retain the duties of the President-Elect and assume the duties of the President, continuing in this position through the

294 year for which s/he was elected to serve, and if necessary may, with the
295 approval of the Executive Council, appoint an assistant to help with the
296 duties of the President-Elect.

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298 j. In the event that the President-Elect is unable to serve out his/her term of
299 President-Elect the person with the next highest number of votes in the
300 election shall assume the duties of the President-Elect and go on to serve
301 as President and Past-President. In the event that there were no other
302 candidates or this President-Elect is unable to assume the duties of
303 President, the Executive Council may, by majority vote, choose a Vice-
304 President to serve as Interim President-Elect and President until the next
305 annual election.

306
307 k. Nominations for positions elected by the full AMCD Membership or by
308 members of a specific region shall be made to the AMCD Nominations
309 and Elections Committee in accordance with Executive Council approved
310 procedures. Positions that will be elected using the ACA annual elections
311 process shall follow ACA established requirements and timelines.

312
313 l. Nominations for positions elected by the various ethnic groups shall be
314 determined by the membership of the respective ethnic groups. They may
315 be made to the AMCD Nominations and Elections Committee in
316 accordance with Executive Council approved procedures or elections may
317 be held according to their internally established procedures. All election
318 procedures shall be published in the first AMCD Newsletter each year.
319 Positions that will be elected using the ACA annual elections process
320 shall follow ACA established requirements and timelines.

321
322 m. The term of office of each elected or appointed official of AMCD shall
323 coincide with the ACA terms of office and continue for the period
324 specified or until the successor takes office, except for the office of
325 President Emeritus.

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327 **Section 4. Functions of Officers and Executive Council Members**

328
329 a. **The President.** The President shall:

- 330 (1) be a regular or retired member of AMCD.
331 (2) exert leadership in the achievement of the purposes of AMCD.
332 (3) preside at meetings of the Executive Council and the Executive
333 Committee.
334 (4) While serving as President-Elect nominate for Council approval
335 chairpersons of all AMCD committees to serve concurrent with

336 his/her term as president, unless otherwise specified in these By-
337 Laws or in the motion establishing the committee. The President
338 may also nominate new appointments during his/her term of office
339 as necessary to ensure each committee has a chair.
340 (5) Serve ex-officio without vote on all AMCD committees, except
341 the Committee on Nominations and Elections.
342 (6) carry out such other duties and responsibility as may be assigned
343 by the Executive Council or prescribed in the By-Laws of ACA
344 for Presidents of ACA divisions.
345

346 **b. President-Elect.** The President-Elect shall:

- 347 (1) be a regular or retired member of AMCD
- 348 (2) have served in a leadership capacity within the association prior to
349 election.
- 350 (3) perform the duties of the President in the absence or incapacity of
351 the President.
- 352 (4) serve as a member of the Executive Council and the Executive
353 Committee.
- 354 (5) Nominate a Treasurer-in-training to serve as Treasurer concurrent
355 with his/her term as President.
- 356 (6) NLT 30 June nominate chairpersons of AMCD committees to
357 serve during his/her tenure as President.
- 358 (7) carry out such other duties and responsibility as may be assigned
359 by the Executive Council or prescribed in the By-Laws of ACA
360 for Presidents-Elect of ACA divisions.
361

362 **c. Past-President.** The immediate Past-President shall:

- 363 (1) serve as a member of the Executive Council and the Executive
364 Committee.
- 365 (2) serve as Chairperson of the AMCD Committee on Nominations
366 and Elections.
- 367 (3) Serve as a member of the Past-President's Council and represent
368 the Past-Presidents on the Executive Council.
- 369 (4) carry out such other duties and responsibility as may be assigned
370 by the Executive Council or prescribed in the By-Laws of ACA
371 for Past- Presidents of ACA divisions.
372

373 **d. Vice-Presidents.** The Vice-Presidents shall be representative of the
374 multi-ethnic nature of AMCD. Each ethnic group by a one-time vote of
375 the Executive Council may elect a representative from their respective
376 group to serve as Vice-President. The VPs may form a council and meet
377 electronically during the year and at the annual convention to coordinate

378 their efforts and work collaboratively to serve the needs of their respective
379 members.. The Vice-Presidents shall:

