



## ARTICLE I

### NAME AFFILIATION AND PURPOSES

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

**Section 2. Use of name.** The official name of the Association shall be employed in connection with all official business and communications pertaining to AMCD.

**Section 3. Affiliation.** AMCD shall be a division of the American Counseling Association (hereafter referred to as ACA). It shall be autonomous in the conduct of its affairs but shall be organized and operated at all times in compliance with the ACA Articles of Incorporation and ACA Bylaws.

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

- a.) To develop programs across all racial, cultural, developmental, ethnic, and identity groups that improve understanding of shared narratives while promoting actions to sustain professional and personal growth and to improve educational opportunities for members.
- b.) To improve multicultural and social justice standards in research, practice of counseling, and development services provided to people of all racial, cultural, developmental, ethnic, and identity groups.
- c.) To identify and prompt changes to barriers which create obstacles to the health and wellness of people of all racial, cultural, developmental, ethnic, and identity groups.
- d.) To foster and implement interest in charitable, volunteer, educational, and research programs designed to further the interests of people of all racial, cultural, developmental, ethnic, and identity groups.
- e.) To secure equity, restorative justice, and improved status for people of diverse and multifaceted racial, cultural, developmental, ethnic, and identity groups.
- f.) To publish a peer-reviewed professional journal and other scientific, education, and professional development resources.

## ARTICLE II

### MEMBERSHIP

**Section 1. Classes of membership.**

- a.) All classes of membership require the individual to be a member in good standing of ACA.
- b.) Membership with voting rights shall be available only to individuals who support and uphold the AMCD purpose and principles.
- c.) There shall be three classes of voting membership: Regular, Retired, and Student:
  - i. **Regular members.** Regular members shall include individuals whose interests and activities are consistent with those of AMCD (as defined in Article I, Section 4).
  - ii. **Retired members.** Retired members shall include former active Regular members who have been members for five or more consecutive years and who have retired from professional counseling and development work.
  - iii. **Student members.** Those eligible for student membership shall be a student member of ACA and must present proof of academic credentials upon request.

**Section 3. Application for membership.** Persons who desire to become AMCD members will specify AMCD as a membership division choice on their ACA application. ACA shall notify applicants of the action taken on their applications, and the AMCD Membership Chair shall send a welcome notice on behalf of the Association to each member accepted for membership. Persons shall become AMCD members upon their election to membership and the payment of their dues.

**Section 4. Membership Dues and Assessments.**

- a.) AMCD dues and assessments for membership will be established annually by the AMCD Executive Council in compliance with requirements set by the Bylaws of ACA.
- b.) Annual dues for all classes of membership shall be established by the Executive Council.
- c.) The AMCD Executive Council may levy special assessments on the entire membership or on any class of members with a special member ballot and approval of two-thirds of the voting members.

**Section 5. Continuity of membership.** Membership in AMCD shall be continuous and renewable annually with the payment of dues.

**Section 6. Rights and privileges.** All members in good standing (as defined in Article

II, Section 2) shall have the following privileges:

a.) The right to vote for general membership items.

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b.) The right to hold elective and appointed offices in the Association if they meet the qualifications specified for each office.

c.) AMCD Executive Council members are eligible to vote for AMCD Executive Council and general membership items.

d.) The President Emeritus shall retain voting rights.

**Section 7. Termination of Membership.** The AMCD Executive Council, may determine cause for removal of an individual's membership in the following ways:

a.) Membership may be cancelled for any conduct that violates the ACA Code of Ethics, AMCD Bylaws, and/or adversely affects the reputation of AMCD. Procedures for such removal will be dictated by the AMCD Ethics Committee and approved by a vote of the AMCD Executive Council.

b.) Membership may also be terminated if payment of dues is not made at annual renewal (as specified in Article II, section 5).

## ARTICLE III

### AMCD REGIONAL ASSOCIATIONS

#### Section 1. Composition.

a.) Geographical regions of AMCD shall be established by the AMCD Executive Council. These regions include Southern, North Atlantic, Mid-Western, and Western.

b.) Members of the various regions shall be part of the region within which they hold primary residence.

## ARTICLE IV

### BRANCHES OF THE ASSOCIATION

#### Section 1. State Divisions Charters.

a.) The Association shall include one or more state divisions, each of which shall consist of a minimum of seven members in good standing in AMCD, each of whom are resident of their geographical subdivision. For the purposes of these Bylaws, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and the states of the United States, when chartered by the AMCD Executive Council, shall be eligible to be a state division of AMCD and invited to apply for a charter.

b.) No state division shall be organized or operated except in accordance with the Bylaws of AMCD. A set of Bylaws congruent with the AMCD Bylaws (subject to

review of the AMCD Bylaws Committee and approval of the AMCD Executive Council), a list of officers, and a membership list shall accompany the application for a charter.

- c.) The purposes of a state division shall be in accordance with those of AMCD.

