

Association for Multicultural Counseling and Development
By-Laws
Revision Approved by EC December, 2015
Approved by Membership April, 2016

ARTICLE 1: NAME AFFILIATION AND PURPOSES

Section 1. The official name of this organization shall be the Association for Multicultural Counseling and Development (hereafter referred to as AMCD or the Association).

Section 2. **Use of name**. The official name of the Association, as specified in Article 1, Section 1, shall be employed in connection with all official business and communications pertaining to AMCD.

Section 3. **Affiliation**. AMCD shall be a division of the American Counseling Association (hereafter referred to as ACA). It shall be autonomous in the conduct of its affairs, but shall be organized and operated at all times in compliance with the By-Laws and policies of ACA applicable to divisions and members.

Section 4. **Purpose**. The purpose of the Association shall be as follows:

- a. To promote a greater awareness and understanding of multiculturalism and the impact of cultural, developmental, and ethnic differences on the counseling process among members of the counseling profession and other helping professions.
- b. To improve standards and delivery of counseling and development services provided to people of all cultures, ethnic groups, and other reference group identities.
- c. To identify and work to eliminate conditions which create barriers to the development, health and wellness for people of all cultural and ethnic groups, among other reference group identities.
- d. To develop, implement and/or foster interest in charitable, scientific and educational programs designed to further the interests of ethnic groups.
- e. To secure the equality of treatment, advancement, qualifications and status of people of all cultures and ethnic groups in counseling and development work.
- f. To publish a peer-reviewed professional journal and other scientific, educational, and professional development resources.

ARTICLE II: MEMBERSHIP

Section 1. **Types of membership**. This association shall include three types of membership -- Regular, Retired, and Student.

Section 2. **Qualifications for membership.** Those who have an interest in and desire to uphold the purposes and principles of AMCD shall be a condition of membership in AMCD. All members in good standing, except as limited below, are entitled to all the privileges of individual membership. The categories of membership shall be determined in accordance with the following:

a. **Regular members.** Regular members are those who meet the following requirements:

- a. Full or part-time employment in counseling, mental health and development work (as defined below) at the time of applying for regular membership.
- b. Experience in counseling and development, which may include:
 - i. Placement, training and other aspects of counseling and development work in communities, educational settings, business and industry, government agencies, and other organizations.
 - ii. Test development, multicultural assessment, occupational and other research and writing directly related to counseling and development.
 - iii. International and US tribal honored indigenous healing or spiritual advising,
 - iv. Counselor training and education, and
 - v. Administration of programs of the above types.

b. **Retired members.** Retired members are those who meet the qualifications for Regular membership and have retired from full time employment.

c. **Student members.** A student engaged in full or part-time study in undergraduate or graduate school or international and/or tribal honored indigenous healer or spiritual advisor program of study related to counseling may be admitted as a student member upon application and proof of student status. d. Members of each diverse group shall self select into each by declaring their ethnicity on the ACA membership application or by notifying the ethnic Vice-President(s) of their desire to identify with said interest group(s).

e. Members of the various Regions shall be part of the region within which they hold primary residence. United States regions include: Southern, North Atlantic, Mid-Western, and Western.

Section 3. **Application for membership.** Persons who desire to become AMCD members will specify AMCD as a membership division choice on their ACA application. ACA shall notify applicants of the action taken on their applications and the AMCD Membership Chair shall send a welcome notice on behalf of the association to each

member accepted for membership. Persons shall become AMCD members upon their election to membership and the payment of their dues.

Section 4. **Continuity of membership.** Membership in AMCD shall be continuous and renewable annually with the payment of dues.

Section 5. **Rights and privileges.** All members in good standing shall be eligible to vote for general membership items, and to hold office in the Association if they meet the qualifications specified for each elected office. Executive Council members are eligible to vote for Executive Council and general membership items. The President Emeritus shall retain voting rights.

Section 6. **Termination of Membership.**

- a. Membership may be cancelled for any conduct that adversely affects AMCD, its reputation, or that violates the ACA Code of Ethics or AMCD By-Laws. Procedures for such removal will be dictated by the AMCD Ethics Committee and approved by a vote of the Executive Council.
- b. Membership may be removed if dues are not kept current.

ARTICLE III: AMCD EXECUTIVE COUNCIL

Section 1. **Composition**

- a. The AMCD Executive Council (hereafter referred to as the Executive Council) shall be composed of the elected AMCD Officers (Past-President, President, President-Elect, Vice-Presidents), Regional Representatives, Student Representative, and the Representative(s) to the ACA Governing Council.

