

**ILLINOIS ASSOCIATION OF COUPLE AND FAMILY COUNSELORS
BYLAWS**

ARTICLE I

Name, Affiliation and Purpose

Section 1. Name

The name of this organization shall be the Illinois Association of Couple and Family Counselors (hereinafter known as IACFC).

Section 2. Affiliation

IACFC is a Division of the Illinois Counseling Association and shall be subject to those provisions of its Bylaws that apply to divisions, and shall be subject to the Bylaws of the International Association of Marriage and Family Counselors (IAMFC) of which IACFC is a State Division.

Section 3. Purpose

The purpose of IACFC is to enhance the practice of couple and family counseling by:

- conducting and fostering programs of education;
- stimulating, promoting and conducting programs of research in the field of couple and family counseling;
- conducting scientific and educational meetings and conferences;
- establishing contacts with organizations for scientific and educational pursuits; and
- addressing barriers to the professional practice of couple and family counseling.

In this context IACFC shall:

- a) serve as a focal point within ICA for information, research, and professional development related to couple and family counseling;
- b) provide a forum for discussion of ethical, social and technical issues related to the provision of counseling services to couples and families; and
- c) improve the standards of professional service to couples and families.

Section 4. Anti-Discrimination

There shall be no discrimination against any individual on the basis of ethnic group, color, creed, sex, affectional or sexual orientation, age or handicapping condition.

ARTICLE II

Membership

Section 1. Type of membership

Membership shall be of one type; individual.

Section 2. Individual Members

- a) Membership: Membership in ICA shall be a condition of membership in IACFC.
- b) Qualification: Any person whose interests are in the area of couple and family counseling, and who meets the qualifications for membership in ICA and ACA.
- c) Procedure: Any person desiring to become a member of IACFC shall make application to ICA and designate IACFC as a division of choice. A person shall become a member of ICA and IACFC upon payment of dues, and shall remain in good standing upon continuous remittance of annual dues.
- d) Member in Good Standing: A member in good standing shall be entitled to vote and to attend meetings of ICA and IACFC, and shall be eligible to hold office.
- e) Qualifications for retired, student, and/or other special memberships shall be established by the ICA Governing Council and followed by IACFC.

Section 3. Dues and Retention of Membership.

- a) Dues for membership of IACFC shall be established by action of the ICA Governing Council.
- b) Dues for each member shall be paid at times established by the ICA Governing Council.
- c) Severance of Membership
 - i) A member shall be dropped from membership for non-payment of dues.
 - ii) A member may resign.
 - iii) A member may be dropped from membership for conduct that is contrary to, or destructive of the objectives, according to the Bylaws of IACFC, ICA, ACA and IAMFC.

ARTICLE III

Autonomy of Divisions and Reports

Section 1. Autonomy of Division

- a) IACFC shall be autonomous in conduct of its affairs, consistent with the Bylaws of ICA, ACA, and IAMFC.
- b) The ICA Governing Council shall develop policies and procedure guides for Division operation necessary to ensure responsible fiscal operation.

Section 2. Reports

- a) IACFC shall file an annual treasurer's report and proposed budget with the President of ICA. This responsibility shall be met by incumbent IACFC officers prior to expiration of their terms of office.
- b) IACFC shall submit a written quarterly report to the President of ICA.
- c) IACFC shall transmit to the President of ICA the names, addresses and telephone numbers of its officers forthwith upon their election or appointment.

Section 3. Amendments to Bylaws

- a) Amendments may originate in the following ways:
 - i) Bylaws Committee may propose amendments in writing to the president of IACFC.
 - ii) An IACFC member may originate amendments over the signatures of ten (10) members.
- b) Association Bylaws may be amended by affirmative vote of two-thirds (2/3) of members responding to a written notice (including electronic transmittals) of proposed change, or by affirmative vote of two-thirds (2/3) of members present and voting at a state meeting of the Association.
- c) Amendments to Bylaws shall be reported in writing to the President of ICA for approval within thirty (30) days after the effective date of their adoption.
- d) Amendments to Bylaws shall take effect according to the provisions of the changes voted on and upon review of the vote by the Executive Council.

Section 4. Dissolution of IACFC.

- a) The ICA Governing Council shall have the power to revoke the charter of IACFC.\

- b) Dissolution of IACFC as a division of ICA shall be effected in accordance with the Bylaws of ICA.
- c) Dissolution of IACFC as a division of IAMFC shall be effect in accordance with the Bylaws of the IAMFC.

ARTICLE IV

Officers

Section 1. Officers

- a) The officers of IACFC shall be President, President-Elect, Secretary and Treasurer. Each officer shall be a member in good standing of ICA, ACA, and IAMFC.
- b) President and President-Elect shall be elected at large from among members of IACFC and shall serve for two (2) years beginning July 1.
- c) The President-Elect shall automatically become President two (2) years after the commencement of his/her term of office as President-Elect.
- d) The Secretary and Treasurer shall be appointed by the President and shall serve concurrent terms with the President who makes the appointments.
- e) The President may appoint one individual to serve concurrently as Secretary/Treasurer.
- f) In the event of a vacancy in any office but that of President, the Executive Council shall, by majority vote, elect a successor to serve until the next annual election.
- g) If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term.

