

BYLAWS
of the
American Mental Health Counselors Association of Idaho
A State Chapter of the American Mental Health Counselors Association

ARTICLE I
NAME AND PURPOSE

SECTION I. Name

The name of this Association shall be the American Mental Health Counselors Association of Idaho (AMHCA of Idaho), a State Chapter of the American Mental Health Counselors Association.

SECTION II. Affiliation

This Association is organized and governed in accordance with the By-laws of the American Mental Health Counselors Association (AMHCA), and AMHCA of Idaho shall be subject to those provisions of AMHCA which apply.

AMHCA of Idaho shall be free to conduct its own affairs in compliance with AMHCA's Bylaws and policies contained in the Leadership Handbook. AMHCA of Idaho shall have policy and procedure guides for Chapter operation necessary to ensure responsible fiscal operations. Executive officers of AMHCA of Idaho must hold current membership in AMHCA.

SECTION III. Purpose

The **Mission** of AMHCA of Idaho: To advance the profession of clinical mental health counseling by setting the standard for collaboration, advocacy, research, ethical practice, and education/training/professional development.

AMHCA association Bylaws are the rules and regulations enacted by the association to provide a framework for its operation and management.

The purposes of the AMHCA of Idaho are as follows:

1. Advance the profession of clinical mental health counseling.
2. Promote the exchange of professional information among clinical mental health counselors by means of a newsletter, a journal, electronic media, and other scientific, educational, and professional materials.
3. Provide continuing education opportunities through conferences, workshops, and other means that assist clinical mental health counselors in updating and enhancing their competencies to meet the health care needs of those we serve.
4. Promote national standards for the training of clinical mental health counselors.
5. Promote research studies into the effectiveness of clinical mental health counseling interventions and related professional issues.
6. Promote positive and mutually beneficial relations with other professional organizations for effective advocacy of clinical mental health issues.
7. Promote a program of effective public relations to enhance the awareness of clinical mental health counseling and the competencies and services of its practitioners.
8. Promote high standards for credentialing and licensure of clinical mental health counselors, portability of these credentials and licenses, and the acceptance of clinical mental health counselors by all private and public employers and insurance programs.
9. Promote and support clinical mental health counseling as an academic pursuit by reaching out to college and university faculty and students.

10. Represent AMHCA of Idaho member initiatives to legislators at the local and national level and advocate for change in support of the AMHCA stated goals and objectives.

SECTION IV. Compliance with AMHCA Bylaws

AMHCA of Idaho is organized in compliance with the Bylaws of AMHCA.

ARTICLE II MEMBERSHIP

SECTION I. Types of Members

There shall be four types of memberships:

1. Professional
2. Associate
3. Retired
4. Student.

SECTION II. Qualifications

Any person who is engaged in or interested in professional counseling, guidance, career, or personnel work and who is also conscious of and including spiritual, ethical, and religious values in his/her practice and/or study is eligible to become a member. There shall be no restriction based on race, ethnicity, cultural heritage, gender, age, sexual orientation, religious and spiritual beliefs, socioeconomic status, and physical, emotional, and mental abilities.

1. **Professional Members.** Professional members must hold a master's or higher degree in counseling or a closely related field from an accredited college or university.
2. **Associate Members.** Associate members are individuals whose interests and activities are consistent with those of AMHCA of Idaho, but who are not qualified for professional membership.
3. **Student Members.** Individuals enrolled in a college or university program having interests in the area of human development, counseling, personnel work, or related areas shall be eligible to become a student member of AMHCA of Idaho with all the privileges of regular membership (unless professional membership status is achieved – i.e. upon licensure). Student members shall not be eligible to hold office with the exception of Chair of the Graduate Student and Emerging Professionals Committee.
4. **Retired Members.** Members who are retired from the counseling profession or those providing related counseling services, who practice for less than 25% (10 hours or less per week) shall be and have been active AMHCA of Idaho members for the past five (5) consecutive years are eligible for reduced rates. This category of members is created for the purpose of membership fee reduction only.