Section 2. **Powers and Functions**

- a. The Executive Council shall be the body through which the general administrative and executive functions of the Association are effected/enacted. The President of the Association shall function as the chairperson of the Executive Council.
- b. The Executive Council shall conduct, manage, and control the business of the Association by oral or written means, face-to-face or electronically between its official meetings, except that no action shall be taken which is contrary to existing By-Laws or an action taken by the Association.
- c. The Executive Council may approve meetings and other forms of communication among its members or with the membership using telephone, postal, e-mail and other electronic /web based forms of communication. With proper notification, these methods of communication may be used to discuss, review, vote on and direct association business, and to send materials to members for their review.

- Proper notification procedures shall be established by the Executive Council that include sending out email notification to the Executive Council listserv about upcoming meeting dates and requests for reports from AMCD Officers.
- d. Executive Council members may designate a proxy to another Executive Council member. Proxy designations must be done in writing and will only allow the designee to vote on the member's behalf.
 - e. The Executive Council may establish regulations and application forms to determine whether applicants meet the requirements for membership as specified in the By-Laws.
 - f. The Executive Council shall make or approve all Presidential and Committee appointments.
 - g. The Executive Council may suggest and vote on new initiatives that further the goals and mission of AMCD.

Section 3. Meetings

- a. The Annual meeting of the Association shall be held during the ACA annual convention. The time and place of this meeting shall be announced to the membership in all available media (e.g., Counseling Today, AMCD Newsletter, the AMCD website, email) at least 30 days in advance.
- b. The Executive Council shall meet at least quarterly to conduct ongoing Council business, and approve the annual budget and committee appointments. The Executive Council will meet at other times as designated by either the president or a majority of the Executive Council.
- c. A majority of the members of the Executive Council constitutes a quorum (seven voting members). Executive Council members may be present in various formats; e.g., in person, on the telephone, on an electronic system or via a designated proxy representative, as long as the Council approves and those present can hear, read, and participate in discussions, as well as have an opportunity to vote on proposed actions.

ARTICLE IV: OFFICERS, AMCD REPRESENTATIVE(S) TO ACA GOVERNING COUNCIL, REGIONAL REPRESENTATIVES

Section 1. Officers

- a. The officers of the Association include the President, President-Elect, Immediate Past-President, Vice-Presidents (see Section 4d), Secretary, Treasurer, Student member and Parliamentarian. All officers, elected and appointed must be current members of AMCD in order to take office.
- b. Only officers elected to the Executive Council have voting privileges on the Executive Council.

Section 2. **Method of Selection – Officers and Executive Council Members**

- a. The President-Elect and AMCD Student member shall be elected in accordance with Article V and procedures established by the Nominations and Elections Committee and approved by the Executive Council.
- b. The Secretary and Parliamentarian shall be nominated by the President and appointed by the Executive Council. They may be re-nominated and re-appointed.
- c. The Treasurer shall be nominated by the President-Elect and appointed by the Executive Council as Treasurer-in-Training/Treasurer-Elect to serve as Treasurer during the year of presidency. The Treasurer may be re-nominated and re-appointed.
- d. Vice-Presidents shall be selected in a manner established by their respective ethnic groups,
- e. The AMCD Representative(s) to ACA Governing Council shall be elected by the AMCD membership in accordance with Article V, ACA requirements, and procedures established by the Nominations and Elections Committee and approved by the Executive Council. Nominees shall have previously been elected Presidents or ACA Regional Representatives and shall be regular or retired members in good standing of AMCD.
- f. One Regional Representative shall be elected by each AMCD region IAW Article V and procedures proposed by the Nominations and Elections Committee and approved by the Executive Council.

Section 3. **Terms of Office for Officers and Executive Council Members**

- a. The President-Elect, elected annually, shall hold office for one year, and shall succeed to the Presidency for a one-year term, and then to the immediate past-presidency for a one-year term. The President shall be ineligible to serve again as President-Elect or President for a period of five years following previous service in either office.
 - b. The Secretary, Treasurer, and Parliamentarian shall serve a one-year appointment, but may be reappointed.
 - c. Regional Representatives and Vice-Presidents shall be elected for a term of three years, and the terms shall be staggered for each group so no more than two are elected in the same year.
 - d. The AMCD Representative(s) to the ACA Governing Council shall be elected for a three-year term.
 - e. The student representative shall serve a one-year term, but may be re-elected.
- b. In the event of resignation, continued absence, illness, removal from office, or death of any officer, Executive Council Member or Committee Chair other than