- 380 (1) Educate AMCD on the issues and concerns of their respective
381 ethnic groups.
- 382 (2) Convey to their respective constituencies and to ACA as a whole
383 the decisions, policies, and positions of AMCD.
- 384 (3) Preside over Ethnic Group Meetings
- 385 (4) Offer recommendations to the Executive Council and the ACA
386 on cultural concerns and professional development needs of their
387 respective memberships.
- 388 (5) Serve on the Council of Vice Presidents, annually rotating
389 leadership and facilitating its meetings.
- 390 (6) In collaboration with one another conduct an annual AMCD
391 Town Hall Meeting and exert leadership in the development of
392 other collaborative and individual group convention programs.
- 393 (7) Serve on the AMCD Program Committee and make nominations
394 for the ACA program committee.
- 395 (8) Provide feedback to the Strategic Planning Committee and the
396 Executive Council for input to the Strategic Plan and other
397 activities.
- 398 (9) Within their Interest Group, provide leadership for needs
399 assessments, development of goals, address of best practices,
400 mentoring, resource development, conference programs etc.

401
402 e. **Secretary.** The Secretary shall:

- 403 (1) Be responsible to keep and maintain official records and
404 proceedings of the Association. S/he shall
 - 405 b. gather input for and send agendas for meetings to the
406 executive council and executive committee.
 - 407 c. attend and record all Executive Council and Executive
408 Committee meetings,
 - 409 d. send minutes to all Executive Council members within 10
410 days of each proceeding,
 - 411 e. collect reports from the various councils and committees
412 accepted by the Executive Council and send them to the
413 AMCD Historian for preservation by the association
 - 414 f. upon approval by the Executive Council send all official
415 records to ACA Headquarters
- 416 (2) Perform such duties as may be delegated by the President,
417 Executive Council or Executive Committee.
418

- 419 (3) Be bonded for such amount as may be determined by the
420 Executive Council.
421 (4) Be empowered to affix the seal on executive official documents of
422 the Association as Secretary of the Corporation.
423

424 f. **Treasurer.** The Treasurer shall:

- 425
426 (1) Attend meetings and/or provide all requested information to the
427 President for all meetings of the Executive Council, the Executive
428 Committee, and the Finance Committee.
429 (2) Serve as an advisor to the Executive Council and a member of the
430 Finance Committee.
431 (3) Represent the Association in assuring the receipt and expenditure
432 of funds in accordance with the directives established by the
433 Executive Council.
434 (4) Be available for fiscal guidance and assistance to all committee
435 and council members.
436 (5) Qualify for a fidelity bond as determined by the Executive Council
437 and ACA.
438 (6) Assist in the preparation of the budgets for AMCD, its committees
439 and its publications.
440 (7) Perform the duties customary to the office and such additional
441 duties as directed by the Executive Council.
442 (8) Work with the ACA Treasurer to monitor AMCD fund reports and
443 recommend to the Executive Council any needed modifications in
444 procedures for managing AMCD fiscal affairs.
445 (9) Submit requests for expenditure of funds not budgeted already to
446 the Executive Council for approval.
447 (10) Submit a written financial report to the Executive Council and
448 ACA on a quarterly basis and to the Executive Council at all
449 Council Meetings, to the members at the Annual Meetings and a
450 summary statement annually to the editor of the newsletter for
451 publication.
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453 g. **Parliamentarian.** The Parliamentarian shall:

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455 (1) Attend all meetings of Executive Council and when requested, the
456 Executive Committee.
457 (2) Advise the President and all Executive Council members on
458 procedural matters.
459

460 h. **Regional Representatives.** Regional Representatives may form a council
461 and meet as a group during conferences and electronically at other times
462 during the year to coordinate efforts of the various regions and serve the
463 needs of their respective members. They shall:

- 464 (1) Serve as members of the Executive Council.
- 465 (2) Serve as members of the AMCD Program Committee
- 466 (3) Coordinate annual regional conferences.
- 467 (4) Develop, operationalize, review, maintain and publicize operating
468 policies and procedures for the Regions that have been approved by
469 majority vote of the Executive Council.
- 470

471
472 i. **AMCD Representative(s) to ACA Governing Council shall:**

- 473 (1) Serve as a member of the Executive Council.
- 474 (2) Represent the interests of multiculturalism and ethnic culture
475 groups on the ACA Governing Council.
- 476 (3) Report on critical issues from ACA Governing Council to the
477 AMCD Executive Council.
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480 j. **The Student Representative shall:**

- 481 (1) Serve as a member of the Executive Council
- 482 (2) Advise the Executive Council on student matters.
- 483