## **Section 2. Formation of State Divisions.**

- a.) The AMCD Executive Council shall have the power to charter state divisions, but only one division may be chartered in any state, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. Territories. A two-thirds vote cast by members of the AMCD Executive Council who are present at a meeting where there is quorum shall be necessary to grant a charter to a new state division.
- b.) Prior to its chartering as a state division and continuously thereafter, an organization shall demonstrate the following to the satisfaction of the AMCD Executive Council:
  - i. It is organized in accordance with the Bylaws of ACA and these Bylaws of AMCD.
  - ii. A state division may submit its own name for approval to the AMCD Executive Council, but in all instances shall identify itself as “A State Division of the Association for Multicultural Counseling and Development.”
  - iii. Its statement of purpose or mission is in accordance with that of AMCD.
  - iv. It requires each of its officers and state division governance members to be a member in good standing of ACA and AMCD.
  - v. The state division must maintain viability, evidenced by demonstrating financial solvency, holding competitive elections for officers on a regular basis, and providing all promised member services on a timely basis. Compliance will be reviewed as needed by the AMCD Bylaws Committee and approved by the AMCD Executive Council.

## **Section 3. Membership.**

- a.) Any member who qualifies for AMCD membership shall be eligible for membership in a state division.
- b.) All officers of a state division shall be Regular or Retired members of AMCD.
- c.) Officers, governance members and governing council representatives are required to be members in good standing of ACA.

## **Section 4. Autonomy of State Divisions.** A state division of AMCD shall:

- a.) Be free to conduct its own affairs but shall do so only in compliance with the Bylaws of ACA, the Bylaws of AMCD, and the laws and regulations of the respective state, district, or territory.

- b.) Be free to levy and collect its own fees and shall have full control of the management and disbursement of such funds in carrying out its program(s).

**Section 5. State Divisions, Chapters, and Interest Sections.**

- a.) Application for a state division shall be made to the Chair of the State Divisions Committee of AMCD, to be submitted to the AMCD Executive Council for

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consideration and action. The President-Elect of AMCD shall chair the State Divisions Committee.

- b.) Applications shall be submitted to the Chair by end of year December 31.
- c.) The official presentation of a state division charter shall be made at the annual meeting of the Association.

**Section 6. Proposed Amendments to Basic Documents.** Proposed amendments to the Bylaws of any state division shall be reported in writing to the AMCD Executive Council by July 31. Upon a decision to move the proposed changes forward, the AMCD Bylaws committee review and transmit a report to the AMCD Executive Council with recommendations prior to the next scheduled AMCD Executive Council meeting. No such proposed amendment can take effect until approved by the AMCD Executive Council.

**Section 7. Reports.** Each state division shall transmit at the times and in the manner specified by the AMCD Executive Council, a report of its activities, the names of its officers, committee chairs, and members in the state division (with type of AMCD membership specified for each member).

**Section 8. Involuntary Revocation of a Charter.** The AMCD Executive Council shall have the power to revoke the charter of a state, district or territory when it is deemed in the best interest of AMCD to do so.

- a.) The AMCD Executive Council shall consider all charges submitted in writing and made over the signature of an AMCD member in good standing that suggest that a state division is no longer observing the conditions under which its charter was initially granted or acting within the policies and Bylaws of AMCD.
- b.) Before final action may be taken with respect to the dissolution of a state division, a notice of intent to dissolve shall first be passed by a two-thirds vote of the AMCD Executive Council members present and voting, and the state division in question shall be advised in writing of the reasons for the proposed action, at least 180 days before the recommendation is finally acted on by the AMCD Executive Council.
- c.) A state division so charged shall be given the opportunity to present evidence on its behalf through witnesses or otherwise, shall be given the opportunity to confront

witnesses against the state division, and shall be offered an opportunity to appear at a hearing before the AMCD Executive Council.

- d.) A two-thirds vote of the AMCD Executive Council is required for the revocation of a state division charter.
- e.) Decisions made by the AMCD Executive Council in matters relating to the revocation of state division charters shall be final.

**Section 8. Voluntary Withdrawal of a State Division.** An organization's status as a state division of AMCD may be voluntarily withdrawn by filing notice of intent to dissolve with the AMCD Executive Council. This notice of intent must abide by AMCD Bylaws, policies, and procedures adopted by the AMCD Executive Council.

## ARTICLE V

### AMCD EXECUTIVE COUNCIL

**Section 1. Composition.** The AMCD Executive Council shall be composed as follows: a.) The elected officers of the Association

- b.) One representative from each region who is a member in good standing of AMCD and a member in good standing of the respective region.
- c.) A Student AMCD member who is enrolled and in good standing in a counseling program that is CACREP accredited, and who shall be elected by the AMCD membership as a voting member of the AMCD Executive Council to a one-year, renewable term.
- d.) The AMCD Representative(s) to the ACA Governing Council.
- e.) Other AMCD members in good standing appointed by the President and approved by the AMCD Executive Council to serve as non-voting members of AMCD Executive Council.

