

**Idaho Mental Health Counselors Association  
BYLAWS  
2005 (Revised 2010)**

**Article I: NAME**

The name of the Association shall be the Idaho Mental Health Counselors Association, a division of the Idaho Counseling Association and a state branch of the American Mental Health Counselors Association.

**Article II: PURPOSES**

The purposes of the Association shall be consistent with major purposes of the American Mental Health Counselors Association and compatible with those of the Idaho Counseling Association. Specifically:

1. Advance the profession of mental health counseling on the state and local level.
2. Promote the exchange of professional information among mental health counselors by means of a newsletter and other educational and professional material.
3. Provide continuing education through conferences, workshops, and other means to assist mental health counselors in the ongoing process of competency improvement.
4. Promote standards for training and/or experience for competency and mental health counseling.
5. Promote legislation, which recognizes and advances the system of a competency based mental health counseling profession.
6. Promote equitable, competency based standards for state licensure and national professional certification.
7. Promote scientific research and inquiry into mental health interventions and related professional issues.
8. Promote a program of public relations to enhance awareness of mental health counseling and the competencies and services of its practitioners
9. Promote positive relations with other professional organizations and health-care providers to ensure quality, client-centered services.

**ARTICLE III: MEMBERSHIP**

**SECTION 1: TYPES OF MEMBERSHIP**

There shall be four types of memberships: regular, retired, student, and associate. All categories offer full voting privileges. Only members in good standing are eligible for election to any elective office. At least 25 of these members must be members of the American Mental Health Counseling Association.

- a. Regular Member: Applicants shall certify that they meet one standard for entry level professional recognition as a mental health counselor: a master's degree from an accredited counseling program or a related area that covers the basic principles of mental health counseling.

b. Student member: Any student enrolled in a graduate program for half-time or more in the areas of counseling, social work, marriage and family therapy, or psychology, as certified by a professor's signature in that program, shall be eligible to become a student member.

c. Associate Member: Any person whose primary work-related responsibilities or interests are in the area of counseling and mental health services shall be eligible for associate membership.

d. Retired Member: Any person who has been a member of the association and active as a professional counselor, who is no longer engaging in providing this as a service for financial reimbursement, except on an occasional basis.

## **SECTION 2: DUES STRUCTURE**

a. Annual Association dues for members shall be recommended and approved by the Executive Board and Deposited by the Association Treasurer.

b. Members' renewal dates shall concur with the Idaho Counseling Association membership renewal. Annual dues shall be collected at the time of renewal.

## **SECTION 3: SEVERANCE OF MEMBERSHIP**

a. A member shall be dropped from the membership for any conduct that adversely affects the professionalism of the Association as described by the Bylaws and the Code of Ethics of the Association. Members charged shall be given written notice of the nature of the charge, shall have the opportunity to present evidence on their behalf, and shall be able to confront witnesses against them, as conducted through the Committee on Ethics.

b. A member may be dropped from membership for nonpayment of annual dues.

## **ARTICLE IV. MEETINGS**

### **SECTION 1: BUSINESS YEAR**

a. The official business year of the Association shall be that of the Idaho Counseling Association.

### **SECTION 2: MEETING SCHEDULES**

a. An annual meeting of the Association shall be held in conjunction with the Idaho Counseling Association Annual Conference. This meeting shall be open to all members wishing to attend.

b. The Association executive board shall hold meetings at least quarterly to conduct Association business. The Executive Board shall have notice of the meeting 3 days prior to the meetings. These meetings may be conducted by conference call or other electronic means if they are not held in person, as deemed appropriate by the Association President.

c. Additional meetings may be called by the President as necessary and desirable to conduct Association activity.

## **ARTICLE V: OFFICERS**

### **SECTION 1: ASSOCIATION OFFICERS**

a. The officers of the Association shall be the President, the President-Elect, the immediate Past-President, the Secretary, and the Treasurer.

b. All officers must be members in good standing with both the American Mental Health Counselors Association and the Idaho Mental Health Counselors Association.