484 k. **The President Emeritus shall advise the Executive Council and other**
485 **bodies of the Association on general matters as requested.**

486 487 **ARTICLE V: NOMINATIONS AND ELECTIONS**

488 489 Section 1. **Procedures.**

- 490 a. The Nominations and Elections Committee shall develop and submit to
491 the Executive Council for its approval proposed procedures for carrying
492 out the annual election of AMCD Executive Council Members except
493 the ethnic vice-presidents who's election procedures shall be determined
494 by their respective interest groups.
- 495 b. The student group may develop its own procedures and have them
496 approved by the Council.
- 497 c. The ethnic interest groups shall adopt the nomination and election
498 procedures of AMCD or submit their procedures for election of their
499 respective representatives to the AMCD Executive Council.
- 500

- d. Once accepted the procedures for elections shall remain consistent unless and until a new set of procedures are approved by or submitted to the Executive Council and publicized in the AMCD Newsletter.
- e. More than one nominee shall be sought for each elected position.
- f. Nomination and election procedures for all elected positions shall be publicized annually in the Newsletter and on the Website, clearly spell out all criteria necessary to be eligible for nomination to each position, and promote leadership training so that all members shall have access to nomination.

ARTICLE VI: STATE DIVISIONS CHARTERS

Section 1. Formation of State Divisions.

- a. A minimum of seven (7) members of AMCD residing within a state, territory, or the District of Columbia may organize a state division of AMCD and apply for a charter.
- b. A set of By-Laws congruent with the AMCD By-Laws (subject to review of the AMCD By-Laws Committee and approval of the AMCD Executive Council), a list of officers, and a membership list shall accompany the application of a charter.
- c. A state division may adopt its own name, but in all instances shall identify itself as “A State Division of the Association for Multicultural Counseling and Development.”
- d. Only one state division may be chartered in any state.
- e. Application for a state division shall be made to the Chairperson of the State Divisions Committee of AMCD, to be submitted to the Executive Council for consideration and action. The President-Elect of AMCD shall chair the State Divisions Committee.
- f. Applications shall be submitted to the Chairperson by January 31 prior to the ACA National Convention.
- g. The official presentation of a state division charter shall be made at the Annual ACA Convention.

Section 2. Membership

- 542 a. Any member who qualifies for AMCD membership shall be eligible for
543 membership in a state division.
544
- 545 b. All officers of a state division shall be Regular or Retired regular members of
546 AMCD.

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548 Section 3. **Autonomy of State Divisions.** A State division of AMCD shall

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- 550 a. be autonomous in the conduct of its affairs consistent with these By-Laws
551 and the laws and regulations of the respective State, District or Territory.
552
- 553 c. have the power to choose its own officers and representatives to the
554 executive body of the state branch of ACA except in all instances the officers
555 and representatives shall be regular or retired voting members in good
556 standing of AMCD.
557
- 558 b. A state division shall levy and collect its own fees and shall have full control
559 of the management and disbursement of such funds in carrying out its
560 program(s).
561
- 562 c. Any proposed changes in the By-Laws of a state division shall be reviewed
563 by the AMCD By-Laws Committee and approved by the Executive Council
564 of AMCD before becoming effective
565

566 Section 4. **Reports Required.** Each state division shall transmit at the times and in
567 the manner specified by the Executive Council, a report of its activities,
568 the names of its officers, committee chairpersons, and members in the
569 state division (with type of AMCD membership specified for each
570 member.)
571

572 Section 5. **Revocation of Charter.**

- 573
- 574 a. The Executive Council shall consider all charges submitted in writing and
575 made over the signature of an AMCD member in good standing which
576 suggest that a state division is no longer observing the conditions under
577 which its charter was initially granted, nor is it within the policies and
578 ByLaws of AMCD.
579
- 580 b. A State division so charged shall be given the opportunity to present
581 evidence in its behalf through witnesses or otherwise, shall be given the
582 opportunity to confront witnesses against the state division, and shall be
583 offered an opportunity to appear at a hearing before the Executive Council.