**Section 2. Powers and Functions.** The AMCD Executive Council

- shall: a.) Establish policies to govern the affairs of the Association;
- b.) Formulate operational policies appropriate for executive action and direct the execution thereof;
  - c.) Review, vote on, and appoint nominated officers, committees, and commissions;
  - d.) Grant and revoke state divisions and regions;
  - e.) Act on the reports of state divisions and regions;

- f.) Adopt and amend Bylaws;
- g.) Exercise such other powers and functions as may be necessary or desirable in the best interest of the Association, not in conflict with the Bylaws;
- h.) Address at quarterly meetings Council business, approve the annual budget, and assign committee appointments;
- i.) Establish the strategic plan of the Association based on the reports of the Strategic Planning Committee;

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- j.) Establish broad, long-term professional directions for the Association;
- k.) Ensure that candidates for President Elect of the Association meet the criteria as specified by the Policies and Procedures Manual and are approved as candidates for President Elect of the Association;
- l.) Communicate with AMCD members to discuss, review, vote on, and direct Association business;
- m.) AMCD Executive Council members may designate a proxy to another AMCD Executive Council member. Proxy designations must be done in writing and will only allow the designee to vote on the member's behalf.

### **Section 3. Meetings.**

- a.) The annual meeting of the Association shall be held during the ACA annual convention. The time and place of this meeting shall be announced to the membership in all available media (e.g., Counseling Today, the AMCD Newsletter, the AMCD website, email) at least 30 days in advance.
- b.) The AMCD Executive Council shall meet at least quarterly to conduct ongoing Council business, approve the annual budget, and make committee appointments.
- c.) The AMCD Executive Council may meet at other times as designated by either the President of the Association or a majority of the AMCD Executive Council.
- d.) The President of the Association shall function as the chair of this Council and, in the President's absence, the President-Elect shall preside.
- e.) A majority of the voting members of the AMCD Executive Council shall constitute a quorum.
- f.) At each national meeting, and at any other time when requested in writing, each division, region, officer of AMCD, and each Standing and Special Committee and Task Force as specified in the Bylaws of AMCD shall make a written report to the

AMCD President, who shall distribute the report to the AMCD Executive Council.

- g.) AMCD Executive Council members may be present in various formats: in person, on the telephone, or on an electronic system if the Council approves and those present can hear, read, and participate in discussions and vote on proposed actions.

#### **Section 4. Manner of Acting and Decision-Making.**

- a.) A majority of votes cast on a matter where a quorum is present shall be necessary for the adoption thereof.
- b.) Any action required to be taken at a meeting, if consented to, may be taken in writing by postal mail or an email from all of those entitled to vote, provided that it can be

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confirmed that the vote is being cast by the intended party.

- c.) Any members of the AMCD Executive Council or a committee may participate in a meeting of the Council or committee by means of any communications device that allows all persons participating in the meeting to hear or read the words of each other. Such participation in a meeting shall be deemed presence in person at such meeting.

#### **Section 5. Removal of AMCD Executive Council Members.** Any elected AMCD Executive Council member may be removed from office upon a vote of 2/3's of the AMCD Executive Council.

- a.) This removal should be shown to be in the best interest of the Association, provided that all AMCD Executive Council members have at least ten days' notice of the proposed removal and the member at issue has an opportunity personally to address the Council prior to the removal vote.
- b.) AMCD Executive Council members appointed by the President, if any, may be removed by the President.

## **ARTICLE VI**

### **OFFICERS OF THE ASSOCIATION**

#### **Section 1. Officers.**

- a.) The officers of the Association shall be the President, the President-Elect, the Immediate Past President, the Vice Presidents (see Section 4d), the Secretary, the Treasurer, the Student Member, and the Parliamentarian.
- b.) All officers of the Association shall be elected at large from among the professional members of the Association.



- c.) All officers of the Association, elected and appointed, shall be current members in good standing of AMCD in order to take office.
- d.) Only officers elected to the AMCD Executive Council have voting privileges on the AMCD Executive Council.
- e.) The term of office of any elected and appointed officer of AMCD shall begin on July 1 for a term in accordance with Article VI, Section 3 and until a successor takes office.

**Section 2. Nominations and Elections.** The Nominations and Elections Committee shall be tasked with reviewing and developing proposed revisions to the procedures for carrying out the annual elections and nominations of AMCD Executive Council Members. The following are the current procedures:

- a.) The candidates for President-Elect and Student Member shall be selected through the Nominations and Elections Committee with approval by the AMCD Executive

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Council.

- b.) The Secretary and Parliamentarian shall be nominated by the President and appointed by the AMCD Executive Council. The Secretary and Parliamentarian may be re-nominated and re-appointed.
- c.) The Treasurer shall be nominated by the President-Elect and appointed by the AMCD Executive Council as Treasurer-in-Training/Treasurer-Elect to serve as Treasurer during the year of a presidency. The Treasurer may be re-nominated and re-appointed.
- d.) The Vice Presidents of the multifaceted cultural, developmental, ethnic, and identity groups shall submit proposed or revised nomination and election procedures or revisions to the Nominations and Elections Committee to be presented for approval by the AMCD Executive Council at the Annual Business Meeting at the ACA annual conference.
- e.) The AMCD Representatives to the ACA Governing Council shall be elected by the AMCD membership in accordance with ACA requirements and procedures proposed by the Nominations and Elections Committee and approved by the AMCD Executive Council. Nominees shall have previously been elected Presidents or ACA Regional Representatives and shall be regular or retired members in good standing of AMCD.
- f.) The Regional Representatives shall have one representative nominated and elected by each AMCD region in accordance with procedures proposed by the Nominations and Elections Committee and approved by the AMCD Executive Council.