- the President, President-Elect or Vice-Presidents the Executive Council shall, by majority vote, elect a successor to serve until the next annual election or appointment process.
- c. If any Vice-President is unable to finish a term for which s/he was elected, the Ethnic Interest Group the individual represents shall within 90 days select a replacement by a predetermined process of their choice, to serve until the next regular election, and notify the Council of this person's name, address, phone number and email. In the event the Ethnic Group is unable or fails to elect or appoint a replacement within 90 days, one may be appointed by the Executive Council to serve until a new election can be held.
 - d. If the President is unable to serve out the term for which s/he was elected the President-Elect shall retain the duties of the President-Elect and assume the duties of the President, continuing in this position through the year for which s/he was elected to serve, and if necessary may, with the approval of the Executive Council, appoint an assistant to help with the duties of the President-Elect.
 - e. In the event that the President-Elect is unable to serve out his/her term of President-Elect the person with the next highest number of votes in the election shall assume the duties of the President-Elect and go on to serve as President and Past-President. In the event that there were no other candidates or this President-Elect is unable to assume the duties of President, the Executive Council may, by majority vote, choose a Vice-President to serve as Interim President-Elect and President until the next annual election.
 - f. Nominations for positions elected by the full AMCD Membership or by members of a specific region shall be made to the AMCD Nominations and Elections Committee in accordance with Executive Council approved procedures. Positions that will be elected using the ACA annual elections process shall follow ACA established requirements and timelines.
 - g. Nominations for positions elected by the various ethnic groups shall be determined by the membership of the respective ethnic groups. They may be made to the AMCD Nominations and Elections Committee in accordance with Executive Council approved procedures or elections may be held according to their internally established procedures. All election procedures shall be published in the first AMCD Newsletter each year. Positions that will be elected using the ACA annual elections process shall follow ACA established requirements and timelines.
 - h. The term of office of each elected or appointed official of AMCD shall coincide with the ACA terms of office and continue for the period specified or until the successor takes office, except for the office of President Emeritus.

Section 4. **Functions of Officers and Executive Council Members**

a. **The President.** The President shall:

- a. be a member of AMCD.
- b. exert leadership in the achievement of the purposes of AMCD.
- c. preside at meetings of the Executive Council and the Executive Committee.
- d. While serving as President-Elect nominate for Council approval chairpersons of all AMCD committees to serve concurrent with his/her term as president, unless otherwise specified in these By- Laws or in the motion establishing the committee. The President may also nominate new appointments during his/her term of office as necessary to ensure each committee has a chair.
- e. Serve ex-officio without vote on all AMCD committees, except the Committee on Nominations and Elections.
- f. carry out such other duties and responsibility as may be assigned by the Executive Council or prescribed in the By-Laws of ACA 343 for Presidents of ACA divisions.

b. **President-Elect.** The President-Elect shall:

- a. be a member of AMCD
- b. have served in a leadership (VP of an Ethnic Concerns group, Regional Representative, or AMCD Treasurer) capacity within the association prior to election.
- c. perform the duties of the President in the absence or incapacity of the President.
- d. serve as a member of the Executive Council and the Executive Committee.
- e. Nominate a Treasurer-in-training to serve as Treasurer concurrent with his/her term as President.
- f. (6)Nominate chairpersons of AMCD committees to serve during his/her tenure as President prior to attending the ACA Leadership Training Institute.
- g. carry out such other duties and responsibility as may be assigned by the Executive Council or prescribed in the By-Laws of ACA for Presidents-Elect of ACA divisions.

c. **Past-President.** The immediate Past-President shall:

- a. be a member of AMCD
- b. serve as a member of the Executive Council and the Executive Committee.
- c. serve as Chairperson of the AMCD Committee on Nominations and Elections.
- d. Serve as a member of the Past-President's Council and represent the Past-Presidents on the Executive Council.
- e. carry out such other duties and responsibility as may be assigned by the Executive Council or prescribed in the By-Laws of ACA for Past- Presidents of ACA divisions.

d. **Vice-Presidents.** The Vice-Presidents shall be representative of the multi-ethnic nature of AMCD. Each ethnic group by a one-time vote of the Executive Council may elect a representative from their respective group to serve as Vice-President. The VPs will form a council and meet electronically during the year and at the annual convention

to coordinate their efforts and work collaboratively to serve the needs of their respective members. The Vice-Presidents shall:

