

**MISSOURI ASSOCIATION of LICENSED PROFESSIONAL COUNSELORS
BYLAWS (proposed)**

**Article I
Name and Mission**

Section 1. Name. The name of this Association is the Missouri Association of Licensed Professional Counselors (MOLPC), hereafter referred to as the Association. It is an Interest Group of, and chartered exclusively by, the American Counseling Association of Missouri (ACAM).

Section 2. Use Of Name. The name of the Association shall be employed in connection with all official business and activities of the Association.

Section 3. Mission. The mission of the Association is to enhance the quality of life in society by promoting the development of licensed professional counselors, advancing the counseling profession, and using the profession and practice of professional counseling to promote respect for human dignity and diversity in the state of Missouri.

Section 4. Vision. The Missouri Association of Licensed Professional Counselors is the publicly recognized organization to which all licensed professional counselors in Missouri belong.

Section 5. Purpose. MOLPC is an association for Licensed Professional Counselors who are committed to furthering the practice of professional counseling. MOLPC strives to support and enhance the practice of professional counseling in any setting and to promote ethical and responsible professional practice. MOLPC encourages cooperation with other organizations and associations related to clinical practice, theoretical development, and research in professional counseling. MOLPC will provide leadership and support for the profession of professional counseling.

Section 6. Identity Statement. This Association is an organization of the licensed professional counselors in the state of Missouri who work in educational, health care, residential, private practice, community agency, government, and business and industry settings.

**Article II
Membership**

Section 1. General Membership.

Section 2. Membership Types. Members shall qualify one of the following ways:

a. Professional Member - A person who has earned a Master's Degree or higher in Counseling or closely related field and is a Licensed Professional Counselor. Professional Member is a member of ACAM. Each professional member is eligible to vote.

b. Associate Member - A person who has earned a Master's Degree or higher in Counseling or closely related field and is a Provisionally Licensed Professional Counselor (PLPC) or a Counselor in Training

(CIT) may be accepted. An associate member is eligible to vote. Associate Member is a member of ACAM.

c. Student Member - A student engaged in graduate study in counseling or a closely related field in an accredited institution may be accepted as a Student Member upon recommendation of his/her faculty advisor. Students are non-voting members. Student Member is a member of ACAM.

d. Affiliate Member - Any person who supports MOLPC objectives and has an interest in affiliation without meeting requirements for Professional, Associate or Student Membership may be admitted without voting privileges. Affiliate Member is a member of ACAM.

Section 3. Severance of Membership. Membership in MOLPC will be terminated for failure to pay annual membership dues to MOLPC and ACAM.

Section 4. Rights and Privileges. Professional and Associate members are eligible to vote on matters before the Association and are eligible to hold elected office in the Association. Affiliate and Student Members are eligible to serve on committees and may vote within the committees they serve on.

Section 5. Membership Dues. Dues for members of this Association shall be set by the Board of Directors, and payable on an annual basis.

Section 6. Initial Membership Fee. A membership fee shall be assessed for the first year following MOLPC being confirmation by the ACAM Board of Directors as an ACAM Interest Group. The first year assessment for each member shall be \$15.00 for Professional Members and \$5.00 for Associate, Affiliate and Student Members. . The fee shall be \$15.00 for Professional Members and \$5.00 for Associate, Affiliate and Student Members. This section will be withdrawn from the Bylaws of this association following the inaugural year.

Article III Officers

Section 1. Elected Officials. There shall be five (5) elected officials of MOLPC identified as President, President-elect, Past President, Secretary, and Treasurer. All elected officials are voting members of MOLPC.

Section 2. Duties of Officers.

a. President

1. Exercises leadership to achieve the mission and purposes of MOLPC.
2. Chairs all Executive Board meetings, other meetings of MOLPC, and the annual membership meeting during the annual conference.
3. Appoints chairpersons of all committees of MOLPC established under the office of President, except where otherwise specified in these Bylaws.
4. Serves as ex officio on all committees of MOLPC.