- g.) Once accepted the procedures for nominations and elections shall remain in effect until a new set of procedures are proposed to the Nominations and Elections Committee, approved by the AMCD Executive Council, and publicized in the AMCD Newsletter.
- h.) Nomination and election procedures for all elected positions shall be publicized, stipulating the eligibility criteria for nomination to each position, and shall promote leadership training so that all division members shall have access to nominations.

### **Section 3. Terms of Office.**

- a.) The term of office of any elected and appointed officer of AMCD shall begin on July 1.
- b.) The President-Elect shall be elected annually and hold office for one year. At the end of the year term, the President-Elect shall succeed to the presidency for a one year term. At the end of the year term, the President shall succeed the immediate Past President for a one-year term. The President shall be ineligible as a candidate

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- for President-Elect for five years following previous service in either office.
- c.) The Secretary, Treasurer, and Parliamentarian shall be appointed by the AMCD Executive Council to serve one-year appointments and may be reappointed.
- d.) Regional Representatives and Vice Presidents shall be elected for three-year terms. These terms shall be staggered for each group so no more than two are elected in the same year.
- e.) The AMCD Representatives to the ACA Governing Council shall be elected for three-year terms.
- f.) The student representative shall be elected for a one-year term and may be re elected.
- g.) In the event of resignation, continued absence, illness, removal from office, or death of any officer, AMCD Executive Council Member, or Committee Chair—other than the President, President-Elect or Vice Presidents—the AMCD Executive Council shall, by majority vote, elect a successor to serve until the next annual election or appointment process.
- h.) In the event of resignation, continued absence, illness, removal from office, or death of any Vice President, the multifaceted cultural, developmental, ethnic, and identity group that was represented by that Vice President shall within 90 days select a replacement by methods submitted to Nominations and Elections Committee and approved by the AMCD Executive Council. The individual selected as a replacement shall serve until the next regular election. The pertinent cultural, developmental, ethnic, and identity group will notify the AMCD Council of this person's name, address, phone number, and email. In the event the group does not

appoint a replacement within 90 days, one will be appointed by the AMCD Executive Council to serve until a new election can be held.

- i.) In the event of resignation, continued absence, illness, removal from office, or death of any Regional Representative, the region the individual represents shall within 90 days select a replacement by methods submitted to Nominations and Elections Committee and approved by the AMCD Executive Council. The individual selected as a replacement shall serve until the next regular election. The Regional group will notify the AMCD Council of this person's name, address, phone number and email. In the event the respective regional group does not appoint a replacement within 90 days, one will be appointed by the AMCD Executive Council to serve until a new election can be held.
- j.) In the event of resignation, continued absence, illness, removal from office, or death of the President, the President-Elect shall retain the duties of the President-Elect and assume the duties of the President. The President-Elect will continue in this position through the year for which the President was elected to serve, and with the approval of the AMCD Executive Council shall appoint an assistant to help with the duties of the President-Elect.
- k.) In the event of resignation, continued absence, illness, removal from office, or death of the President-Elect, the individual candidate with the next highest number of

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votes in the current year's election shall assume the President-Elect duties after which that person shall serve as President and subsequently Past President. If there is no second-place candidate or the President-Elect is unable to assume the duties of President, the AMCD Executive Council may, by majority vote, choose a Vice President to serve as Interim President-Elect and President until the next annual election.

- l.) Nominations for positions elected by the full AMCD Membership or by members of a specific region shall be made to the AMCD Nominations and Elections Committee in accordance with AMCD Executive Council approved procedures. Positions that will be elected using the ACA annual elections process shall follow ACA established requirements and timelines.
- m.) Nominations for positions elected by the various ethnic groups shall be determined by the membership of the respective ethnic groups. They may be made to the AMCD Nominations and Elections Committee in accordance with AMCD Executive Council approved procedures, or elections may be held according to their internally established procedures. All election procedures shall be published in the first AMCD Newsletter each year. Positions that will be elected using the ACA annual-elections process shall follow ACA established requirements and timelines.
- n.) The term of office of each elected or appointed official of AMCD shall coincide with the ACA terms of office and continue for the period specified or until the successor takes office, except for the office of President Emeritus.

#### **Section 4. Duties of Officers and AMCD Executive Council Members.**

**a.) The President.** The President shall:

- i. Work with the AMCD Executive Council towards achieving of the purposes of AMCD;
- ii. Preside at meetings of the AMCD Executive Council and the Executive Committee;
- iii. While serving as President-Elect, nominate for AMCD Executive Council approval, chairs of all AMCD committees to serve concurrently with the term of President, unless otherwise specified in these Bylaws or in the motion establishing the committee, and may also nominate new appointees during the term of office as necessary to ensure that each committee has a chair;
- iv. Serve ex officio without vote on all AMCD committees, except on the Committee on Nominations and Elections;
- v. Carry out such other duties and responsibilities as may be assigned by the AMCD Executive Council or prescribed in accordance with the Bylaws of ACA.