- a. Be a member of AMCD
- b. Educate AMCD on the issues and concerns of their respective ethnic groups.
- c. Convey to their respective constituencies and to ACA as a whole the decisions, policies, and positions of AMCD.
- d. Preside over Ethnic Group Meetings
- e. Offer recommendations to the Executive Council and the ACA on cultural concerns and professional development needs of their respective memberships.
- f. Serve on the Council of Vice Presidents, annually rotating leadership and facilitating its meetings.
- g. In collaboration with one another conduct an annual AMCD Town Hall Meeting and exert leadership in the development of other collaborative and individual group convention programs.
- h. Serve on the AMCD Program Committee and make nominations for the ACA program committee.
- i. Provide feedback to the Strategic Planning Committee and the Executive Council for input to the Strategic Plan and other activities.
- j. Within their Interest Group, provide leadership for needs assessments, development of goals, address of best practices, mentoring, resource development, conference programs etc.

e. **Secretary.** The Secretary shall:

- a. Be a member of AMCD
- b. Be responsible to keep and maintain official records and proceedings of the Association. S/he shall
 - a. gather input for and send agendas for meetings to the executive council and executive committee.
 - b. attend and record all Executive Council and Executive Committee meetings,
 - c. send minutes to all Executive Council members within 10 days of each proceeding,
 - d. collect reports from the various councils and committees accepted by the Executive Council and send them to the AMCD Historian for preservation by the association
 - e. upon approval by the Executive Council send all official records to ACA Headquarters
- c. Perform such duties as may be delegated by the President, Executive Council or Executive Committee.
- d. Be bonded for such amount as may be determined by the Executive Council.
- e. Be empowered to affix the seal on executive official documents of the Association as Secretary of the Corporation.

f. **Treasurer.** The Treasurer shall:

- a. Be a member of AMCD

- b. Attend meetings and/or provide all requested information to the President for all meetings of the Executive Council, the Executive Committee, and the Finance Committee.
 - c. Serve as an advisor to the Executive Council and a member of the Finance Committee.
 - d. Represent the Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Executive Council.
 - e. Be available for fiscal guidance and assistance to all committee and council members.
 - f. Assist in the preparation of the budgets for AMCD, its committees and its publications.
 - g. Perform the duties customary to the office and such additional duties as directed by the Executive Council.
 - h. Work with the ACA Finance and Accounting Office to monitor AMCD fund reports and recommend to the Executive Council any needed modifications in procedures for managing AMCD fiscal affairs.
 - i. Submit requests for expenditure of funds not budgeted already to the Executive Council for approval.
 - j. Submit a written financial report to the Executive Council and ACA on a quarterly basis and to the Executive Council at all Council Meetings, to the members at the Annual Meetings and a summary statement annually to the editor of the newsletter for publication.
- g. **Parliamentarian.** The Parliamentarian shall:
- a. Be a member of AMCD
 - b. Attend all meetings of Executive Council and when requested, the Executive Committee.
 - c. Advise the President and all Executive Council members on procedural matters.
- h. **Regional Representatives.** Regional Representatives may form a council and meet as a group during conferences and electronically at other times during the year to coordinate efforts of the various regions and serve the needs of their respective members. They shall:
- a. Be members of AMCD
 - b. Serve as members of the Executive Council.
 - c. Develop, operationalize, review, maintain and publicize operating policies and procedures for the Regions that have been approved by majority vote of the Executive Council.
- i. **AMCD Representative(s) to ACA Governing Council shall:**
- a. Be members of AMCD
 - b. Serve as a member of the Executive Council.
 - c. Report on critical issues from ACA Governing Council to the AMCD Executive Council.
- j. **The Student Representative shall:**

- a. Be a member of AMCD
- b. Serve as a member of the Executive Council
- c. Advise the Executive Council on student matters.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. Procedures.

- a. The Nominations and Elections Committee shall develop and submit to the Executive Council for its approval proposed procedures for carrying out the annual election of AMCD Executive Council Members except the ethnic vice-presidents who's election procedures shall be determined by their respective interest groups.
- b. The ethnic interest groups shall adopt the nomination and election procedures of AMCD or submit their procedures for election of their respective representatives to the AMCD Executive Council. Ethnic groups need to send a copy of the their process to the Executive Council at the Annual Business Meeting (at the ACA conference).
- c. Once accepted the procedures for elections shall remain consistent unless and until a new set of procedures are approved by or submitted to the Executive Council and publicized in the AMCD Newsletter.
- d. Nomination and election procedures for all elected positions shall be publicized, clearly spelling out all criteria necessary to be eligible for nomination to each position, and promote leadership training so that all Division members shall have access to nomination.

ARTICLE VI: STATE DIVISIONS CHARTERS

Section 1. Formation of State Divisions.