- 584
585 c. A state division may request dissolution by filing notice of intent to dissolve
586 with the Executive Council.
587
588 d. Before final action may be taken with respect to the dissolution of a state
589 division, a notice of intent to dissolve shall first be passed by a two-thirds
590 vote of the Executive Council members present and voting, and the state
591 division in question advised, in writing, for the reasons for the proposed
592 action, at least 180 days before such a recommendation is finally acted on
593 by the Executive Council.
594
595 e. A two-thirds vote of the Executive Council is required for the revocation of
596 a state division charter.
597
598 f. Decisions made by the Executive Council in matters relating to the
599 revocation of state division charters shall be final.
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601 **ARTICLE VII: COMMITTEES AND COMMISSIONS**

602 Section 1. **Executive Committee**. This committee shall: 603 604

- 605 a. consist of the President, the President-Elect, the immediate Past-President,
606 and the Chairs (or representatives) of the Vice-Presidents and the Regional
607 Representatives Councils.
608
609 b. act for the Executive Council in the interim between meetings to carry out
610 emergency measures related to the policies, procedures and activities
611 approved by the council, but shall
612
613 c. bring all policy matters and new business before the full council for
614 approval at its next meeting.
615
616 d. report all business transactions to the Executive Council within 15 days of
617 said transaction.
618

619 Section 2. **Standing Committees**. The standing committees of AMCD shall establish 620 budgets, operating activities, procedures and practices approved by the Executive 621 Council. Their duties shall include: 622

623 a. **Membership Committee** shall:

- 624 1) promote membership in AMCD, working closely with the
625 Communications/Media and Public Relations Committee,

626 the VPs, Regional Representatives and with ACA Membership
627 Services.

- 628 2) have the power to develop application forms for determining
629 whether applicants for membership meet the requirements for
630 membership as specified by the By-Laws.
631 3) Maintain contact with the appropriate ACA Committees and
632 Staff.

633
634 b. **Communications/Media and Public Relations Committee** shall

- 635 1) coordinate publicity and public relations for AMCD
636 2) Meet annually during the ACA Convention and at other times as
637 needed to oversee and maintain the AMCD Website, Newsletter,
638 List serve, and/or other materials developed in support of the
639 AMCD mission and membership.
640 3) develop, review and carry out an action plan for the association
641 that is approved by the Executive Council and that may include
642 sub-committees, to ensure internal communications with the
643 membership and external communications with other ACA
644 Divisions and potential members/members of the profession
645 support the mission and activities of AMCD in its entirety.
646 4) work closely with the Executive Council and other Committees
647 to support and publicize their efforts and activities
648 5) recommend editorial policy and content of the Newsletter,
649 website, list serve and other such communications media to the
650 AMCD Executive Council
651 6) develop a budget for the upkeep and maintenance of the website,
652 newsletter and other products proposed by the committee and
653 adopted by the Executive Council.
654 7) the President, Past Presidents, Vice-Presidents, Regional
655 Representatives, State Divisions, Committee Chairs, Newsletter
656 Editor and Journal Editor shall all have representation on this
657 committee along with three members at large appointed by the
658 Executive Council.
659 8) nominate from its membership or the membership at large, a
660 Newsletter Editor and assistants.

661
662 c. **Strategic Planning Committee** shall

- 663 1) be composed of the Past President, President-Elect, and six
664 members nominated by the President and appointed by the
665 Executive Council two a year for staggered terms of three years,
666 2) using input from the annual Town Hall, Vice-Presidents, Region
667 Reps, Past Presidents and other sources, develop and annually

- 668 review and recommend revisions to the association's Strategic
669 Plan, details of which shall be described in a separate document.
- 670 3) submit its recommendations to the Executive Council for
671 approval.
- 672
- 673 d. **The Finance Committee**, composed of the President, the President-
674 Elect, the VP Council Chair, the Treasurer, Treasurer-in-training and
675 one member-at-large, shall
- 676 1) with input from the Council and Committees prepare the annual
677 budget for Council approval
- 678 2) recommend fiscal policies for consideration by the Executive
679 Council.
- 680 3) handle other matters requested by the Executive Council..
- 681 4) The President shall chair this committee and shall appoint the
682 member-at-large subject to Executive Council approval.
- 683
- 684 e. **The By-Laws Committee** shall
- 685 1) have responsibility for drafting proposals for revisions and
686 amendments to these By-Laws and for the final wording of
687 amendments passed by the Executive Council and membership
688 to ensure their consistency with the style and substance of these
689 By-Laws.
- 690 2) conduct an annual review of the By-Laws, solicit
691 recommendations from the membership and prepare a
692 recommendation for endorsement, revision, or amendment of
693 the By-Laws to the Executive Council no later than 30 October
694 of every year to allow for recommendations to be sent to the full
695 membership for additional input 60 days prior to the annual
696 meeting.
- 697 3) carry out such other functions as may be assigned to it in these
698 By-Laws or by the Executive Council.
- 699
- 700 f. **The Nominations and Election Committee** shall:
- 701 1) be nominated by the President, approved by the Executive
702 Council, chaired by the Past-President and consist of the
703 Immediate Past-President, one other Past-President and one
704 member at large.
- 705 2) Be responsible to annually publish nomination and election
706 procedures in all available media,
- 707 3) Annually solicit nominations from the membership for positions
708 to be elected, and conduct the nominations and elections of the