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

- i. Have served in a leadership capacity within the Association prior to election

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(e.g., Vice President of a multifaceted cultural, developmental, ethnic, and identity group; a Regional Representative; or AMCD Treasurer);

- ii. Perform the duties of the President in the absence or incapacity of the President;
- iii. Serve as a member of the AMCD Executive Council and the Executive Committee;
- iv. Nominate a Treasurer-in-Training to serve as Treasurer concurrently with their term as President;
- v. Nominate for AMCD Executive Council approval, chairs of AMCD committees to serve during their tenure as President prior to attending the ACA Leadership Training Institute.
- vi. Carry out such other duties and responsibilities as may be assigned by the AMCD Executive Council or prescribed in accordance with the Bylaws of ACA.

**c.) Past President.** The immediate Past President shall:

- i. Serve as a member of the AMCD Executive Council and the Executive Committee;
- ii. Serve as Chair of the AMCD Committee on Nominations and Elections;

- iii. Serve as a member of the Past President's Council and represent the Past Presidents on the AMCD Executive Council;
  - iv. Carry out such other duties and responsibilities as may be assigned by the AMCD Executive Council or prescribed in accordance with the Bylaws of ACA.
- d.) **Vice Presidents.** The Vice Presidents represent the multifaceted cultural, developmental, ethnic, and identity groups in AMCD. The Vice Presidents shall:
- i. Be nominated by their multifaceted cultural, developmental, ethnic, and identity group to be reviewed and appointed by the AMCD Executive Council;
  - ii. Be reviewed and voted on by the AMCD Executive Council in regard to maintaining, adding, or removal of multifaceted cultural, developmental, ethnic, and identity groups in accordance with Article VI, Section 3;
  - iii. Serve on the Council of Vice Presidents, coordinating meetings throughout the year and at the annual convention and conducting an annual AMCD Town Hall Meeting for the purposes of developing the shared narratives and meeting the needs of their multifaceted cultural, developmental, ethnic, and identity groups;
  - iv. Offer recommendations to the AMCD Executive Council and Strategic Planning Committee on decisions, policies, and positions of their multifaceted cultural, developmental, ethnic, and identity group so the AMCD Executive

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Council may share with ACA as a whole;

- v. Serve on the AMCD Program Committee and make nominations for the ACA Program Committee;
  - vi. Provide leadership, develop needs assessments, develop goals, develop best practices, and provide mentoring within their multifaceted cultural, developmental, ethnic, and identity groups.
- e.) **Secretary.** The Secretary shall:
- i. Keep and maintain official records and proceedings of the Association including:
    - (i.) Gather input for and send agendas for meetings to the AMCD Executive Council and Executive Committee;
    - (ii.) Attend and record all AMCD Executive Council and Executive Committee meetings;
    - (iii.) Send minutes to all AMCD Executive Council members within 10 days of each proceeding;

- (iv.) Collect reports from the various councils and committees accepted by the AMCD Executive Council and send them to the AMCD Historian for preservation by the association;
  - (v.) Upon approval by the AMCD Executive Council send all official records to ACA Headquarters.
  - ii. Perform such duties as may be delegated by the President, AMCD Executive Council or Executive Committee;
  - iii. Be bonded for such amount as may be determined by the AMCD Executive Council;
  - iv. Be empowered to affix the seal on official documents of the association as Secretary of the Corporation.
- f.) **Treasurer.** The Treasurer shall:
- i. Attend meetings and/or provide all requested information to the President for all meetings of the AMCD Executive Council, the Executive Committee, and the Finance Committee;
  - ii. Serve as an advisor to the AMCD Executive Council and a member of the Finance Committee;
  - iii. Represent the Association in assuring the receipt and expenditure of funds in accordance with the directives established by the AMCD Executive Council;
  - iv. Be available for fiscal guidance and assistance to all committee and council members;

- v. Assist in the preparing budgets for AMCD, its committees, and its publications;
- vi. Perform the duties customary to the office and such additional duties as directed by the AMCD Executive Council;
- vii. Work with the ACA Finance and Accounting Office to monitor AMCD fund reports and recommend to the AMCD Executive Council any needed modifications in procedures for managing AMCD fiscal affairs;
- viii. Submit requests for expenditure of funds not budgeted already to the AMCD Executive Council for approval;
- ix. Submit each quarter a financial report to the AMCD Executive Council and ACA, submit a financial report to the AMCD Executive Council at all council meetings and to the members at the annual meetings, and submit a summary statement annually to the editor of the newsletter for publication.