SECTION III. Membership Requirements

1. **Procedure.** Any person desiring to become a voting member of AMHCA of Idaho shall make application to AMHCA of Idaho and shall become a member of AMHCA of Idaho upon approval of the application and payment of dues.
2. **Obligation and Privileges.** A member must pay annual dues to AMHCA of Idaho. A professional, Associate, Student, or Retired member in good standing shall be entitled to vote and to attend meetings of AMHCA of Idaho. Professional and Retired members shall be eligible to hold office.

SECTION IV. Continuity of Membership

Membership in AMHCA of Idaho shall be continuous on an annual basis upon payment of annual dues.

SECTION V. Voting

All Professional, Student, and Retired Members shall be entitled to vote.

SECTION VI. Severance of Membership

1. A member may have their membership revoked for conduct that injures the association or which violates the Bylaws or Code of Ethics for the association. AMHCA of Idaho members shall adhere to the AMHCA Code of Ethics and the ACA Code Ethics.
 - a. Any two association members, in good standing, may bring an accusation of such conduct in the form of a written document signed by both members, to the Ethics Committee.
 - b. Ethics Committee decides to move forward and notice is given to the charged member of the precise charge and that there will be a hearing to decide if the member will be removed.
 - c. A hearing is held and the charged members shall be given the opportunity to present evidence on their behalf through witnesses or otherwise and shall be given the opportunity to confront witnesses against them.
 - d. The Ethics Committee makes a determination and provides their ruling to the charged member. There shall be an Ethics Review Panel, appointed by the Board of Directors, to review all rulings made for or against the charged member by the Ethics Committee.
 - e. The charged member shall have the right to appeal and have a hearing before the Board of Directors.
 - f. The charged member shall have a hearing before the AMHCA Board of Directors whose decision shall be final.
 - g. The review and appeals process must occur in a 30-day period.
2. The AMHCA of Idaho Board of Directors shall forward any complaints of ethical violations to the Idaho State Board of Licensure or the AMHCA Ethics Committee. If a person is found guilty of an ethical violation, they will be dropped from membership of AMHCA of Idaho.
3. A member may also have their membership revoked without a hearing for:
 - a. Receiving a conviction from the Idaho Board of Licensure for unethical behavior.
 - b. Nonpayment of dues.
 - c. Falsely certifying that professional qualifications have been met.
 - d. Falsely claiming AMHCA of Idaho membership when not a member in good standing.
4. It is at the discretion of the officers of AMHCA of Idaho and with the oversight of the AMHCA Ethics Committee when a severed member may apply again for membership.

SECTION VII. Dues

Annual Association dues for members shall be established by action of the Board of Directors and shall be collected by AMHCA of Idaho.

ARTICLE III OFFICERS

SECTION I. Officers and Their Terms

1. The officers of AMHCA of Idaho shall be President, Immediate Past President, President-Elect, Secretary, and Treasurer. The President shall appoint other officers as needed. These officers constitute the Executive Board of AMHCA of Idaho.
2. The term of office for each elected officer of AMHCA of Idaho shall begin on July 1 and shall terminate on the following June 30.
3. All officers of AMHCA of Idaho shall be elected at large from the members of AMHCA of Idaho.
4. Elected officers shall not be candidates to succeed themselves in office.
5. An elected/appointed officer or member of the AMHCA Board of Directors shall not serve in two offices at the same time.

SECTION II. Nomination and Election of Officers

1. The President, President-Elect, Secretary, and Treasurer shall be elected offices.
2. Call for nominations will be given at least 60 days prior to any election.
3. The President-Elect, Secretary, and Treasurer shall be elected during May each year.
4. A nominating committee shall be appointed by the Past President. The Nominating Committee shall present a slate of officers at an annual meeting of AMHCA of Idaho .
5. Additional nominations may be made from the floor.
6. The election of officers shall be by electronic ballot during May and officers shall be elected by a majority of those voting. The Nominating Committee shall count the ballots received and to report the election results.
7. The President-Elect shall become President if the office of President becomes vacant before the end of the term.
8. In the event any office other than that of President becomes vacant before the end of the term, the Executive Board is empowered to appoint a successor to complete the term.
9. Should a member of the AMHCA find cause to contest the eligibility of any nominee, a written notice shall be given to the Executive Director within fourteen (14) days after publication of the slate of candidates.
10. Prior to July 1, if for any reason an officer-elect should be unable to assume the office to which they have been elected, the Executive Board is empowered to appoint a successor to complete the term.

