

BYLAWS

Counseling Association for Humanistic Education and Development

(C-AHEAD)

a division of the American Counseling Association

*Approved with amendments by membership, March 29, 2008; approved with amendments by the American Counseling Association Governing Council, March 2008.

*Approved with amendments by the American Counseling Association Governing Council, April 1999 and with additional amendments in March 2001.

*Approved by Membership, December 1998.

ARTICLE I

NAME

The name of this organization shall be the Counseling Association for Humanistic Education and Development (C-AHEAD), a Division of the American Counseling Association (ACA).

ARTICLE II

MISSION

We believe in the innate value of the individual - the right of each to exist, to believe, and to function as an autonomous human being. We believe positive attitudes toward self and others, encompassing democratic ideals, are nurtured through diversified learning and developmental processes. We believe people learn and develop best in an atmosphere of trust, respect, and acceptance.

Therefore, the purposes of this Association are to facilitate these positive attributes and:

- (a) To provide a diversified professional organization and forum for the exchange of information about humanistically/developmentally oriented instructional, counseling, and administrative practices.
- (b) To analyze instructional, counseling, and administrative policies from a humanistic framework.
- (c) To promote practices reflecting the growing body of knowledge about human development and potential.
- (d) To assist individuals in improving their quality of life and to pursue knowledge, to grow, to love, to find meaning for their existence.

- (e) To stimulate research of humanistically oriented instructional, counseling, and administrative practices.
- (f) To encourage interaction and cooperation among related professional groups interested in the development of individuals.

ARTICLE III

MEMBERSHIP

SECTION 1. Eligibility. Any person committed to humanistic ideals and whose primary professional goals or current responsibilities are professional counseling and human development.

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

- (a) Regular - All regular members shall have the rights and privileges of dues paying members.
- (b) Student - All student members shall have the rights of regular members. A person must be engaged one-half time or more in study during an academic year to qualify as a student member. Student members are not allowed to serve as division president.
- (c) Emeritus - Members who having reached the age of sixty-five (65) years, and having been a member of the Association or its antecedent for at least twenty (20) years, may request Emeritus membership and shall retain all the rights and privileges of dues paying members.

SECTION 3. Dues.

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

ARTICLE IV

OFFICERS OF THE DIVISION

SECTION 1. Officers and Terms of Office.

- (a) The 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 C-AHEAD 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 shall be appointed by the Executive Board for a three (3) year term and serve as a non-voting member of the Executive Board.
- (g) When a vacancy occurs among the officers or other members of the Executive Board, then the remaining Executive Board members shall appoint a successor to fill the unexpired term.

SECTION 2. Duties of Officers.

- (a) The PRESIDENT shall preside at all Business Meetings of the Division and meetings of the Executive Board, serve as ex-officio member of all committees, and perform the duties customary to the office and such additional duties as directed by the Executive Board. In addition, the President shall notify all parties with election results and shall send an annual report to ACA with the names of all officers.
- (b) The PRESIDENT-ELECT shall perform the duties of the President in absence or incapacity of the President as determined by the Executive Board. The President-Elect shall assume the Presidency upon the death or resignation of the President. The President-Elect shall coordinate those committees whose activities focus on development of new directions and dimensions for the Association.
- (c) The SECRETARY shall keep records of the Association and conduct such official correspondence as the President or Executive Board shall request. In addition, the Secretary will maintain records of all meeting minutes, official business, and documents, and will transmit those materials to ACA on an annual basis.
- (d) The TREASURER shall disburse the funds of the Association subject of the approval of the Executive Board, make an annual report of the Association's financial status at its annual Business Meeting, make similar reports from time to time to the Executive Board, and file annual budgets and fiscal reports with ACA.
- (e) The IMMEDIATE PAST PRESIDENT shall serve as coordinator of the

Association's activities associated with Elections, Membership, and Bylaws.