- g.) **Parliamentarian.** The Parliamentarian shall:

- i. Attend all meetings of AMCD Executive Council and when requested, of the Executive Committee;
  - ii. Advise the President and all AMCD Executive Council members on procedural matters.
- h.) **Regional Representatives.** The Regional Representatives shall:
- i. Form a council and meet as a group during conferences and at other times during the year to coordinate efforts and needs of the various regions;
  - ii. Develop, operationalize, review, maintain and publicize operating policies and procedures for the regions that have been approved by majority vote of the AMCD Executive Council.
- i.) **AMCD Representative(s) to ACA Governing Council.** The AMCD Representative(s) shall:
- i. Report on critical issues from ACA Governing Council to the AMCD Executive Council.
- j.) **The Student Representative.** The Student Representative shall:
- i. Advise the AMCD Executive Council on student matters.
- k.) **Archivist.** The archivist shall
- i. Be an AMCD member having served on the executive council
  - ii. Serve as a Board Member
  - iii. Act as a liaison to the Auburn Avenue Research Library
  - iv. Advise the President and all Executive Board Members with a historical context from the archives.
  - v. 3-year term

Appointed by executive council

**Section 5. Compensation and Expenses of Officers and Executive Council.** None of the elected officers of the Association shall receive any compensation for their services to the Association.

**Section 6. Removal of Officers and Executive Council.** Any elected or appointed position may be removed from office, upon a vote of a majority of the AMCD Executive Council members then in office, provided that all the Executive Council have at least 10 days' notice of the proposed removal vote.

## ARTICLE VII

### COMMITTEES AND COMMISSIONS

**Section 1. Executive Committee.** This committee shall:

- a.) Consist of the President, the President-Elect, the immediate Past President, and the chairs (or representatives) of the Vice Presidents and the Regional Representatives Councils;
- b.) Act for the AMCD Executive Council in the interim between meetings to carry out emergency measures related to the policies, procedures and activities approved by the council, but shall:
  - i. bring all policy matters and new business before the full council for approval at its next meeting.
  - ii. report all business transactions to the AMCD Executive Council within 15 days of each transaction.

**Section 2. Standing Committees.** The standing committees of AMCD shall establish budgets, operating activities, procedures, and practices approved by the AMCD Executive Council.

a.) The **Membership Committee** shall:

- i. Promote membership in AMCD, working closely with the Communications/Media and Public Relations Committee, the Vice Presidents, the Regional Representatives, and ACA Membership Services;
- ii. Have the power to develop application forms for determining whether applicants for membership meet the requirements for membership as specified by the Bylaws;
- iii. Maintain contact with the appropriate ACA committees and staff.

b.) The **Communications/Media and Public Relations Committee** shall:

- i. Coordinate publicity and public relations for AMCD;
- ii. Meet annually during the ACA Convention and at other times as needed to oversee and maintain the AMCD website, newsletter, listserv, or other materials developed in support of the AMCD mission and membership;
- iii. Develop, review, and carry out an action plan for the Association that is approved by the AMCD Executive Council and that may include sub committees, to ensure internal communications with the membership and external communications with other ACA Divisions and potential members of the profession that support the mission and activities of AMCD;
- iv. Work closely with the AMCD Executive Council and other committees to



support and publicize their efforts and activities;

- v. Recommend editorial policy and content for the newsletter, website, List serv, and other such communications media to the AMCD Executive Council;
- vi. Develop a budget for the maintenance of the website, newsletter and other products proposed by the committee and adopted by the AMCD Executive Council;
- vii. Include as members the President, Past Presidents, Vice Presidents, Regional Representatives, state divisions, committee chairs, newsletter editor and journal editor, along with three members-at-large appointed by the AMCD Executive Council;
- viii. Nominate from its membership a newsletter editor and assistants.

c.) The **Strategic Planning Committee** shall:

- i. Be composed of the Past President, President-Elect, and six members nominated by the President and appointed by the AMCD Executive Council, each member serving two-year terms staggered to allow for continuity;
- ii. Using input from the annual Town Hall, Vice Presidents, Region Representatives, Past Presidents, and other sources, develop and annually review and recommend revisions to the Association's Strategic Plan, details of which shall be described in a separate document;
- iii. Submit its recommendations to the AMCD Executive Council for approval.

d.) The **Finance Committee** shall:

- i. Be composed of the President, the President-Elect, the Vice President Council Chair, the Treasurer, the Treasurer-in-Training, and one member-at large;

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- ii. Prepare the annual budget with input from the AMCD Executive Council and committees for AMCD Executive Council approval;
- iii. Recommend fiscal policies for consideration by the AMCD Executive Council;
- iv. Handle other matters requested by the AMCD Executive Council;
- v. Be chaired by the President, who shall appoint the member-at-large subject to AMCD Executive Council approval.

e.) The **Bylaws Committee** shall:

- i. Draft proposals for revising and amending these Bylaws and for the final

wording of amendments passed by the AMCD Executive Council and membership to ensure their consistency with the style and substance of these Bylaws;

- ii. Conduct a review of the Bylaws every three years, solicit recommendations from the membership and prepare a recommendation for endorsement, revision, or amendment of the Bylaws to the AMCD Executive Council to allow for recommendations to be sent to the full membership for additional input;
- iii. Carry out such other functions as may be assigned to it in these Bylaws or by the AMCD Executive Council.

f.) The **Nominations and Election Committee** shall:

- i. Be nominated by the President, approved by the AMCD Executive Council, and chaired by the Past President, and it shall consist of the immediate Past President, one other Past President and one member at large;
- ii. Be responsible to annually publish nomination and election procedures in all available media;
- iii. Annually solicit nominations from the membership for positions to be elected, and conduct the nominations and elections of the Association with ACA and AMCD Executive Council approval;
- iv. Develop and review proposed procedures and changes in procedures for carrying out annual elections and submit them to the AMCD Executive Council for approval;
- v. No member of the committee may serve for more than two consecutive years or six years in total;

g.) The **Awards Committee** shall:

