

BYLAWS

Association for Humanistic Counseling

(AHC)

a division of the American Counseling Association

*Approved by the American Counseling Association Governing Council, July 20, 2015

ARTICLE I

NAME

The name of this organization shall be the Association for Humanistic Counseling (AHC), a Division of the American Counseling Association (ACA).

ARTICLE II

MISSION

We value the dignity of the individual and the right for each to function as an agentic human being in the context of social and cultural milieus. We value authentic human relationships that contribute to the actualization of individuals and communities. As such, we are devoted to facilitating the client's development and becoming in the world, holding the experience and authority of the client in the highest regard.

VISION

To accomplish this Mission, the vision of the Association for Humanistic Counseling is to:

- (a) promote the growing body of theoretical, empirical, and applied knowledge about human development and potential;
- (b) encourage philosophical reflection on counseling practices and outcomes; and
- (c) advocate for counseling, supervisory, and educational policies and practices that benefit individuals within their communities, environments, and cultures.

ARTICLE III

MEMBERSHIP

SECTION I. Eligibility. Any person committed to humanistic ideals and whose primary professional goals or current responsibilities are professional counseling. AHC does not

discriminate on the basis of race, color, religion (creed), sex, sexual expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

SECTION 2. Types of Memberships. All memberships shall be individual. Each member must be a member of ACA.

(a) Regular - Regular members shall have all the rights and voting privileges normally accorded members of a scientific, educational and professional association including the right to vote and hold elective office.

(b) Student - All student members shall have the rights of regular members. Student members shall have all the rights and privileges accorded regular members as long as they meet the criteria ACA prescribes for student membership. Student members are not eligible to serve as division president.

SECTION 3. Voting Rights.

(a) Members vote for elected officials who become the Executive Board. Members also vote for occasional referenda addressing issues or decisions for which the Executive Board sees the need to determine the will of the membership. The Executive Board is responsible for all non-referenda policy decisions for AHC. AHC committees are empowered to work within AHC policies by the AHC President and Executive Board.

SECTION 4. Dues.

(a) Annual Division dues for members shall be established by action of the Executive Board and approved by a majority vote at the annual Business Meeting.

SECTION 5. Severance of Membership

- a) Failure to pay dues as prescribed by the Association and by ACA shall be interpreted as withdrawal from membership.
- b) A member may be dropped from membership for any conduct that tends to injure AHC or to adversely affect its reputation, or that is contrary to or destructive of its objectives according to the Bylaws. Complaints brought against members shall be processed according to the ACA Bylaws and the ACA Ethics Committee Policy and Procedure for Processing Complaints of Ethical Violations.

ARTICLE IV

OFFICERS OF THE DIVISION

SECTION 1. Officers and Terms of Office.

- (a) The elected officers of the Division shall be the President, the President-Elect, the Immediate Past President, the Secretary, the Treasurer, and the ACA Governing Council Member.
- (b) The President-Elect shall serve the first year as a member of the Executive Board, the second year as president, and the third as past President.
- (c) The Secretary shall be elected for a two-year term.
- (d) The AHC Representative to the ACA Governing Council shall be elected for a three-year term and is limited to a maximum of 3 years of service in this position in any 5 year period.
- (e) The term of office of all officers shall begin on July 1.
- (f) The Treasurer is elected to the Executive Board for a three (3) year term and serves as a non-voting member of the Executive Board.

- (g) Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- (h) Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the board of directors. In the event of a vacancy in any office other than that of president, such vacancy may be filled temporarily by appointment by the president until such time as the board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine. When the remaining Executive Board members appoint a successor to fill the unexpired term, persons thus appointed to office shall be eligible for election to succeed themselves for one full term. In the event of a vacancy in the current presidential office, the order of succession to the presidency shall be the President-Elect and the Immediate Past-President.
- (i) AHC Executive Board positions and committee positions appointed by the President are voluntary positions.

SECTION 2. Duties of Officers.