## **SECTION 2: DESCRIPTION AND TERMS OF OFFICERS**

a. The President shall be the Chief Executive Officer of the Association and chairperson of the Executive Board. The President shall appoint the chairs and members of all committees unless otherwise specifically provided for in the Bylaws. The President shall serve as representative to the Idaho Counseling Association and coordinate with the American Mental Health Counseling Association. The President shall serve a term of one year.

b. The President-Elect shall act as President at all Association Executive Board meetings in the absence of the President and shall succeed to the presidency at the expiration of the President-Elect one-year term. In the event that the President should resign or be unable to complete the term of one year, the President-Elect shall succeed to the office of President for the remainder of the unexpired term, and then shall serve the full term as President. The President-Elect shall chair the strategic planning committee.

c. The immediate Past-President shall serve for one year following the expiration of the Presidential term. The immediate Past-President shall serve as chairperson of the Nominations and Elections Committee and professional recognition committee.

d. The Secretary shall keep all records of the current activities of the Association and the Executive Board, including but not limited to the minutes of the Annual Meeting and Executive Board meetings. The Secretary shall serve a term of two years, not to run concurrent with the two-year term of the Treasurer. A copy of the minutes are to be maintained at the designated office of the association (which may be the ICA executive office) and may be available electronically, as appropriate, for the membership.

e. The Treasurer shall have the custody of all the funds of the Association and other properties belonging to the Association. The Treasurer shall deposit all funds of the Association according to the financial policy of the Idaho Counseling Association. The Executive Board shall prescribe methods and procedures for authorizing expenditures and accounting for funds. The Treasurer shall serve a term of two years, not to run concurrent with the two-year term of Secretary. The treasurer will prepare an annual accounting of the Association expenditures in relation to the approved budget for the association for the membership and as needed for the executive board. A copy of the budget is to be maintained at the designated Association Office (which may be the ICA executive office) and may be made available as deemed appropriate by the Association's executive board electronically to the executive board and association membership.

d. Each officer shall be a member in good standing of the Idaho Mental Health Counseling Association.

## **SECTION 3: REMOVAL FROM OFFICE**

a. Reasons for removal from office are:

- (1) Violation of the AMHCA Code of Ethics
- (2) Failure to carry out duties of the office.
- (3) Absence from three consecutive Executive Board meetings without approval of the board.

b. The process for removal of an officer shall require:

- (1) Two thirds majority vote of the Executive Board.

- (2) Written documentation of charges to the individual, to which the accused may respond to the Board.
- (3) If removal of office results, written notice shall be provided to the accused by the IMHCA President, and the removal shall be recorded in the minutes of the next immediate Executive Board meeting.

#### **SECTION 4: ELECTION OF OFFICERS**

- a. The Nominations and Elections Committee shall invite nominations from the general membership of the Association. The Committee shall verify a slate of candidates and conduct an election yearly.
- b. The Committee shall conduct the election of officers by paper or electronic secret ballot.
- c. The Committee chairperson shall notify the Association officers and each candidate with the results of the election.
- d. Vacancies in the offices of the President-Elect, Secretary, and Treasurer, which occur between annual elections, shall be filled by appointment by vote of the remaining officers. Persons so completing a partial term shall be eligible for elections to an additional term.
- e. Elected officers shall assume their positions at the beginning of each governance year of the Association, July 1.

#### **ARTICLE VI: EXECUTIVE BOARD**

##### **SECTION 1: DESCRIPTION**

- a. The Executive Board shall be the agency through which the general administration and executive function of the Association shall be carried out. It shall conduct, manage, and control the business of the Association between official meetings of the Association.
- b. The Executive Board of the Association shall be composed of:
  - (1) The officers of the Association.
  - (2) The chairs of the standing committees.
  - (3) Other persons appointed by the President and approved by the Executive Board, whose services may be needed for special purposes.

#### **ARTICLE VII: COMMITTEES**

##### **SECTION 1: DESCRIPTION**

The standing committees of the Association shall promote a developmental approach, which emphasizes mental health and human potential. The committees shall be responsible for addressing the ongoing needs of the Association. The standing committees shall include, but not be limited to the following:

##### a. Ethics

The purpose of the Ethics Committee shall be to promote and ensure the professionalization of mental health services. The committee shall be responsible for educating the membership concerning Ethical Standards of the American Counseling Association and the American Mental Health Counseling Association. This shall include monitoring and periodically upgrading documents and procedures pertinent to ethics standards, and receiving and processing complaints of the alleged violations of the ethical standards of the aforementioned associations.