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- i. Develop, operate and maintain a program of recognition and awards for the purpose of acknowledging work and contribution in the areas of multicultural scholarship, practice, and teaching;
- ii. Develop and maintain a process for presenting awards approved by the Council that ensures proper recognition for AMCD members.

h.) The **Past Presidents Council** shall:

- i. Meet annually during the ACA Convention and at other times as determined necessary by the President, Council chair, or a majority of the Past Presidents;

- ii. Include all Past Presidents who are members in good standing of the Association;
  - iii. Serve as Council advisors on Association matters as requested by the Council or President.
- i.) The **Ethics Committee** shall:
- i. Be nominated by the President and appointed by the AMCD Executive Council;
  - ii. Review ACA Ethics requirements and make recommendations to ACA relative to ethics requirements that are respectful of cultural, developmental, ethnic, and identity group differences;
  - iii. Recommend and carry out other activities at the direction of the Council to further the objectives of AMCD.
- j.) The **Day of Service Committee** shall:
- i. Coordinate one-day service activities during the annual ACA conference;
  - ii. Service day activities will bring together AMCD student members, regular members, AMCD Executive Council members, other division collaborators, and friends working in partnership with local multicultural agencies to perform service throughout the conference's host city.
- k.) The **Conference Committee** shall:
- i. Coordinate AMCD events at the annual ACA conference;
  - ii. Support the AMCD President and assist the President with requests from the ACA Meetings Manager;
  - iii. Organize the various AMCD events at the ACA conference;
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- iv. Support conference committee members and booth coordinators to ensure that the exhibit hall booth is staffed at all times and that promotional materials are present and available (e.g., flyers for booth and membership incentives);
  - v. Communicate with the ACA Meetings Manager to coordinate room reservations, food orders, and all ACA requests related to AMCD meetings and events, including submitting conference materials and documents to the ACA Meetings Manager (e.g., the schedule of AMCD business meetings and events);
  - vi. Manage the conference budget;

- vii. Contact vendors to order promotional items for prospective members and materials and any other items needed for the meetings and events.

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

- a.) Be established by the AMCD Executive Council for a specific period to carry out such activities as it believes will further the objectives of AMCD.
- b.) Be subject to annual review by the AMCD Executive Council and shall make such changes in their number, characteristics, or organization as may be desirable.
- c.) Develop operating procedures, timelines, and budgets to be approved by the Executive Committee and operate within their approved budgets.

**Section 4. Appointment of Committees.**

- a.) The President-Elect no later than May 30 each year shall nominate chairs and members of all committees to serve for the upcoming Association year except as otherwise specified in these Bylaws.
- b.) The AMCD Executive Council shall approve the composition of all committees on or before the start date of the association year.
- c.) Except as otherwise specified in these Bylaws, chairs and members of committees shall serve for one year or until the appointment of their successors and may be reappointed consistently with these Bylaws.

## ARTICLE VIII

### BUSINESS AFFAIRS OF THE ASSOCIATION

**Section 1. Salaried Employees.**

- a.) The AMCD Executive Council may authorize the employment of such staff as may be necessary to fulfill the objectives of AMCD and may set compensation for such

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employees.

**Section 2. Fiscal year.** The fiscal year shall run concurrently with that of ACA.

**Section 3. Severable or Transferable Interest.** No member shall have any severable or transferable interest in the property of the Association.

**Section 4. Control and Management.**

- a.) All property of the Association shall be subject to the control and management of the AMCD Executive Council.

- b.) Prior approval of the AMCD Executive Council is required before any distribution or disposal of property is made.

**Section 5. Disposal Upon Dissolution.** On dissolution, the AMCD Executive Council shall determine, after paying or making provisions for the payment of all the lawful debts and liabilities of the Association, how to distribute all the assets of the Association in accordance with ACA Bylaws.

**Section 6. Appropriation of Association Funds.**

- a.) No appropriation of Association funds shall be made except pursuant to the authority of the AMCD Executive Council.
- b.) The AMCD Executive Council shall adopt an annual budget.

**Section 7. Governance Documents.** The documents of the Association and all amendments thereto shall be transmitted to the Executive Director of ACA within 30 days of their adoption, printed annually in the member newsletter and posted on the AMCD website.

**Section 8. Fidelity Bonds.** The AMCD Executive Council shall secure and maintain mutual funds adequate in amount to protect the Association against defalcations by designated officers or employees.

**Section 9. Annual Audit.**

- a.) The AMCD Executive Council shall make sure that all financial records are available for an annual audit by a certified public accountant secured by ACA.
- b.) A full report shall be submitted to the AMCD Executive Council within 10 days of receipt of the audit results.

## ARTICLE IX

### PUBLICATIONS

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

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publications of AMCD.

**Section 2. Distribution.**

- a.) The *Journal of Multicultural Counseling and Development* and the AMCD Newsletter shall be sent by postal and/or electronic means to all AMCD members without additional charge.