- (a) The PRESIDENT shall
 - 1. Leadership and Governance

- a. exert leadership in the achievement of the purposes of AHC,
- b. preside at the Business Meetings of AHC, of the Executive Council, and of the Executive Committee,
- c. serve in a clearing capacity for internal organizational questions, concerns and suggestions,

2. Financial Oversight

- a. work closely with the AHC Conference Committee to insure responsible coverage of all convention procedures,
- b. work closely with the Treasurer in the preparation and administration of the budget and expenditures,

3. Organizational Oversight

- a. serve ex-officio on all AHC committees,
- b. coordinate activities of editors and committees,
- d. inform all committee chairs of their budget and procedures for exceeding the budget, and

4. Appointments, Nominations, Elections

- a. appoint the members of AHC committees, the expiration of whose term of office is during the President's term, except as otherwise specified in the Bylaws,
- b. collaborate with the current *JHC* editor to appoint the next editor when applicable,
- c. contact AHC nominees to inform them of national election results,
- d. appoint governing body alternates

- e. appoint the *InfoChange* Editor from nominees of the *Infochange* Editor Nomination Committee,
 - f. assist President-Elect in making appointments to ACA committees with Executive Council input,
5. Communication and Correspondence
- a. annually request plans of action from Committee Chairs in time for the Fall Executive Council meeting,
 - b. receive and direct ACA reports, memos, and inquiries,
 - c. receive and direct outside reports, memos, and inquiries,
 - d. prepare and distribute a PRESIDENT'S LETTER, as necessary,
 - e. supply copy to *COUNSELING TODAY* for the division sections,
 - f. provide the President's Message for *Infochange*,
 - g. conduct the official correspondence of AHC, including issuance of notice of meetings, e.g., Executive Council meetings,
 - h. prepare a report of AHC activities to be presented at each meeting of the ACA Governing Council including, as outgoing President, the report for the upcoming October and July Governing Council meeting
6. Conventions, Meetings
- a. communicate convention meeting times,
 - b. work with State (Regional) Division presidents to encourage state and regional meetings,
 - c. host the Town Hall Meeting at the annual convention,
7. Represent AHC

- a. serve as liaison between AHC officers and committees and the ACA headquarters staff,
- b. seek AHC's involvement in national efforts related to measurement and evaluation in counseling and development,
- c. attend meetings of ACA Division Presidents,
- d. participate with members in the creation of, and support of, appropriate new ways of advancing the purposes of AHC through activities and services,

8. Miscellaneous

- a. pass on all relevant file material to his or her successor,

(b) The PRESIDENT-ELECT shall

- 1. perform the duties of the President in the event of the resignation, absence, incapacity, or death of the President,
- 2. serve as a member of the AHC Executive Council and of the Executive Committee,
- 3. establish and maintain contact with the AHC President-Elect-Elect,
- 4. establish and maintain contact with the Presidents-Elect of other ACA divisions and with the President-Elect of ACA,
- 5. create the volunteer booth schedule for the ACA Conference in connection with the Emerging Leader chairs,
- 6. order the Award of Appreciation to be presented to the outgoing President during the AHC Town Hall Meeting

7. order certificates of recognition for meritorious service to the Association for outgoing officers and all committee chairs to be presented at the AHC Town Hall meeting,
8. select Convention Program Chairperson for the following year to serve during the term of the President-Elect's presidency,
9. select committee chairpersons and editors (with Member-at-large for Publications) to replace those whose terms of office are expiring and make appointments by convention time,
10. serve as liaison between the Executive Council and assigned committees,
11. keep files of activities and transfer them to the succeeding President-Elect,
12. submit a written report of activities and recommendations to the President for each Executive Council Meeting and the AHC Annual Business Meeting,
13. pass on all relevant file material to her/his successor,
14. perform such other duties to promote and carry out the programs and objectives of AHC as may be requested or delegated by the President, or assigned by action of the Executive Council.