##### b. Publications

The publications committee is responsible to ensure the Association web site is updated on regular basis to keep current information available to the association or those seeking services from the association members. Additionally, this committee is responsible for producing newsletters as designated by the executive committee and mailing, by postal service and/or electronically, the newsletter to association members and others approved by the executive committee.

c. Regional Representatives

Any region within Idaho not having at least two members on the Association's Executive Board may be represented by the appointment of a member at large from that region. The regions will correspond the ISA regions of the State (region 1 from the border of Canada to McCall, Region 2 from McCall to Mt. Home, and Region 3 from Mt. Home to the Montana/Wyoming boarders) They will represent members and concerns from their region.

d. Nominations and Elections

The Nominations and Elections Committee shall conduct the nominations and elections of the Association, and review and recommend Procedures for carrying out the annual election to meet changing needs of the Association, periodically.

e. Membership Services

The Membership Committee shall recruit and manage membership. The Committee shall provide articles for the newsletter to keep membership informed of IMHCA activities and promote membership in the Association.

f. Professional Development

The Professional Development Committee shall promote the professional growth of counseling professionals through Association program development and continuing education activities. The Committee shall be responsible for implementing the strategic plan addressing the ongoing needs of the Association. The Committee shall coordinate the training needs with the Conference and Professional Recognition Committee. The Committee shall also be responsible for a yearly assessment of the professional training and supervision needs statewide.

g. Public Awareness, Support, and Media

The Public Awareness, Support and Media Committee shall promote awareness of, and support for, the counseling and human development Profession. The Committee shall make recommendations to the Executive Board on such matters as media policy and procedures, community awareness, and community support. The committee shall support the efforts of the publication committee and the professional development committee.

h. Public Policy and Legislation

The Public Policy and Legislation Committee shall promote and support public policy and legislation, which promotes the profession and enhances human development. As it implements the strategic plan and addresses the changing need of professionalism, it shall monitor and provide input to the work of the State Licensure Board and the Government Regulatory Boards about regulation changes. This Committee will address issues of members as it relates to third party payee's. The committee will report its activities and bring to the membership's attention issues that may impact the profession or members of the association.

i. Strategic Planning

The Strategic Planning Committee shall annually recommend to the Executive Board in a three-year plan and shall monitor the implementation of the plan. This shall be compatible with the strategic planning of the Idaho Counseling Association, and the strategic plan of AMHCA and ACA.

j. Graduate Student Representative: A graduate student may be appointed to the board to represent the concerns and advocate for graduate student issues as it pertains to the association. Ideally, this position would rotate between the graduate schools supporting counselor training. This representative is to seek out contact with all of the other graduate schools and help with distribution of information about the association and bring student concerns back to the association.

**SECTION 2:** Special or ad hoc committees may be authorized by the majority agreement of the Executive Board. Such committees shall continue for not longer than two years, unless otherwise specified.

**SECTION 3:** The Chairs of each committee shall serve for a period of one year, but may be reappointed for an additional year.

## **ARTICLE VIII: CONDUCT OF BUSINESS**

**SECTION 1:** A majority of the authorized membership of the Executive Board shall constitute a quorum for the conducting of business of the Board.

**SECTION 2:** The members of the Association who are present at the annual meeting are authorized to transact, by simple majority of those present, any business duly presented in any meeting of the Association.

## **ARTICLE IX: AMENDMENTS TO THE BYLAWS**

### **SECTION 1: AMENDMENT PROPOSALS**

a. The Association Bylaws may be amended by two-thirds voting majority of the members in good standing who are responding to the ballot.

b. Proposals to amend must be submitted in writing to the President, with the signature of ten members in good standing.

### **SECTION 2: PROCEDURES TO VOTE ON AMENDMENTS**

a. Proposed amendments may be considered at the Annual Meeting if they have been submitted to the membership in writing, by mail (postal or electronic), or in person, at least 30 days prior to the Annual Meeting.

b. As an alternative procedure, amendments may be presented in writing to the members at the Annual Meeting or by mail notice with a designated time for feed back from the membership with a mail ballot, which shall have a 45 day deadline for return. Alternative procedures are to be limited to one time per year unless the executive committee declares an emergency requiring membership vote.

c. Unless otherwise specified in the amendment it shall be in effect as soon as the President and the Board determines that it has been to passed by a two thirds voting majority of the responding membership.

## **ARTICLE X: SPECIAL ISSUES**

In the event that the Association shall dissolve, all resources of the Association shall be donated to the Idaho Counseling Association or its successors.