- b.) The journal and newsletter shall be available to non-members, to libraries, and to other organizations by subscription at rates established by the AMCD Executive Council and distributed by ACA.
- c.) Publications may be posted on the AMCD website with AMCD Executive Council approval and the approval as needed of Wiley, publisher of the *Journal of Multicultural Counseling and Development*.

### **Section 3. Journal of Multicultural Counseling and**

**Development. a.) Editorial Board.** The Editorial Board of the

Journal shall

- i. Be composed of up to three Associate Editors, a minimum of one Editorial Assistant, up to 20 Editorial Board members, and up to three Emerging Reviewers (i.e., students who contribute reviews under the supervision of an editorial board member);
- ii. Serve staggered terms to promote continuity;
- iii. Be responsible for recommending editorial policy and professional content of the journal to the AMCD Executive Council;
- iv. Be actively involved in the timely, blind review of manuscripts submitted to the journal;
- v. Include a Council of Elders whose members can provide journal consultation;
- vi. Draw from a host of constituencies that may include, but are not limited to, the AMCD Executive Council, Editorial Board members, Consulting Elders Council members, the Editor, and Associate Editors, in the event of a vacancy or development of additional roles, to make nominations to the Editor;
- vii. Be able to serve more than one term;
- viii. As Members of the Council of Elders, be able to have an ongoing membership on and relationship with the journal.

b.) **Editor.** The Editor of the Journal shall:

- i. Be a member of AMCD;

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- ii. Report to the AMCD Executive Council on journal updates and developments;
- iii. Serve a one-year term as Editor-Elect followed by a three-year term as

- Editor; iv. May be reappointed for one additional consecutive term of three years; v. Preside at meetings of the Editorial Board;
- vi. Preside at meetings of the AMCD Executive Council;
- vii. Be responsible for editing and preparing no fewer than two or more than four issues of the journal per year unless more are approved by the AMCD Executive Council as special issues;
- viii. Prepare an annual report for the AMCD Executive Council;
- ix. Coordinate business functions of the journal with ACA officials;
- x. Engage in dissemination efforts about the journal that include maintaining an online presence and the ongoing maintenance of listservs for the Editorial Board and Consulting Elders Council;
- xi. During the second year of service (if serving one term), or the fifth year of service (if serving two terms), actively engage in activities with the AMCD Executive Council to recruit an Editor-Elect;
- xii. Upon inauguration of the Editor-Elect, provide mentorship associated with the transition to Editor during the third year of service (if serving one term), or the sixth year of service (if serving two terms).

c.) **Editor-Elect.** The Editor-Elect shall:

- i. Be a member of AMCD;
- ii. Be appointed by the AMCD Executive Council one year prior to the expiration of the term of the Editor;
  - (i.) The AMCD Executive Council will give due consideration to recommendations of the Editorial Board and other constituencies in making the appointment;
- iii. Assist the Editor in performing the duties of the Editor for the year prior to formal appointment as Editor, and in preparing assume those duties.

## ARTICLE X

### NONDISCRIMINATION

**Section 1.** There shall be no discrimination against any individual on the basis of

ethnicity, race/culture, religion, gender, sexual orientation, gender expression, gender identity, age, and/or disability.

# ARTICLE XI

## ADOPTION, REVISION, AND AMENDMENT OF BYLAWS

**Section 1. Amendments to Bylaws.** These Bylaws may be amended by a two-thirds vote of the AMCD Executive Council members voting at a meeting where a quorum is present.

- a.) Submission of the proposed amendments shall be made to the AMCD Executive Council by the chair of the Bylaws Committee by any of the three following methods:
  - i. The AMCD Executive Council may propose amendments to be compiled by the Bylaws Committee to be presented to the AMCD Executive Council for final review and approval;
  - ii. An amendment or revision may be proposed in writing by the chair of the Bylaws Committee to be presented to the AMCD Executive Council for review and approval;
  - iii. An amendment or revision may be proposed by the signature of at least 50 Association members in good standing, to be compiled by the Bylaws Committee chair and presented to the AMCD Executive Council for final review and approval.
- b.) All proposed amendments or revisions shall be presented to the AMCD Bylaws Committee no later than 120 days prior to the annual meeting of the AMCD Executive Council.
- c.) Current Bylaws will accompany the distribution of proposed amendments or revisions, and members of the AMCD Executive Council will be encouraged to submit feedback to the Bylaws Committee chair.
- d.) The Bylaws Committee chair will transmit to the AMCD Executive Council a final report with or without recommendations regarding each proposed change no later than 30 days prior to the annual meeting of the AMCD Executive Council held during the annual ACA Convention.
- e.) The AMCD Executive Council will present approved amended or revised Bylaws to the ACA Governing Council for their approval/acceptance as prescribed in the ACA Bylaws.
- f.) The AMCD Executive Council will adopt the ACA Governing Council's accepted amendments or revisions to the Bylaws at its annual meeting and notify the membership of the changes during the annual membership meeting. Additionally, the changes will be publicized on the website, in the newsletter, and in the journal



days of their final adoption.

## **ARTICLE XII**

### **RULES OF ORDER**

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