709 association with ACA and the approval of the Executive
710 Council.

711 4) Develop/review proposed procedures/changes in procedures for
712 carrying out annual elections and submit to the Executive
713 Council for approval.

714 5) No member of the committee may serve for more than two
715 consecutive years or six years in total.

716

717 **g. The State Divisions Committee shall**

718 1) be responsible for promoting the establishment of state
719 divisions,

720 2) Receive and process all applications for state division
721 charters, and

722 3) Assist in the promotion of AMCD activities on the state and
723 local level.

724 4) provide State representation on the Program Committee

725

726

h. The Affirmative Action Committee shall

727 1) be responsible for monitoring affirmative action programs in the
728 field of counseling and development to promote equality of
729 opportunity in education, employment and other areas

730 2)The Vice-Presidents may each nominate (3) three of their
731 respective members for the Council to appoint to serve on this
732 committee.

733

734

i. The Program Committee shall

735 1) be responsible for developing and implementing programs and
736 activities relating to the concerns of AMCD, including the ACA
737 National Convention AMCD activities.

738 2) may develop sub-committees from time to time as needed

739 3) The Chair of the Council of Vice-Presidents and the Region Rep
740 for the Region in which ACA holds its conference shall serve as
741 co- chairs of this committee.

742 4) the incoming Ethnic Vice-Presidents and Regional
743 Representatives, a member of the Past President's Council, the
744 On-Site Convention Co-ordinator and one at-large member
745 recommended by the President-Elect and approved by the
746 Executive Committee no later than June for the upcoming
747 association year shall serve on this committee.

748

749

j. The Awards Committee shall

- 750 1) develop, operate and maintain a program of recognition and
751 awards
752 2) develop and maintain a process for presenting awards approved
753 by the Council that ensures proper recognition for AMCD
754 members and others whose behaviors and practices exemplify
755 those desired IAW the mission of AMCD.
756

757 **k. The Past Presidents Council** may meet annually during the ACA
758 Convention and at other times as determined necessary by the President,
759 Council chair, or a majority of the past presidents. The Council shall:

- 760 1) include all past presidents who are members in good standing of
761 the Association.
762 2) serve as Council advisors on association matters as requested by
763 the Council or President
764 3) serve in other capacities at the request of the President or
765 Executive Council.
766 4) annually nominate a representative to be appointed to the
767 Program Committee.
768

769 **l. The Ethics Committee** shall

- 770 1) be nominated by the President and appointed by the Executive
771 Council
772 2) review ACA Ethics requirements and make recommendations to
773 ACA relative to ethics requirements that are respectful of
774 cultural difference and consistent with multiculturalism
775 3) recommend/carry out other activities at the direction of the
776 Council to further the objectives of AMCD
777

778 **Section 3. Special Committees.** These Committees shall

- 779 a. be established by the Executive Council for a specific timeframe to carry
780 out such activities as it believes will further the objectives of AMCD.
781
782 b. The Executive Council shall annually review the charge and function of
783 all special committees and shall make such changes in their number,
784 characteristics, or organization as may seem desirable.
785
786 c. special committee(s) shall upon creation, develop operating procedures,
787 timelines and budgets to be approved by the Executive Committee and
788 operate within their approved budgets
789

790 **Section 4. Appointment of Committees.**
791

- 792 a. The President-elect no later than May 30th each year shall nominate
793 chairpersons and members of all committees to serve for the upcoming
794 association year except as otherwise specified in these By-Laws.
795
796 b. The Executive Council shall approve the composition of all committees
797 on or before the start date of the association year.
798
799 c. Except as otherwise specified in these By-Laws, chairpersons and
800 members of committees shall serve for one year or until the
801 appointment of their successors. They may be reappointed consistent
802 with these By-Laws.
803

804 **ARTICLE VIII: FINANCES**

805
806 Section 1. **Dues and Assessments.** The following procedures shall be followed in
807 establishing AMCD dues and assessments, in addition to those required
808 by the By-Laws of ACA.