- a. A minimum of seven (7) members of AMCD residing within a state, territory, or the District of Columbia may organize a state division of AMCD and apply for a charter.
- b. A set of By-Laws congruent with the AMCD By-Laws (subject to review of the AMCD By-Laws Committee and approval of the AMCD Executive Council), a list of officers, and a membership list shall accompany the application of a charter.
- c. A state division may adopt its own name, but in all instances shall identify itself as "A State Division of the Association for Multicultural Counseling and Development."
- d. Only one state division may be chartered in any state.
- e. Application for a state division shall be made to the Chairperson of the State Divisions Committee of AMCD, to be submitted to the Executive Council for

- consideration and action. The President-Elect of AMCD shall chair the State Divisions Committee.
- f. Applications shall be submitted to the Chairperson by January 31 prior to the ACA National Convention.
 - g. The official presentation of a state division charter shall be made at the Annual ACA Convention.

Section 2. Membership

- a. Any member who qualifies for AMCD membership shall be eligible for membership in a state division.
- b. All officers of a state division shall be Regular or Retired regular members of AMCD.

Section 3. Autonomy of State Divisions. A State division of AMCD shall

- a. be autonomous in the conduct of its affairs consistent with these By-Laws and the laws and regulations of the respective State, District or Territory.
- b. have the power to choose its own officers and representatives to the executive body of the state branch of ACA except in all instances the officers and representatives shall be regular or retired voting members in good standing of AMCD.
- c. A state division shall levy and collect its own fees and shall have full control of the management and disbursement of such funds in carrying out its program(s).
- d. Any proposed changes in the By-Laws of a state division shall be reviewed by the AMCD By-Laws Committee and approved by the Executive Council of AMCD before becoming effective

Section 4. Reports Required. Each state division shall transmit at the times and in the manner specified by the Executive Council, a report of its activities, the names of its officers, committee chairpersons, and members in the state division (with type of AMCD membership specified for each member.)

Section 5. Revocation of Charter.

- a. The Executive Council shall consider all charges submitted in writing and made over the signature of an AMCD member in good standing which suggest that a state division is no longer observing the conditions under which its charter was initially granted, nor is it within the policies and Bylaws of AMCD.
- b. A State division so charged shall be given the opportunity to present evidence in its behalf through witnesses or otherwise, shall be given the opportunity to confront witnesses against the state division, and shall be offered an opportunity to appear at a hearing before the Executive Council.

- c. A state division may request dissolution by filing notice of intent to dissolve with the Executive Council.
- d. Before final action may be taken with respect to the dissolution of a state division, a notice of intent to dissolve shall first be passed by a two-thirds vote of the Executive Council members present and voting, and the state division in question advised, in writing, for the reasons for the proposed action, at least 180 days before such a recommendation is finally acted on by the Executive Council.
- e. A two-thirds vote of the Executive Council is required for the revocation of a state division charter.
- f. Decisions made by the Executive Council in matters relating to the revocation of state division charters shall be final.

ARTICLE VII: COMMITTEES AND COMMISSIONS

Section 1. **Executive Committee.** This committee shall:

- a. consist of the President, the President-Elect, the immediate Past-President, and the Chairs (or representatives) of the Vice-Presidents and the Regional Representatives Councils.
- b. act for the Executive Council in the interim between meetings to carry out emergency measures related to the policies, procedures and activities approved by the council, but shall
- c. bring all policy matters and new business before the full council for approval at its next meeting.
- d. report all business transactions to the Executive Council within 15 days of said transaction.

Section 2. **Standing Committees.** The standing committees of AMCD shall establish budgets, operating activities, procedures and practices approved by the Executive Council. Their duties shall include:

a. **Membership Committee** shall:

- a. promote membership in AMCD, working closely with the Communications/Media and Public Relations Committee, the VPs, Regional Representatives and with ACA Membership Services.
- b. have the power to develop application forms for determining whether applicants for membership meet the requirements for membership as specified by the By-Laws.
- c. maintain contact with the appropriate ACA Committees and Staff.