SECTION III. Duties of the Officers

1. The **President-Elect** shall:
 - a. Be a member of the AMHCA of Idaho Executive Board
 - b. Be responsible for the development of programs.
 - c. Shall succeed to the Presidency on July 1, or when the office of the President becomes vacant.
2. The **President** shall:
 - a. Serve as presiding officer of AMHCA of Idaho.
 - b. Be a member of the AMHCA of Idaho Executive Board.
 - c. Appoint all necessary Committee Chairs and perform such duties as normally incident to the office.
 - d. Serve on all Standing and Special Committees and Task Forces.
 - e. Shall submit a complete an annual report to the President of AMHCA including:
 - i. The names of its officers forthwith upon their election or appointment.
 - ii. Salient developments of the association.
 - iii. Reports will be made in accordance with the policy manual.
 - f. Notify the President of AMHCA if the number of members falls below ten.
 - g. A President is entitled to serve only once and may not be re-elected President.
3. The **Immediate Past President** shall:
 - a. Be a member of the AMHCA of Idaho Executive Board.
 - b. Serve as chair of the Nominations and Elections Committee.
 - c. Perform such duties as assigned by the Executive Board.
 - d. Facilitate the orientation of new board members and mentor the current president.
4. The **Secretary** shall:
 - a. Keep the records and minutes of the meetings of AMHCA of Idaho and its Executive Board.
 - b. Be responsible for the timely distribution of minutes to all the members of the Board.
 - c. Perform such other duties incident to this office.
 - d. Shall submit a report to AMHCA regarding elections and annual membership.
5. The **Treasurer** shall:
 - a. Be responsible for developing a balanced budget.
 - b. Be responsible for the maintenance of any AMHCA of Idaho assets.
 - c. Shall submit a complete fiscal report at the AMHCA of Idaho annual meeting.
 - d. Perform such other duties incident to this office.

SECTION IV. Officer Removal from Office

An elected officer may be removed from office for the following reasons:

1. An officer may be removed from his or her elected or appointed position for any of the following reasons:
 - a. Any conduct that injures AMHCA of Idaho or adversely affects its reputation.
 - b. Any conduct that is contrary to or destructive of its mission according to the Bylaws and the ACA Code of Ethics.
 - c. Non-performance of duties.
2. Any voting member of the Board of Directors may initiate the removal process.

The following steps will apply in sequence when the charge relates to failure to carry out the duties of the position:

1. Written documentation of charges must be presented to the AMHCA of Idaho President. In cases where the President is being charged, the Past President shall receive the written documentation of the charges.
2. Notification of the charges must be provided to the officer in question and to the Board of Directors.
3. Consideration of this issue will be reviewed, in closed executive session, by the Board of Directors.
4. Attempts will be made to resolve the issues through appropriate communication channels with the intent of keeping the person in office, if possible.
5. There will be an opportunity for the accused to respond to charges, either in person or in written form to the board of directors.
6. Removal from office shall occur upon a two-thirds majority vote of the voting board members present.

Ethical violations must be dealt with according to procedures detailed in the policy relating to such matters.

Voluntary resignation of any officer may be requested by the board of directors due to failure to carry out their duties or responsibilities of the office or if in the board's opinion there is a majority vote of no-confidence of the officer in question. The Board of Directors, less the accused board member, may vote by two-thirds majority to request a voluntary resignation of the officer. If voluntary resignation is declined, the process of removal from office, must be initiated in writing by a member of AMHCA of Idaho.

SECTION V. Board of Directors

The Board of Directors shall be the agency through which the general administrative and executive functions of AMHCA of Idaho are affected. The Board shall be responsible for developing and implementing all policies pursuant to these bylaws and the appropriate policy documents.

The Board of Directors shall include the following members: Executive Committee - President, President-Elect, Past-President, Secretary and Treasurer, Committee Chairs, and Executive Director (ex-officio member).