- 809
810 a. Annual dues for all classes of membership shall be established by the
811 Executive Council.
812
813 b. The Executive Council may levy special assessments on the entire
814 membership or on any class of members with a special member ballot
815 and approval of 2/3 majority of voting members.
816

817 Section 2. **Salaried Employees.** The Executive Council may authorize the
818 employment of such staff as may be necessary to fulfill the objectives of
819 AMCD and set compensation for such employees.
820

821 **ARTICLE IX: BUSINESS AFFAIRS OF THE ASSOCIATION**

822
823 Section 1. **Fiscal year.** The fiscal year shall run concurrently with that of ACA.

824 Section 2. **Severable or Transferable Interest.** No member, individually or
825 collectively, shall have any severable or transferable interest in the
826 property of the Association.
827

828 Section 3. **Control and Management of Property.** All property shall be subject to
829 the management and control of the Executive Council and no real property
830 shall be disposed of except pursuant to the prior written approval of the
831 Executive Council.
832

833 Section 4. **Basic Documents.** The basic governance documents of the Association

834 and all amendments thereto shall be transmitted to the Executive Director
835 of ACA within thirty days of their adoption, printed annually in the
836 member Newsletter and posted on the AMCD Website.

837

838 Section 5. **Fidelity Bonds.** The Executive Council shall secure and maintain in force
839 a fidelity bond adequate in amount to protect the Association against
840 defalcations by designated officers or employees.

841

842 Section 6. **Annual Audit.** The Executive Council shall make sure that all financial
843 records are available for an annual audit which is conducted by a certified
844 public accountant secured by ACA. A full report shall be submitted to the
845 Executive Council within 10 days of receipt of the audit results by AMCD

846

847 Section 7. **Property of AMCD.** In the event the Association should be dissolved,
848 none of its property shall be distributed to any of the members. All of its
849 property shall be transferred according to ACA By-Laws.

850

851 **ARTICLE X: PUBLICATIONS**

852

853 Section 1. **Association Publications.** The *Journal of Multicultural Counseling and*
854 *Development* and the *AMCD Newsletter* shall be designated as official
855 publications of AMCD.

856

857 Section 2. **Distribution.** The *Journal of Multicultural Counseling and Development*
858 and the *AMCD Newsletter* shall be sent by postal or electronic means to
859 all AMCD members without additional charge. They shall be available to
860 non-members, to libraries, and to other organizations by subscription at
861 rates established by the AMCD Executive Council and distributed by
862 ACA. Publications may be posted on the AMCD website with Executive
863 Council approval.

864

865 Section 3. **AMCD Newsletter.**

866 a. The newsletter shall be published quarterly during July, October, January
867 and April, and may be published as often during the year as necessary to
868 ensure members are kept informed of association business, pending
869 elections, convention plans and schedules, committee appointment
870 opportunities, election results, etc.

871

872 b. The Newsletter editor shall be appointed by the Executive Council for a
873 period of (2) two years. Nominations may come from the members of the
874 Executive Council, or the Media Committee.

- 875 c. A working group consisting of (3) three additional members shall be
876 nominated by the Media Committee and appointed by the Executive
877 Council one each year for a three year appointment to assist the Editor.
878
- 879 d. The editor and working group members may be re-appointed
880
- 881 e. Newsletters shall contain Ethnic Group and Region information,
882 Executive Council and Committee reports, By-Laws, nomination
883 procedures, pending election information and election results, convention
884 program planning and schedule information, news and professional
885 articles, and other such information of interest to members.
886

887 Section 4. **Journal of Multicultural Counseling and Development**
888

- 889 a. **Editorial Board.** The Editorial Board of the Journal shall
890 (1) be responsible for recommending editorial policy and
891 professional content of the *Journal of Multicultural Counseling*
892 *and Development* to the AMCD Executive Council.
893 (2) It shall be composed of 15 members serving staggered terms for
894 continuity.
895 (4) The Executive Council shall appoint 5 new members for terms of
896 three years each year.
897 (4) In the event of a vacancy on the Editorial Board the Executive
898 Council shall appoint a successor to complete the unexpired term. (5)
899 Editorial Board members may be reappointed.
900
- 901 b. **The Editor.** The Editor shall
902 (1) report to the Executive Council,
903 (2) serve for a three-year term following a period of service as
904 Editor-Elect
905 (3) may be reappointed for one additional consecutive term of three
906 years.
907 (5) shall preside at meetings of the Editorial Board,
908 (6) shall be responsible for editing and preparing no less than two or
909 more than four issues per year of the *Journal* unless more are
910 approved by the Executive Council as special editions.
911 (7) shall prepare an annual report and budget statement for the
912 Executive Council
913 (10) coordinate business functions of the *Journal* with ACA officials.
914
- 915 c. **The Editor-Elect.** The Editor-Elect shall