b. **Communications/Media and Public Relations Committee** shall

- a. coordinate publicity and public relations for AMCD

- b. meet annually during the ACA Convention and at other times as needed to oversee and maintain the AMCD Website, Newsletter, List serve, and/or other materials developed in support of the AMCD mission and membership.
- c. develop, review and carry out an action plan for the association that is approved by the Executive Council and that may include sub-committees, to ensure internal communications with the membership and external communications with other ACA Divisions and potential members/members of the profession support the mission and activities of AMCD in its entirety.
- d. work closely with the Executive Council and other Committees to support and publicize their efforts and activities
- e. recommend editorial policy and content of the Newsletter, website, list serve and other such communications media to the AMCD Executive Council
- f. develop a budget for the upkeep and maintenance of the website, newsletter and other products proposed by the committee and adopted by the Executive Council.
- g. the President, Past Presidents, Vice-Presidents, Regional Representatives, State Divisions, Committee Chairs, Newsletter Editor and Journal Editor shall all have representation on this committee along with three members at large appointed by the Executive Council.
- h. nominate from its membership or the membership at large, a Newsletter Editor and assistants.

c. Strategic Planning Committee shall

- a. be composed of the Past President, President-Elect, and six members nominated by the President and appointed by the Executive Council. Committee members will serve two-year terms. Terms will be staggered to allow for continuity
- b. using input from the annual Town Hall, Vice-Presidents, Region Reps, Past Presidents and other sources, develop and annually review and recommend revisions to the association's Strategic Plan, details of which shall be described in a separate document.
- c. submit its recommendations to the Executive Council for approval.

d. The Finance Committee, composed of the President, the President-Elect, the VP Council Chair, the Treasurer, Treasurer-in-training and one member-at-large, shall

- a. with input from the Council and Committees prepare the annual budget for Council approval
- b. recommend fiscal policies for consideration by the Executive Council.
- c. handle other matters requested by the Executive Council.
- d. the President shall chair this committee and shall appoint the member-at-large subject to Executive Council approval.

e. **The By-Laws Committee** shall

- a. have responsibility for drafting proposals for revisions and amendments to these By-Laws and for the final wording of amendments passed by the Executive Council and membership to ensure their consistency with the style and substance of these By-Laws.
- b. conduct a review of the By-Laws every three years, solicit recommendations from the membership and prepare a recommendation for endorsement, revision, or amendment of the By-Laws to the Executive Council no later than 30 October of the review year to allow for recommendations to be sent to the full membership for additional input 60 days prior to the annual meeting.
- c. carry out such other functions as may be assigned to it in these By-Laws or by the Executive Council.

f. **The Nominations and Election Committee** shall:

- a. be nominated by the President, approved by the Executive Council, chaired by the Past-President and consist of the Immediate Past-President, one other Past-President and one member at large.
- b. 2) be responsible to annually publish nomination and election procedures in all available media,
- c. annually solicit nominations from the membership for positions to be elected, and conduct the nominations and elections of the association with ACA and the approval of the Executive Council.
- d. develop/review proposed procedures/changes in procedures for carrying out annual elections and submit to the Executive Council for approval.
- e. no member of the committee may serve for more than two consecutive years or six years in total.

g. **The Awards Committee** shall

- a. develop, operate and maintain a program of recognition and awards for the purpose of acknowledging work and contribution in the areas of multicultural scholarship, practice, and teaching
- b. develop and maintain a process for presenting awards approved by the Council that ensures proper recognition for AMCD members.

h. **The Past Presidents Council** may meet annually during the ACA Convention and at other times as determined necessary by the President, Council chair, or a majority of the past presidents. The Council shall:

- a. include all past presidents who are members in good standing of the Association.

- b. serve as Council advisors on association matters as requested by the Council or President

i. **The Ethics Committee** shall

- a. be nominated by the President and appointed by the Executive Council
- b. review ACA Ethics requirements and make recommendations to ACA relative to ethics requirements that are respectful of cultural difference and consistent with multiculturalism
- c. recommend/carry out other activities at the direction of the Council to further the objectives of AMCD.

j. **The Day of Service Committee** shall coordinate one-day service activities during the annual ACA conference. Service day activities will bring together AMCD student members, regular members, executive council members, other division collaborators, and friends working in partnership with local multicultural agencies to perform service throughout the conference host city.

k. **The Conference Committee** shall coordinate AMCD events at the annual ACA conference. The Conference Committee chairs is responsible for:

- a. Providing support to the AMCD President and assisting the President with requests from the ACA Meetings Manager;
- b. Organizing the various AMCD events at the ACA conference;
- c. Provides support and manages conference committee members and booth coordinator to ensure the exhibit hall booth is staffed at all times, promotional materials are present and available i.e. creating flyers for booth/membership incentive etc.;
- d. Communicating with the ACA Meetings Manager to coordinate room reservations, food orders, and all ACA requests for the conference related to AMCD meetings/events. This includes submitting conference materials and documents to the ACA Meetings Manager (i.e. AMCD business meetings and events schedule);
- e. Maintaining /Overseeing Conference Budget;
- f. Contacting vendors to order promotional items for prospective members, materials and any other items needed for the meetings/events

Section 3. **Special Committees**. These Committees shall

- a. Be established by the Executive Council for a specific timeframe to carry out such activities as it believes will further the objectives of AMCD.
- b. The Executive Council shall annually review the charge and function of all special committees and shall make such changes in their number, characteristics, or organization as may seem desirable.