- (f) The C-AHEAD REPRESENTATIVE to the ACA GOVERNING COUNCIL shall represent the Association on the ACA Governing Council and be a member of the C-AHEAD Executive Board. In this capacity, the Representative will submit an annual written report to the Board before the Annual Business meeting.

SECTION 3. Nomination and Election of Officers.

- (a) Nomination and Election Committee. The Executive Board shall serve as the Nomination and Election Committee. The slate shall be presented at the annual Business Meeting for modification and/or approval.
- (b) Slate. A slate shall be prepared with at least two (2) candidates for each elective office if possible. Prior to the completion of the slate, the Immediate Past-President shall obtain consent of each person proposed to be included on the slate.
- (c) Conducting the Election. The Association shall conduct the election of officers by secret ballot mailed to the members, in cooperation with ACA Headquarters and in accordance with ACA election procedures. Immediately upon receipt of the election returns, the President of the Association shall notify all candidates of the results. Those candidates receiving a plurality of votes shall be elected.
- (d) Publicizing the Results. The results of each election shall be announced in an official publication of the Association and at the annual Business

Meeting.

- (e) Taking of office. The new officers shall take office at the end of the terms of their predecessors in office which shall not be later than July 1 each year.

SECTION 4. The order of succession to the presidency, in case of vacancy between annual elections, shall be President-Elect and Immediate Past-President.

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.

SECTION 2. Standing Committees. The standing committees of the Division may include committees for Budget, National Convention Program, Research, Publication, Long Range Planning, Membership, Instructional and Organizational Innovations, Professional Development, Make a Difference Grant, Empty Plate Project, Technology, and Graduate Students.

SECTION 3. 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.

ARTICLE VI
BRANCH DIVISIONS

SECTION I. Organization of Branch Divisions.

- (a) A Branch Division shall consist of a least 15 National members in good standing within one state or US territory.
- (b) The Branch Division shall be organized and operated in accordance with the National Division.

SECTION 2. Formation of Division. The Executive Board of the National Division, in concert with the ACA Branch involved, shall have the power to charter a Branch Division.

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 a written report to the National Division detailing membership and fiscal information.
- (d) All officers of a Branch Division shall be members in good standing of ACA and the Division.

ARTICLE VII

ACA GOVERNING COUNCIL REPRESENTATIVE

SECTION I. The nominee for Governing Council Representative must have at least two years of experience as either an elected or appointed member of the Executive Board or chair of one of C-AHEAD's committees. The Association's Representative to the ACA Governing Council shall be elected. The term of office shall be three years starting July 1 following election. If the elected Council member is unable to attend an ACA Governing Council meeting, the Association President will represent the Association or will appoint a representative for the meeting.

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 must favor any motion for it to become effective.

ARTICLE IX

MEETINGS

SECTION 1. 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 AMENDMENTS

SECTION 1. Business Meeting and Prior Notice to Members. Amendments to the Bylaws may be approved at any Business Meeting of the Association by a majority vote of the members present, provided such amendments have been presented electronically or in writing to each member of the Association at least two weeks before such Business Meeting convenes.

SECTION 2. Mail Ballot. Proposed amendments shall be sent to the President. If a proposed amendment is received by the President at a time other than 45 or fewer days prior to the annual Business Meeting, and if three of the other officers of the Division recommend referral to the Membership, then the proposed amendment shall be sent electronically or by mail to the Division's members. The amendment will be adopted if the majority of those responding electronically or by mail vote in favor of the amendment. The procedure for distribution and tabulation of the ballots shall be

compatible with the practice of ACA. *Rationale: Allows for electronic communication for transacting the business of the Division.*

ARTICLE XI

VALIDITY

SECTION 1. The Bylaws and amendments to them become valid and effective immediately upon their adoption by the Division and approval by the ACA Governing Council. The President is responsible for forwarding the Bylaws and any amendments to the ACA President and Governing Council for review.

ARTICLE XII

PARLIAMENTARY AUTHORITY

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