- 916 (1) be appointed by the Executive Council one year prior to the
917 expiration of the term of the Editor.
918 (2) The Council shall give due consideration to recommendations of
919 the Editorial Board in making the appointment, but is not restricted
920 by such recommendations.
921 (3) The Editor-Elect shall assist the Editor in performing the duties of
922 the Editor, in preparation for assuming those duties.
923

924 **ARTICLE XI: ADOPTION, REVISION AND AMENDMENT OF BY-LAWS**
925

926 Section 1. **Amendment , Revision, and Adoption**. These By-Laws may be amended
927 or revised by two-thirds majority vote of the Executive Council or majority vote of the
928 full membership after submission of the proposed amendment by either of the two
929 following methods.
930

- 931 a. An amendment or revision shall be presented to the Executive Council
932 not less than 120 days prior to the annual meeting of the Executive
933 Council by the By-Laws Committee. Amendments/ revisions proposed
934 in this manner
935 (1) may be proposed in writing by the committee members and/or to
936 the By-Laws Committee by the Executive Council, and/or
937 (2) over the signature of 50 members in good standing.
938 (3) The committee will compile all recommendations, drawing up a
939 set of recommended changes/revisions to be accepted by the council
940 under the above timeline for review by the full membership.
941

942 Copies of amendments or revisions proposed under the provision of the
943 foregoing paragraph shall be mailed to members for review not less than
944 90 days prior to the annual meeting in preparation for a final review and
945 vote by the Executive Council at their annual meeting. Current By-Laws
946 will accompany the distribution of proposed amendments/revisions and all
947 members will be encouraged to submit feedback and a non-binding vote
948 to the By-Laws Committee Chair. The By-Laws Committee will draw up
949 a final set of recommended changes and submit them to the Executive
950 Council no later than 30 days prior to the annual meeting of the Executive
951 Council held during the annual ACA Convention.
952

953 The Executive Council will approve and enact amendments or revisions to
954 the By-Laws at their annual meeting, notify the membership of the
955 changes during the annual membership meeting, notify the ACA President
956 and/or other ACA leaders as prescribed in the ACA By-Laws, publicize

957 the changes on the website, in the Newsletter and in the Journal within 90
958 days of their final adoption.

- 959
- 960 b. An amendment or revision first proposed at any meeting of the
961 Executive Council shall be voted upon by postal or electronic ballot of
962 the full council after 60 days following the date of proposal, provided,
963 however, that such proposal
964 (1) has been sent to the membership for input with a non-binding
965 ballot/feedback form members can send to the By-Laws Committee
966 Chair within 20 days.
967 (2) the proposal shall be referred forthwith to the By-Laws Committee
968 and this committee's written recommendation shall accompany the
969 final proposal submitted to the Executive Council for vote.
970 (3) The Executive Council will adopt the amendment/revision with a
971 2/3-majority vote of the council, or by submitting it to the members for
972 a vote.
- 973
- 974 c. An amendment or revision proposed by one of the two above means
975 can be submitted to the full membership for vote and will be adopted if
976 at least 25% of the membership votes, and if a majority of the voting
977 members approve it. If less than 25% of the membership votes, and a
978 majority of the voting members approve it, the Amendment shall be
979 adopted if a majority of the Executive Council approves it.

980

981 Section 2. **Publication.** The By-Laws of AMCD shall be published in their
982 entirety, no less than every five years, beginning with the year 1975 in
983 addition to the requirements for publication of amendments/revisions
984 noted in Section 1 above.. They shall be published in the official journal,
985 the Newsletter, on the AMCD website and by other available means.

986

987 **ARTICLE XII: RULES OF ORDER**

988

989 *Robert's Rules of Order, Newly Revised*, shall govern all proceedings
990 of the Association where they are not inconsistent with these By-Laws.

991

992 **The End**