- c. special committee(s) shall upon creation, develop operating procedures, timelines and budgets to be approved by the Executive Committee and operate within their approved budgets

Section 4. **Appointment of Committees.**

- a. The President-elect no later than May 30th each year shall nominate chairpersons and members of all committees to serve for the upcoming association year except as otherwise specified in these By-Laws.
- b. The Executive Council shall approve the composition of all committees on or before the start date of the association year.
- c. Except as otherwise specified in these By-Laws, chairpersons and members of committees shall serve for one year or until the appointment of their successors. They may be reappointed consistent with these By-Laws.

ARTICLE VIII: FINANCES

Section 1. **Dues and Assessments.** The following procedures shall be followed in establishing AMCD dues and assessments, in addition to those required by the By-Laws of ACA,

- a. Annual dues for all classes of membership shall be established by the Executive Council.
- b. The Executive Council may levy special assessments on the entire membership or on any class of members with a special member ballot and approval of 2/3 majority of voting members.

Section 2. **Salaried Employees.** The Executive Council may authorize the employment of such staff as may be necessary to fulfill the objectives of AMCD and set compensation for such employees.

ARTICLE IX: BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. **Fiscal year.** The fiscal year shall run concurrently with that of ACA.

Section 2. **Severable or Transferable Interest.** No member, individually or collectively, shall have any severable or transferable interest in the property of the Association.

Section 3. **Control and Management of Property.** All property shall be subject to the management and control of the Executive Council and no real property shall be disposed of except pursuant to the prior written approval of the Executive Council.

Section 4. **Basic Documents.** The basic governance documents of the Association and all amendments thereto shall be transmitted to the Executive Director of ACA within

thirty days of their adoption, printed annually in the member Newsletter and posted on the AMCD Website.

Section 5. **Fidelity Bonds**. The Executive Council shall secure and maintain mutual funds adequate in amount to protect the Association against defalcations by designated officers or employees. Section 6. **Annual Audit**. The Executive Council shall make sure that all financial records are available for an annual audit which is conducted by a certified public accountant secured by ACA. A full report shall be submitted to the Executive Council within 10 days of receipt of the audit results by AMCD

Section 7. **Property of AMCD**. In the event the Association should be dissolved, none of its property shall be distributed to any of the members. All of its property shall be transferred according to ACA By-Laws.

ARTICLE X: PUBLICATIONS

Section 1. **Association Publications**. The *Journal of Multicultural Counseling and Development* and the AMCD Newsletter shall be designated as official publications of AMCD.

Section 2. **Distribution**. The Journal of Multicultural Counseling and Development and the AMCD Newsletter shall be sent by postal and/or electronic means to all AMCD members without additional charge. They shall be available to non-members, to libraries, and to other organizations by subscription at rates established by the AMCD Executive Council and distributed by ACA. Publications may be posted on the AMCD website with Executive Council approval and the approval of Wiley, the JMCD publisher, as needed.

Section 3. **Journal of Multicultural Counseling and Development**

- a. **Editorial Board**. The Editorial Board of the Journal shall
 - i. be composed of up to 3 Associate Editors, a minimum of one Editorial Assistant, up to 20 Editorial Board members, and up to 3 Emerging Reviewers (i.e., students who contribute reviews under the supervision of an editorial board member) who serve staggered terms to promote continuity.
 - ii. be responsible for recommending editorial policy and professional content of the *Journal of Multicultural Counseling and Development* to the AMCD Executive Council.
 - iii. be actively involved in the timely review of manuscripts submitted to the *Journal of Multicultural Counseling and Development* that are in a blind review process.