5. Serves as the MOLPC representative on the ACAM Board or appoint a delegate.
6. Submits all reports and other communications requested or required by MOLPC or ACAM.
7. Notify MOLPC candidates of election results.
8. Appoint a chairperson for the annual MOLPC Conference.
9. Performs other duties as directed by the Executive Board.

b. President-elect

1. Serves as a member of the MOLPC Executive Board.
2. Serves as the Chair of the Membership Committee.
3. Responsible for the coordination of MOLPC professional development programs.
4. Promotes programming for the annual ACAM Conference.
5. Performs other duties as directed by the Executive Board.

c. Past President

1. Serves as a member of the MOLPC Executive Board.
2. Serves as the Chair of the MOLPC Nominations and Election Committee.
3. Perform duties of the President or President-elect in the event of the resignation or incapacitation, of either.
4. Performs other duties as directed by the Executive Board.

d. Secretary

1. Serves as a member of the MOLPC Executive Board.
2. Record the proceedings of the MOLPC meetings and the meetings of the Executive Board.
3. Draft and maintain the official correspondence of the MOLPC, including issuance of notices of meetings when requested by the President.
4. Solicit written reports of standing and special committees for the Executive Board and the MOLPC business meetings as called.

5. Maintain the membership roll.
6. Perform other duties as directed by the Executive Board.

e. Treasurer

1. Serves as a member of the MOLPC Executive Board.
2. Review and approve requests for disbursements which have been authorized by the MOLPC Executive Board.
3. Present reports of the financial status of MOLPC to the Executive Board and the MOLPC membership at each meeting of these bodies.
4. Present a proposed budget to the Executive Board.
5. Prepares the MOLPC financial records for an annual audit directed by the Executive Board.
6. Performs other duties as directed by the Executive Board.

Section 3. Terms of Office. Each elected official shall serve a one (1) year term except the Treasurer, who will serve a two (2) year term.

Section 4. Vacancies. In the event of a vacancy in any office except those described in a. and b. below, the MOLPC Executive Board shall, by majority vote, elect a successor to serve until the next annual election.

- a. When a vacancy occurs in the office of President, the Past-President shall complete the unexpired term.
- b. When a vacancy (ies) occur(s) in the office of President-elect, Secretary-elect and/or Treasurer-elect, the candidate with the next highest number of votes in the most recent election shall perform those duties.

Section 5. Residency. All members of the Executive Board shall either work or live in the state of Missouri.

**Article IV
Executive Board**

Section 1. Executive Board. The Executive Board shall consist of the elected officials and two elected Trustees and shall be empowered to conduct business of the Association.

Section 2. Functions of the MOLPC Executive Board.

- a. Make all necessary policy decisions on behalf of MOLPC.

- b. Formulate general policies of MOLPC concerning the objectives and purposes of MOLPC and recommend actions as necessary to present these policies to the voting members of MOLPC for adoption.
- c. Coordinate the relationships of MOLPC with other organizations at the state, regional or national level and coordinate any affiliation discussions with those organizations.
- d. Consider all proposed amendments to these Bylaws.

Article V Meetings

Section 1. Executive Board. The MOLPC Executive Board shall meet at least twice each year. Additional meetings of the Executive Board will be held when deemed necessary by the President or the Executive Board. A simple majority of the Executive Board present shall constitute a quorum for the executive board.

Section 2. Membership. An annual meeting of the MOLPC membership shall be held at the annual conference for the purpose of conducting the business of the Association.

Section 3. Additional Meetings. The Executive Board shall have the right to schedule additional membership meetings.

Article VI Committees

Section 1. Standing Committees. The Standing Committees of this Association are: Nominations and Elections, Conference, Public Policy and Legislation and Membership. All standing and special committee members shall be appointed (unless noted otherwise in these Bylaws) by the President, approved by the Executive Board, and expire when the President is succeeded.

Section 2. Composition and Function of Committees.

a. Nominations and Elections Committee.

1. The Nominations and Election Committee shall consist of the immediate Past President who shall serve as the Chair and the four (4) MOLPC volunteer members appointed by the President.
2. The Nominations and Elections Committee shall conduct the nominations and elections of the Association and review and recommend procedures for conducting the annual election.
3. The term of appointment for the members of the Nominations and Election Committee shall be one year.
4. No member of the Nominations and Election Committee shall be a candidate for office.

b. Conference Committee.