(c) The PAST PRESIDENT shall

1. General Responsibilities
 - a. Serve as a member of the AHC Executive Council and the Executive Committee,
 - b. Serve as a member of the AHC Executive Council and the Executive Committee,

- c. perform the duties of the President-Elect in the event of the resignation, absence, incapacity, or death of the President or President-Elect,
- d. serve as advisor to the President, the Executive Council, and the Executive Committee,
- e. serve as liaison between the Executive Council and assigned committees,
- f. submit a written report of activities and recommendations to the President for each Executive Council Meeting and the AHC Board Meeting at ACA,
- g. pass on all relevant file material to her/his successor, and
- h. attend ACA meetings of Division Past Presidents

2. Specific Office Responsibilities

- a. Serve as coordinator of AHC Nominations and Elections extending through the Fall Executive Council Meeting beyond the expiration of the Past President's term of office (see Nominations and Elections Committee).

(d) The SECRETARY shall

- 1. Serve as a member of the AHC Council and of the Executive Committee,
 - a. write official correspondence as requested by the President or the Executive Council,
 - b. serve as liaison between AHC and ACA Archives staff,
 - c. submit a written report of activities and recommendations to the President for each Executive Council Meeting and the ACA/AHC Board Meeting,
 - d. pass on all relevant file material to her/his successor,
- 2. Keep records of the proceedings of the AHC Council and of the AHC Executive Committee,

- a. take minutes of the Executive Council Meetings and of Business Meetings and prepare minutes for distribution to the Executive Council at the earliest possible date,
 - b. send one copy of each set of initial and approved Executive Council and Annual Business Meeting minutes to the appointed liaison at ACA,
 - c. send two copies of each set of initial and approved Executive Council and Annual Business Meeting minutes to the AHC Treasurer for forwarding to the ACA Comptroller,
 - d. maintain a continuous log of motions passed as a part of the usual minutes of the Executive Council and bring this log to Executive Council and Business Meetings,
 - e. present minutes to Executive Council and Business Meetings,
 - f. maintain a file of minutes of the last three years,
3. Produce annual AHC official letterhead and distribute to all members of the Executive Council (if necessary),
 4. Serve as liaison between the Executive Council and assigned committees,
 - a. retrieve materials from the Archives as needed, i.e., for a display at a national convention,
 - b. inform Executive Council members and committee chairpersons concerning the collection and storage of AHC documents,
 - c. save minutes, motions, motion log, official correspondence, and all dated committee reports and send to the Archives. The organization of submissions

should follow the agenda of each Executive Council and Annual Business Meeting,

5. Handle correspondence when feasible and appropriate,

(e) The TREASURER shall

1. serve as a member of the AHC Executive Council and of the Executive Committee,

2. review and approve requests for disbursements which have been authorized by the Executive Council,

3. present reports of the financial status of AHC to the Executive Council and to the AHC membership at the ACA conference,

4. recommend limitations for individual budget categories,

5. prepare, duplicate, and distribute the budget,

6. present a recommended budget to the Executive Council for review and approval,

7. recommend changes in budget procedures for AHC and ACA,

8. report to the Executive Committee and/or Executive Council regarding unexpected budgetary problems,

9. maintain the financial record of AHC in permanent record form,

10. work closely with the President in preparing an annual financial report of the Association's status, subject to audit by the proper persons,

11. maintain a current balance for each budget item of the Association's activities,

12. file the proposed budget which has been approved by the Executive Council with ACA,
 13. work with the Executive Committee to determine possible sources of income,
 14. pass on all relevant file material to her/his successor,
 15. attend ACA division/region Treasurers' workshops,
 16. serve as AHC liaison to ACA Accounting Office,
 17. forward AHC, minutes and appropriate documentation to the ACA Accounting Office when requested, and
 18. notify President if any budget expense request exceeds 10% above the line item in the budget. Such an excess requires AHC Executive Committee approval prior to payment.
 19. track sales of any products and services offered by AHC and make payment of any royalties
- (f) The AHC REPRESENTATIVE to the ACA GOVERNING COUNCIL shall
1. attend each ACA Governing Council meeting,
 2. serve as a voting member of the AHC Executive Council,
 3. communicate to the President and to the AHC Executive Council all emerging, pending, and finalized ACA Governing Council actions that may affect AHC,
 4. recommend AHC positions on ACA Governing Council agenda items,
 5. cause items of concern to AHC to be placed on the ACA Governing Council agenda,