1. The Board of Directors shall meet at least twice a year at a time and place designated by the President and approved by the Board of Directors. Meetings at other specified times may be designated by either the President or a majority of the Board of Directors.
2. A simple majority of the members of the Board of Directors shall constitute a quorum.
3. The Annual Business Meeting of AMHCA of Idaho shall take place during the annual conference and published at least 30 days in advance. The procedures of the Annual Business Meeting are to be determined by policy.
4. Except in times of Executive Session, Board of Directors meetings are considered to be open meetings, in accordance with the AMHCA nonprofit status.
5. Any Board of Directors meetings can be conducted, utilizing teleconferencing technology, as the Board of Directors deems necessary to conduct its business.

SECTION VI. Conflicts of Interest

All officers and Board members shall comply with the Conflict of Interest policy of the association. All potential conflicts of interest must be disclosed beginning during their candidacy for the position and, if elected or appointed, in compliance with the Conflict of Interest Policy. Potential conflicts of interest will be addressed on a case by case basis, and all directors shall recuse themselves from votes in which real or perceived conflicts exist.

ARTICLE IV BUSINESS OF THE ASSOCIATION

SECTION I. Fiscal Year

The fiscal year of AMHCA of Idaho shall be from January 1 to December 31.

SECTION II. Dues

Annual dues shall be as determined by the membership and collected by the Treasurer for all types of membership.

SECTION III. Parliamentary Rules

The most current version of *Robert's Rules of Order* shall govern the proceedings of all bodies of AMHCA of Idaho.

SECTION IV. Leadership Handbook

AMHCA of Idaho shall have a Leadership Handbook that will guide officers and committees in fulfilling their functions and duties.

SECTION V. Quorum

A quorum for conducting business shall be a majority of the voting members of the Board of Directors, duly called by the Executive Board, for which members have been notified 15 days in advance.

SECTION VI. Membership Meetings

During membership meetings, the leadership will apprise members of important decisions, elicit feedback, and input on pending decisions, and seek ideas on future directions of the organization. If any votes are conducted at membership meetings, there must be a quorum, which will be a majority of the voting members of the Board of Directors.

SECTION VII. State Chapter Organization

Any group of association members residing or working within a particular state may apply for an AMHCA state chapter charter, providing the following conditions are met:

1. The group must consist of at least 4 interested members who work or reside in the same state.
2. The group must be representative of the AMHCA members in the state and adhere to the mission and vision of AMHCA.
3. The purposes of the state chapter shall be in accord with those of the AMHCA.
4. The state chapter shall organize in strict accordance with the bylaws of the AMHCA.
5. State chapter bylaws shall be consistent with the AMHCA bylaws.
6. All Board of Directors of the state chapter shall be members in good standing of the AMHCA.
7. Charters are awarded to the state chapter solely by the AMHCA Board of Directors.
8. State chapters must adopt the Charter Agreement provided by the AMHCA Board of Directors and abide by all the terms of the Charter.
9. The state chapter shall be free to conduct its affairs at the state level in compliance with the Bylaws of the AMHCA.
10. A state chapter may adopt its own name but in governing instruments, letterhead, and similar

written materials must identify itself as “A State Chapter of the American Mental Health Counselors Association.”

11. No state chapter shall take actions or incur liabilities on behalf of the AMHCA unless specifically authorized to do so in the AMHCA bylaws or by resolution of the AMHCA board of directors.
12. No state chapter shall hold itself out as the agent of the AMHCA unless such agency has been duly authorized by the board of directors in writing. All AMHCA members in newly chartered states will automatically become state chapter members for one year.
13. All chapters must be identified in their Articles of Incorporation as a chapter of the AMHCA.

SECTION VII. Reporting to AMHCA

Each state chapter shall submit to the national office a current roster of its officers, and Board of Directors, where applicable, within thirty (30) days of their election or appointment. The national office shall send copies of these rosters to the appropriate regional director.

Each state chapter shall submit written reports to the national office on a schedule to be determined by policy. The national office shall send copies of these reports to the appropriate regional director. The regional directors should receive the reports and also copy in the regional director.

SECTION VIII. Charter Renewal Standards

Standards for annual charter renewal reflect the sound organization and development necessary for a state chapter of the AMHCA.

