S.D. Mental Health Counselors Association By-Laws (Rev. 4/14)

A Division of the South Dakota Counseling Association

ARTICLE I. Name

The name of the Association shall be the South Dakota Mental Health Counselors Association, an area of specialty of the South Dakota Counseling Association and a state division of the American Mental Health Counselors Association.

ARTICLE II. Purposes

The purpose of the Association shall be:

1. Promote the profession of mental health counseling.

2. Provide a system of information exchange between mental health counselors through a newsletter and/or other educational and professional material.

3. Provide programs for mental health counselors to assist in updating and enhancing competencies of professional mental health services.

4. Promote legislation which advances and recognizes the profession of mental health counseling.

5. Provide a forum for mental health counselors to address public policy (advocacy issues).

6. Provide an alliance with counselors in other work settings to advance the entire profession of counseling.

7. Promote training standards necessary for mental health counselors.

8. Promote scientific research and inquiry into mental health concerns.

9. Provide a liaison on the state and national level with other professional groups to assist the advancement of the mental health field.

10. Provide the public with information concerning the role and function of the mental health counselor.

11. Promote and recognize equitable licensure and certification for our members.

12. Promote and provide licensure and certification information and education.

ARTICLE III. Membership

Section 1.

(A) Classes of membership shall be those prescribed for the South Dakota Counseling Association and the American Mental Health Counselors Association, a division of the American Counseling Association.

(B) The South Dakota Mental Health Counselors Association has a nonvoting affiliate membership to provide for those psychologists, social workers and others who wish to link with regular members of the Association.

Section 2. Any person who is a member of the South Dakota Counseling Association

may be a member of this division, provided:

(A) She/he is actively providing counseling services in community mental health centers, public, private, or pastoral settings, residential centers and/or

(B) She/he must hold a master’s degree or higher professional degree, in the mental health field conferred by a graduate school of recognized standing, or professional credentialing in their area of counseling, or

(C) She/he is a student who is enrolled in a planned program leading toward a degree in mental health counseling and who is planning to become a mental health (counselor) professional.

(D) Affiliate members are those people who are interested in the mental health delivery system. This membership provides people the opportunity to attend meetings, receive publication and attend SDMHCA sponsored workshops while maintaining a nonvoting status.

ARTICLE IV. Meetings of the Association

Section 1. The official business year of the Association shall be that of the South Dakota Counseling Association.

Section 2. An annual meeting of the Association may be held in conjunction with the annual meeting of the South Dakota Counseling Association.

Section 3. The President may, with the approval of the Executive Council, call

additional meetings of the Association when necessary or desirable.

ARTICLE V. Officers

Section 1. The officers of this association shall be President, President-elect, immediate Past President, Secretary, and Treasurer (Secretary and Treasurer may be filled by the same person.)

Section 2. The president shall be the chief Executive Officer of the Association and Chairperson of its Executive Council. She/he shall appoint the chairpersons and members of all committees unless otherwise specifically provided for in these by-laws or by the motion establishing such committees. The President shall serve as representative to the Board of Directors of the South Dakota Counseling Association and shall be the representative to the American Mental Health Counselors Association. The President shall delegate organizational duties to other officers/members of the Association as needed.

Section 3. The President-elect shall act as President at all Association or Executive Council meetings in the absence of the President and shall succeed to the presidency at the expiration of his/her term as President-elect.

Section 4. The immediate Past President shall serve for one year on the executive board following the expiration of his/her presidential term.

Section 5. The Secretary shall keep all records of the current activities of the Association and its Executive Council.

Section 6. The Treasurer shall have custody of funds, which may be required to expedite the activities of the Association. All other funds will be under the auspices of the South Dakota Counseling Association for dispersal at the discretion of the South Dakota Mental Health Counselors Association. She/he shall deposit all funds of the Association according to the financial policy of the South Dakota Counseling Association. The Executive Council shall utilize prescribed methods and procedures for authorizing the expenditure of and the accounting for such funds. The SDCA shall provide an accounting of funds on a quarterly basis or as requested.

Section 7. Each officer shall be a member in good standing of the Association and the South Dakota Counseling Association. In addition, each officer must be a member of the American Counseling Association and the American Mental Health Counselors Association.

Section 8. The term of office for the President, the President-elect, the Secretary and the Treasurer shall be one year. No member is eligible to serve in the same office for more than two consecutive terms of office.