6. suggest to the Executive Council areas in which AHC should take initiative in seeking ACA Governing Council action,
7. prepare, where appropriate, resolutions to be presented to the ACA Governing Council,
8. notify the President when unable to attend an ACA Governing Council meeting so the President may appoint an alternate to attend,
9. represent the policies and positions of AHC on all matters coming before the ACA Governing Council for discussion or action,
10. serve as advisor to the President and to the Executive Council,
11. serve as liaison between the Executive Council and assigned committees,
12. submit a written report of activities and recommendations to the President for each Executive Council meeting and an oral report at the AHC/ACA Conference Meeting, and
13. pass on all relevant file material to his or her successor.
14. Candidates shall be nominated by the Executive Committee from those AHC Past Presidents available to serve in this capacity. Candidates who will be Past Presidents by the time of the election shall be eligible for nomination. The Executive Council will select two nominees from this group at its ACA Convention meeting immediately preceding expiration of the incumbent's second year of office. The incumbent representative is able to serve a second consecutive term according to ACA by-laws. The two nominees will be the ones submitted for the final election ballot.

SECTION 3. Nomination and Election of Officers.

- (a) The Executive Board shall serve as the Nomination and Election Committee. The Immediate Past-President shall serve as chair of this committee
- (b) Canvass by newsletter communication and solicit names at the ACA convention, AHC Division meetings, and the membership committee through the appropriate issue of *InfoChange* and the website for nominations for the elective offices of AHC (Exclusive of the Representative to the ACA Governing Council),
- (c) Prepare a slate containing no fewer than two names for each AHC office to be filled,
- (d) Select the nominees to appear on the slate on the basis of qualifications for the office, number of nominating votes received, geographical location, field of interest, and the consent of the nominees,
- (e) Provide nominees with a copy of the appropriate pages from the bylaws,
- (f) Serve as a liaison between AHC and the ACA Nominations and Elections Committee, and present slates of nominations in appropriate format to ACA Headquarters by the due dates established by ACA,
- (g) Publish AHC's slate of nominees in the appropriate issue of *InfoChange* and the website to reach the membership prior to the ACA December election,
- (h) Prepare a slate of nominees for the Representative to the ACA Governing Council to be voted on by the Executive Council.

- (i) The current President will receive the election results from ACA and will be responsible for notifying all candidates of the outcome of the election.
- (j) Ensure the announcement of the election results at the annual ACA/AHC Board Meeting,
- (k) Submit a written report of activities and recommendations to the AHC President for each Executive Council Meeting (Fall, Spring)
- (l) Pass on relevant file material to the chairperson's successor.

ARTICLE V

COMMITTEES

SECTION 1. Appointment of Committees. The President, subject to the confirmation by the Executive Board, shall name such standing and special committees, commissions and task forces as may be needed to conduct the activities of the Association. The Executive Board will approve the time limit, assigned task, or temporary purpose of the committee.

SECTION 2. Appointment of Committee Members and Chair. The President, subject to the confirmation by the Executive Board, shall name committee members and chair as well as approve their duties and timeline.

SECTION 3. Standing Committees. The standing committees of the Division may include, but are not limited to, committees for Budget, National Convention Program, Research, Publication, Long Range Planning, Membership, Instructional and Organizational Innovations, Professional Development, Grants, Charitable Efforts, Technology, Emerging Leaders, and Graduate Students.

SECTION 4. Reports. The Chair of each standing and special committee, commission, and task force shall make an annual written report of its activities and status to the

Executive Board on/or before the date of the Association's Annual Business Meeting.

Additional reports may be requested by the Executive Board as needed.

SECTION 6. Revenue. Any and all royalties from committee work, publications, or activities using the AHC division name will be retained by AHC, unless otherwise negotiated. Exceptions to this policy will be evaluated on a case by case basis and will need the approval of the full AHC Board.

ARTICLE VI

BRANCH DIVISIONS

SECTION I. Organization of Branch Divisions.

(a) The Branch Division shall consist of at least 15 members in good standing in the Association, and each of whom are residents of such geopolitical subdivision. For the purposes of these Bylaws, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, Foreign Countries, and such other geopolitical subdivisions, when chartered by the Executive Board, shall be considered to be Branches.