Region Directors will make recommendations to the board of directors concerning charter status for each state chapter in their region.

Standards and procedures for annual charter renewal, failure to renew, or denial of renewal are outlined by policy.

SECTION IX. Revocation of State Chapter Charter

1. The AMHCA Board of Directors shall have the power to revoke the charter of a state chapter when it is deemed in the best interests of the association to do so by a two-thirds vote of the AMHCA Board of Directors.
2. The AMHCA Board of Directors may revoke the charter of a state chapter if the state chapter violates or breaches the Charter Agreement.
3. The AMHCA board of directors will consider the recommendation of the regional directors for the charter renewal or revocation.
4. Appeal may be made in writing to the regional representative who will propose a modified agreement or recommend confirmation of the original recommendation.
5. Notification of the board’s final decision will be made to the regional director and the state chapters.
6. Standards and procedures for annual charter renewal, failure to renew, or denial of renewal are published in the AMHCA Policies Manual and Leader Handbook.

SECTION X. Withdrawal from State Chapter Status and Disband as a State Chapter

1. A state chapter may terminate its relationship with the AMHCA with a minimum of two thirds vote of the state chapter’s membership.
2. Notice must be made to the AMHCA Board at least 90 days before the vote to cease operations as an AMHCA chapter is taken.
3. All state chapter resources must be accounted for at least 90 days before any vote is taken.
4. All state and federal laws dictating the dissolution of a non-profit chapter to a national organization relationship must be adhered to.
5. Any and all outstanding liabilities that result from a vote to separate and disband remain the responsibility of the state chapter and must be resolved before termination may be completed.

6. Any remaining financial resources of the state chapter shall be relinquished to the national organization upon termination.

ARTICLE V COMMITTEES

SECTION I. Committee Composition

The Committees of AMHCA of Idaho may consist of Standing and Special Committees.

1. With the approval of the AMHCA of Idaho Board of Directors, the President may form Special Committees, as necessary for a term of one year, and designate the chair for each committee.
2. A Committee chair serves a term of one year and may serve consecutive years at the discretion of the President-Elect.
3. The President-Elect shall appoint, with approval of the Board of Directors, all Committee members.
4. The President-Elect shall appoint any vacancies for his or her year.
5. The Past President shall chair the Nominations and Elections Committee.
6. Each committee chair shall transmit a written report to the President of AMHCA of Idaho prior to any membership meeting, who shall report salient developments to the Board of Directors.

ARTICLE V AMENDMENTS

SECTION I. Amendment

Amendment Proposals: These Bylaws may be amended by a majority of the Board of Directors voting by either of the two (2) following methods:

1. Proposed amendments may be presented by the:
 - a. Executive Committee
 - b. Board of Directors
 - c. Any elected officer
 - d. Individual AMHCA of Idaho member
 - i. In the case of an individual member, the proposed amendment shall be presented over the signatures of at least twenty (20) members in good standing.
2. Amendments may originate at a Board of Directors meeting. If approved by two-thirds (2/3) of voting Board members, such proposed amendments shall be sent not less than thirty (30) days following the date of presentation for an e-mail vote by the Board members before whom the amendment originated. An amendment shall be approved in this manner when it receives a two-thirds (2/3) vote from those members of the Board of Directors voting.

Amendment Procedure:

1. The proposed amendment shall be submitted thirty (30) days prior to any meeting of the AMHCA of Idaho Board of Directors.
2. An amendment shall be approved upon receiving a two-thirds (2/3) vote of the Board of Directors voting.
3. Amendments to Bylaws shall be reported in writing to the President of AMHCA for approval by the AMHCA Board of Directors at least six (6) months prior to the effective date of their adoption.
4. Amendments approved by AMHCA will become adopted as of the date of the AMHCA Board of Directors meeting.

ARTICLE VI ADOPTION AND AMENDMENT OF BYLAWS

SECTION I. Adoption

These bylaws shall become effective immediately upon:

1. Approval by the AMHCA State Chapters Committee.
2. The election of a President, President-Elect, President Elect-Elect, Secretary, and Treasurer.

January 2024