1. The President shall appoint the Committee Chair.
2. The Chair of this committee shall appoint his/her own members.
3. The Committee shall coordinate planning for an annual conference.
4. The Conference Committee shall make arrangements for NCC/CEU credits through ACAM.
5. The Conference Committee will recommend the annual conference site to the Executive Board for approval.

c. Public Policy and Legislation Committee.

1. The Public Policy and Legislation Committee shall consist of the immediate Past President who shall serve as the Chair and the four (4) MOLPC volunteer members appointed by the President.
2. The Public Policy and Legislation Committee shall keep informed of current policy and legislative issues pertinent to the practice of Licensed Professional Counselors.
3. The term of appointment for the members of the Public Policy and Legislation Committee shall be one year.

d. Membership Committee.

1. The Membership Committee shall be chaired by the President-elect.
2. The members of the Membership Committee shall be comprised of up to four members.
3. The Membership Committee shall recruit and retain members of the Association.

e. Other Standing Committees. Additional Standing Committees may be established by the Executive Board to deal with matters of a continuing or recurring nature related to the general purposes of the Association. The President, with approval of the Executive Board, shall appoint Chairs of all Standing Committees. The Chair and the President will select committee members.

f. Special Committees.

1. The Executive Board and the President may establish special committees to deal with matters of an immediate or nonrecurring nature related to the specific purposes of MOLPC.
2. The President shall appoint the Chair and the members of special committees.
3. The term of service of each special committee shall expire when the duties are completed or by the action of the Executive Board.

g. Number of Members and Tenure. The number of members and the tenure of committee members will be established by the Executive Board unless otherwise noted in these Bylaws.

h. Committee Meetings and Reports.

1. Meetings of committees shall be called by the committee chair.
2. The chair of each committee shall prepare an annual budget and identify specific goals and submit an annual written report of the committee's activities and recommendation(s) to the MOLPC Executive Board as requested.

**Article VII
Nominations and Elections**

Section 1. Procedures.

- a. The Nominations and Election Committee shall canvas the voting members of MOLPC for nominations for elective offices.
- b. The Nominations and Election Committee shall prepare a slate of candidates based on qualifications and consent of the nominees.
- c. Elections shall take place by mail in the spring of each year.

Section 2. Voting. The candidate receiving the largest number of votes for each office shall be elected to that office.

**Article VIII
Business Affairs of the Association Funds**

Section 1. Severance or Transferable Interest. No member shall have any severable or transferable interest in the property of the Association.

Section 2. Control and Management. All property of the Association shall be subject to the control and management of the Executive Board. Any accumulation or disposal of real property, equipment, or any other purchase, except upon dissolution of the Association, must be approved in advance by the Executive Board.

Section 3. Disposal upon Dissolution. Upon dissolution of the Association, none of its property shall be distributed to any of the members and such property shall be transferred to such other organization or organizations as the Executive Board shall determine to have purposes and activities most nearly consistent with those of the Association, provided that such organization(s) shall be exempt under the appropriate section of the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

Section 4. Appropriation of Association Funds.

- a. No appropriations of Association funds shall be made except pursuant to the authority of the Executive Board.
- b. The Executive Board shall adopt an annual budget.

Section 5. Association Year. The fiscal year and the governance year of the Association shall be July 1 through June 30.

Article IX Amendments

Section 1. Amendments with Previous Notice. Procedures for the amendment of these Bylaws with previous notice shall be.

- a. Amendments may be proposed by the MOLPC Executive Board or by petition of at least 20% of the voting membership at least sixty (60) days in advance of an MOLPC business meeting.
- b. Proposed amendments, together with such comments or written recommendations as may have been formulated by MOLPC Executive Board shall be distributed by the Secretary in writing to the voting members of MOLPC at least thirty (30) days prior to the next business meeting, at which time such proposals shall be discussed and voted upon.

Article X Annual Conference

Section 1. Annual Conference. A conference may be held yearly for the purpose of bringing together the general membership to vote, network, and to conduct continuing education and development.

Article XI Nondiscrimination

Section 1. Nondiscrimination. MOLPC does not discriminate on the basis of race, gender, age, religion, creed, sexual/affectational orientation, disability, or ethnic origin.

Article XII Parliamentary Authority

Section 1. Parliamentary Authority. Roberts Rules of Order, most recent edition, shall govern the proceedings of MOLPC.