- iv. include a Council of Elders whose members can provide journal consultation.
- v. In the event of a vacancy or development of additional roles, nominations for the role of Associate Editor, Editorial board member, and Council of Elders member can be submitted to the Editor by a host of constituencies that include, but are not limited to, the AMCD Executive Council, Editorial Board members, Consulting Elders Council members, the Editor, and Associate Editors.
- vi. Editorial Board members can serve more than one term.
- vii. Associate Editors can serve more than one term.
 - a. Members of the Council of Elders have an ongoing membership/relationship with the Journal.

b. The Editor. The Editor shall

- i. be a member of AMCD
- ii. report to the Executive Council on journal updates and developments.
- iii. a one-year period of service as Editor-Elect followed by a three-year term as Editor.
- iv. may be reappointed for one additional consecutive term of three years.
- v. shall preside at meetings of the Editorial Board.
- vi. shall preside at meetings of the Executive Council.
- vii. shall be responsible for editing and preparing no less than two or more than four issues per year of the Journal unless more are approved by the Executive Council as special issues.
- viii. shall prepare an annual report for the Executive Council.
- ix. coordinate business functions of the Journal with ACA officials.
- x. engage in dissemination efforts about the Journal that include maintaining an online presence, and ongoing maintenance of listservs for the Editorial Board and Consulting Elders Council.
- xi. during the second year of service (if serving one term), or the fifth year of service (if serving two terms), actively engage in activities with the Executive Council to recruit an Editor-Elect.
- xii. upon inauguration of the Editor-Elect, the Editor shall provide mentorship associated with the transition to Editor during the third year of service (if serving one term), or the sixth year of service (if serving two terms).

c. The Editor-Elect. The Editor-Elect shall

- a. Be a member of AMCD
- b. be appointed by the Executive Council one year prior to the expiration of the term of the Editor.

- c. the Executive Council shall give due consideration to recommendations of the Editorial Board in making the appointment, but nominations for this role can be made by various constituencies.
- d. the Editor-Elect shall assist the Editor in performing the duties of the Editor for the year prior to formal appointment as Editor, and in preparation for assuming those duties.

ARTICLE XI: ADOPTION, REVISION AND AMENDMENT OF BY-LAWS

Section 1. **Amendment, Revision, and Adoption**. These By-Laws may be amended or revised by two-thirds majority vote of the Executive Council or majority vote of the full membership after submission of the proposed amendment by either of the two following methods.

- a. An amendment or revision shall be presented to the Executive Council not less than 120 days prior to the annual meeting of the Executive Council by the By-Laws Committee. Amendments/ revisions proposed in this manner
 - i. may be proposed in writing by the committee members and/or to the By-Laws Committee by the Executive Council, and/or
 - ii. over the signature of 50 members in good standing.
 - iii. The committee will compile all recommendations, drawing up a set of recommended changes/revisions to be accepted by the council under the above timeline for review by the full membership. Copies of amendments or revisions proposed under the provision of the foregoing paragraph shall be disseminated to members for review not less than 90 days prior to the annual meeting in preparation for a final review and vote by the Executive Council at their annual meeting. Current By-Laws will accompany the distribution of proposed amendments/revisions and all members will be encouraged to submit feedback and a non-binding vote to the By-Laws Committee Chair. The By-Laws Committee will draw up a final set of recommended changes and submit them to the Executive Council no later than 30 days prior to the annual meeting of the Executive Council held during the annual ACA Convention. The Executive Council will approve and enact amendments or revisions to the By-Laws at their annual meeting, notify the membership of the changes during the annual membership meeting, notify the ACA President and/or other ACA leaders as prescribed in the ACA By-Laws, publicize the changes on the website, in the Newsletter and in the Journal within 90 days of their final adoption.

- b. An amendment or revision first proposed at any meeting of the Executive Council shall be voted upon by postal or electronic ballot of the full council after 60 days following the date of proposal, provided, however, that such proposal

- i. has been sent to the membership for input with a non-binding ballot/feedback form members can send to the By-Laws Committee Chair within 20 days.
- ii. the proposal shall be referred forthwith to the By-Laws Committee and this committee's written recommendation shall accompany the 968 final proposal submitted to the Executive Council for vote.
- iii. The Executive Council will adopt the amendment/revision with a 2/3-majority vote of the council, or by submitting it to the members for a vote.
- iv. An amendment or revision proposed by one of the two above means can be submitted to the full membership for vote and will be adopted if at least 25% of the membership votes, and if a majority of the voting members approve it. If less than 25% of the membership votes, and a majority of the voting members approve it, the Amendment shall be adopted if a majority of the Executive Council approves it.

Section 2. **Publication.** The By-Laws of AMCD shall be published in their entirety, no less than every five years, beginning with the year 1975 in addition to the requirements for publication of amendments/revisions noted in Section 1 above.. They shall be published in the official journal, the Newsletter, on the AMCD website and by other available means.

ARTICLE XII: RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall govern all proceedings of the Association where they are not inconsistent with these By-Laws.

The End