(b) The Branch Division shall be organized and operated in accordance with the National Division.

(c) No Branch shall be organized or operated except in accordance with the Articles of Incorporation and Bylaws of ACA.

SECTION 2. Formation of Branch Division.

The Executive Board shall have the power to charter Branches, but only one Branch may be chartered in any State in the United States, the District of Columbia, the

Commonwealth of Puerto Rico, and the U. S. Virgin Islands. Two thirds of the votes cast by Executive Board members shall be necessary to grant a charter to a new Branch.

SECTION 3. Autonomy of the Branch

- (a) A Branch Division shall be free to conduct its own affairs, but shall do so only in compliance with the Bylaws of the National Division and of ACA.
- (b) The Executive Board of the National Division shall develop policy and procedure guides to insure responsible Branch Division operations.
- (c) Each year, Branches shall issue written reports to the National Division detailing membership, activities, and fiscal information. An annual report will be due to the Executive Board on/or before the date of the Association's Annual Business Meeting. Additional reports may be requested by the Executive Board as needed.
- (d) All officers of a Branch Division shall be members in good standing of ACA and the Division.
- (e) A Branch may adopt its own name, but in all instances shall identify itself as “A Branch of the Association for Humanistic Counseling.”

ARTICLE VIII

THE EXECUTIVE BOARD

SECTION I. Membership. The Executive Board shall consist of the President, President-Elect, Immediate Past President; Secretary, Treasurer (non-voting), Representative to the ACA Governing Council, and chairs as deemed appropriate by the sitting members of the Board.

SECTION 2. Powers and Functions. The Executive Board shall (1) propose policies and recommend such policies to the membership at the annual Business Meeting for consideration and action, (2) formulate operational policies appropriate for executive action and direct the execution thereof subject to review by the Membership at the annual Business Meeting, (3) be responsible for identifying issues and establishing priorities for professional thrust relating to human development and (4) perform other duties as identified in the Bylaws.

SECTION 3. Quorum. A quorum for the transaction of business shall be a majority of the members of the Executive Board.

SECTION 4. Meetings. One annual Business Meeting is to be conducted in connection with the ACA Conference. Other meetings may be held at a time and place decided by the President or by a majority of the Executive Board members.

SECTION 5. Conduct of Business. The Executive Board may conduct business during any scheduled meeting. Between scheduled meetings the business may be conducted by telephone, electronic media, or mail. The majority of the total Executive Board members, who are eligible to vote, must favor any motion for it to become effective.

ARTICLE IX

MEETINGS

SECTION I. Annual Program. A major program meeting shall be held in conjunction with each of the major program meetings of ACA.

SECTION 2. Business Meeting. An annual Business Meeting shall be called in connection with the American Counseling Association Conference. Other Business Meetings may be called by a majority vote of the Executive Board. Notice of a proposed

Business Meeting shall be sent to all members at least four weeks prior to the proposed date of each meeting.

SECTION 3. Quorum. A quorum for the transaction of business at a Business Meeting shall be one percent or more of the Membership of the Division.

SECTION 4. Approval Procedure. A motion will be adopted when a majority of those voting vote in favor.

ARTICLE X

PROCESS FOR AMENDMENTS

SECTION 1. Prior Notice to Executive Board. Proposed amendments to the bylaws will be presented electronically or in writing to the President. The President will forward such proposals to the Executive Board at least two weeks before a Business Meeting convenes.

SECTION 2. Vote at Business Meeting. Amendments to the Bylaws may be approved at any Business Meeting of the Association. Amendments will be voted by on the voting eligible Executive Board members. If a board member is absent from a meeting, then the member may vote electronically. The majority vote of the voting eligible Executive Board members will be carried forward.

SECTION 3. Eligible Motions to Governing Council for Review. If the vote is in favor of the change, then the President will prepare the documents necessary to pass the change along for approval to the ACA President and Governing Council.

SECTION 4. The Bylaws and amendments to them become valid and effective immediately upon their adoption by the Division and approval by the ACA Governing Council.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert Rules of Order as revised shall govern the proceedings of the Association.