Section 2. Duties of Officers

- a) The President shall:
 - be the chief elected officer of IACFC;
 - preside at all meetings;
 - appoint all committee chairs;
 - be an ex-officio member of all committees;
 - represent IACFC at ICA and ACA functions;
 - appoint the Secretary and Treasurer;
 - exert leadership in achieving the purposes of the Division; and
 - perform additional duties as directed by the Executive Council.

b) The President-Elect shall:

- perform the duties of President in the absence of the President;
- organize the annual state meeting of the IACFC;
- serve on the Executive Council; and
- perform additional duties as directed by the President or Executive Council.

c) The Past President shall:

- serve on the Executive Council;
- chair the Nominations and Elections Committee;
- chair the Awards Committee; and
- perform additional duties as directed by the Executive Council.

d) The Secretary shall:

- serve on the Executive Council;
- write minutes of all meetings at which officers preside;
- conduct correspondence;
- maintain archives; and
- notify ICA and IACFC of amendments to the Bylaws.

e) The Treasurer shall:

- be the chief fiscal officer;
- receive and collect monies due the Association and keep an accurate account of all funds received and disbursed;
- disburse funds as directed by the Executive Council;
- present a financial report at each regular meeting of the Executive Council; and
- perform additional duties as requested by the President or Executive Council.

Section 3. Nomination and Election of Officers

- a) The Nomination and Election Committee shall ask the membership to submit names of IACFC members to be placed on the ballot.
- b) The Nomination and Election Committee shall submit proposed procedures for carrying out the bi-annual election to the Executive Council for its approval.
- c) The Nomination and Election Committee shall conduct the election of officers at the annual state meeting or at another time determined by the Executive Council in accordance with ICA Bylaws.

ARTICLE V

Governing Council Representatives

Section 1. ICA Governing Council Representatives

The IACFC Executive Council shall identify IACFC representative(s) to the ICA Governing Council in accordance with ICA Bylaws.

ARTICLE VI

The Executive Council

Section 1. Composition of the Executive Council

The composition of the Executive Council shall include the:

- President;
- President-Elect;
- Immediate Past-President;
- Secretary;
- Treasurer; and
- Chairs of all IACFC standing committees.

Section 2. Powers and Functions of the Executive Council

The Executive Council shall:

- propose policies and procedures and recommend them to the membership;
- review the proposed budget and present it to the membership;
- set dates for bi-annual election and annual state meetings;
- make all necessary policy decisions on behalf of IACFC during the interim between business meetings;
- coordinate relationships with ICA and other Divisions, and IAMFC; and
- perform such duties as may be delegated to it by the membership..

Section 3. Meeting of the Executive Council

- a) The Executive Council shall meet upon call of the President or a majority of the Executive Council.
- b) The Executive Council must have a quorum present. Quorum consists of at least one-half (1/2) of the members of the Executive Council in order to take substantive action.

ARTICLE VII

Committees

Section 1. Types of Committees

- a) There shall be two (2) types of committees: standing committees and special committees.
- b) The President shall have the authority to appoint chairs of standing committees, who shall, in turn, have the authority to appoint committee members.
- c) Meetings of committees shall be called by the committee chair.

Section 2. Standing Committees.

- a) Standing committees shall include:
 - Nomination and Election;
 - Bylaws;
 - Awards;
 - Program;
 - Membership;
 - Publications; and
 - Human Rights.

Section 3. Composition and Functions of Standing Committees

- a) The Nomination and Election Committee shall:
 - be chaired by the immediate Past President, who shall select three (3) additional members;
 - establish procedures for carrying out the bi-annual election of officers;
 - canvass the voting members;
 - develop a slate of candidates;
 - conduct the election; and
 - report election results to the President.
- b) The Bylaws Committee shall:
 - be chaired by an appointee of the President;
 - review the Bylaws annually;
 - develop recommended amendments; and
 - forward recommended amendments to the Executive Council for review.

- c) The Awards Committee shall:
- be chaired by a Past President;
 - publicize guidelines for each award;
 - solicit nominees;
 - select recipients; and
 - have awards ready for presentation at the annual meeting.
- d) The Program Committee shall:
- be chaired by the President-Elect; and
 - plan and supervise all IACFC meetings.
- e) The Membership Committee shall:
- be chaired by an appointee of the President;
 - plan and execute membership drives;
 - develop recruitment procedures; and
 - maintain membership lists.
- f) The Publications Committee shall:
- be chaired by an appointee of the President; and
 - oversee the publication of the newsletter and other publications of IACFC.
- g) The Human Rights Committee shall:
- be chaired by an appointee of the President;
 - review human rights-related IACFC policies; and
 - recommend resolutions to the Executive Council.

ARTICLE VIII

Meetings of the Membership

Section 1. State and Regional Meetings

- a) IACFC shall hold state meetings at a time and place fixed by the Executive Council. Formal business of the IACFC shall be conducted at the state meetings, however this provision shall not preclude the conduct of business by the officers, executive council or committee chairs at other times throughout the year.
- b) Local and regional meetings may be held at times and places approved by the Executive Council. No formal business shall be conducted at local or regional meetings.

ARTICLE IX

Fiscal Year

Section 1. The Fiscal Year

The fiscal year of IACFC shall coincide with the fiscal year of ICA.

ARTICLE X

Rules of Order

Section 1. Rules of Order

Robert's Rules of Order, revised by Henry Martin Robert, shall govern proceedings of all bodies of IACFC.