ARTICLE VI. Executive Council

Section 1. The Executive Council shall be the agency through which the general administrative and executive functions of the Association shall be carried out. It shall conduct and manage the business of the Association between official meetings of the Association.

Section 2. The Executive Council of this association shall be composed of the officers of this Association, and if necessary, the Chairpersons of the standing committees and other person appointed by the president and approved by the Executive Council whose services may be needed for special purposes.

Section 3. All members of the Executive Council of this Association shall be voting members.

Section 4. The Executive Council shall serve as the Awards Committee. Awards included are the Howard B. Smith Distinguished Service Award, Past-President’s award and any state or national awards. The President-elect shall oversee the solicitation of nominations for the Executive Council’s review.

(a) Criteria for Past-President’s award includes that the recipient has served as President and Past President on the board of the SDMHCA.

(b) Howard B. Smith Distinguished Service Award nomination criteria includes:

\* Nominees must be current members of ACA, AMHCA, SDCA and SDMHCA.

\* One letter of nomination and two letters of support describing the contributions of the nominated individual to the mental health counseling field must be submitted.

\* Current vita or resume.

\* The presentation of this award will be at the discretion of the Executive Council.

(c) State and national awards nominees will be solicited by the Executive Council according to the guidelines of the award granting division or association.

ARTICLE VII. Committees

Section 1. Select committees of this Association may be determined appropriate by the Executive Council and appointed by the President. A variety of the possible committees would be:

(a) Membership Committee shall seek ways to increase the membership of this Association through the addition of new members and provide guidance or the retention of members.

(b) Nominations and Elections Committee shall be responsible for carrying out nomination and elections procedures in accordance with these By-Laws and the By-Laws of the South Dakota Counseling Association.

(c) Publications and Public Relations Committee shall coordinate and direct all publications of the Association and, shall initiate, encourage and direct activities to build good public relations.

(d) Program Committee shall be responsible for the programs and arrangements for all meetings of the Association.

(e) Government Relations Committee shall be responsible for promoting legislation advancing and recognizing the profession of mental health counseling including licensure and certification for counselors on the state and national levels.

Section 2. Special committees may be authorized by the Association or the Executive Council. Such committees shall continue for not more than two years unless otherwise specified in the motions establishing them.

Section 3. The chairpersons of each committee shall serve for a period determined by mutual agreement of the board and the chairperson.

ARTICLE VIII. Dues

Section 1. The Association may assess dues as recommended by the Executive Council.

ARTICLE IX. Election of Officers

Section 1. The Nominations and Elections Committee shall canvass the membership and prepare an official slate of nominees for the positions of President-elect, Secretary and Treasurer. This committee shall take into consideration the individual’s qualifications for office and his/her consent.

Section 2. The slate of officers prepared by this committee shall be sent by the President to the Executive Director of the South Dakota Counseling Association for inclusion with the ballot of the Association or voting will be conducted at the SDMHCA Annual Meeting.

Section 3. Ballots will be canvassed and a report of the election made at the annual business meeting of the South Dakota Counseling Association. A majority vote of members voting shall constitute election to office.

Section 4. Elected officers will assume the duties of their office at the beginning of the fiscal year in accordance with the policy of the South Dakota Counseling Association.

Section 5. In case of a vacancy in the office of the President, the President-elect shall succeed to the President’s unexpired term and continue through the term for which elected. In case of a vacancy in other offices, the Executive Council shall have the power to fill the vacancy until the next regular election.

ARTICLE X. Conduct of Business

Section 1. The Constitution and the By-Laws of the South Dakota Counselors Association shall govern the proceedings of the Association not otherwise specified in these By-Laws.

Section 2. To transact any business of the Association, a majority of members present at a meeting shall constitute a quorum.

Section 3. A majority of the authorized membership of the Executive Committee shall constitute a quorum for conducting business of the Council.

ARTICLE XI. Amendments to these By-Laws.

Section 1. Amendments to these By-Laws may be made at the annual meeting if such amendments are approved by two-thirds of the members voting. Proposals to amend must be submitted in writing to the President at least thirty (30) days prior to the meeting.

Section 2. In case of an emergency, the Executive Council may submit a proposed amendment to the membership for a mail or electronic vote. Twenty (20) days after posting the proposed amendment, the polls shall be closed and the votes counted by the Executive Council. If passed by a majority of the members voting, the amendment shall go into effect.