

## BYLAWS

### Licensed Clinical Professional Counselors of Maryland (LCPCM)

#### ARTICLE I. NAME AND PURPOSES

##### Section 1. Name

The name of this association shall be the Licensed Clinical Professional Counselors of Maryland, Inc., (LCPCM) (hereinafter "Association").

##### Section 2. Purposes

The purposes of the Licensed Clinical Professional Counselors of Maryland (LCPCM) are as follows:

- a. Advance the profession of mental health counseling.
- b. Promote the exchange of professional information among mental health counselors by means of a newsletter, and other scientific, educational, or professional materials.
- c. Provide continuing education opportunities through conferences, workshops, and other means that assist mental health counselors in updating and enhancing their competencies.
- d. Promote standards for training and supervision of mental health counseling students, and continuing education for practicing mental health counselors.
- e. Promote research studies into the effectiveness of mental health counseling interventions and related professional issues.
- f. Promote positive relations with other professional organizations for effective advocacy of mental health issues.
- g. Promote a program of effective public relations to enhance awareness of mental health counseling and the competencies and services of its practitioners.
- h. Promote high standards for credentialing of mental health counselors by advocating for licensure and related state regulations and for national professional certification.
- i. Provide a liaison on state and national levels with other professional groups to promote the advancement of the mental health field.
- J. Promote an alliance with counselors in other work settings to advance the entire profession of counseling.

## ARTICLE II. MEMBERSHIP

### Section 1. Types of Membership

There shall be five types of membership: clinical, licensed graduate, retired, student, and associate. Only clinical, licensed graduate, and retired members may vote. Only clinical and retired members shall be eligible for elective office.

### Section 2. Requirements of Membership

#### a. Clinical Member.

(1) Eligibility. An applicant for clinical membership shall certify that he or she is licensed to practice clinical professional counseling and are in good standing with the Board of Professional Counselors and Therapists.

(2) Obligations and Privileges. A clinical member must pay annual dues. A clinical member in good standing shall be entitled to vote, attend meetings of the association, and shall be eligible to hold office in the association.

#### b. Licensed Graduate Member.

(1) Eligibility. An applicant for licensed graduate membership shall certify that he or she is licensed to practice clinical graduate professional counseling and are in good standing with the Board of Professional Counselors and Therapists.

(2) Obligations and Privileges. A licensed graduate member must pay annual dues. A licensed graduate member in good standing shall be entitled to vote and attend meetings of the association.

#### c. Retired Member.

(1) Eligibility. A retired member is an LCPC who works less than 10 hours per week.

(2) Obligations and Privileges. A retired member must pay annual dues. Dues shall be at a reduced rate as determined by the LCPCM Board. A retired member shall not be eligible for the privileges of clinical membership.

d. Student Member.

- (1) Eligibility. A student member is a person enrolled in an accredited graduate program in counseling or a related area.
- (2) Obligations and Privileges. A student member must pay annual dues. A student member may attend meetings of the association and participate in the activities of the association, but shall not be eligible to vote or hold elected office.

e. Associate Member.

- (1) Eligibility. An associate member is any person who supports the mission and purposes of LCPCM and wishes to participate in the activities and projects of the association.
- (2) Obligations and Privileges. An associate member must pay dues as established by the LCPCM Board. An associate member is entitled to the same clinical membership rates for conferences and may attend meetings, but is not eligible to vote or hold elected office.

### **Section 3. Membership Procedures and Retained Privileges**

**Procedure:**

Any person desiring to become a member of the association shall complete the LCPCM membership application form and shall become a member of the association upon the payment of dues.

- a. The applicant must be in good standing with the Board of Professional Counselors and Therapists, and
- b. must meet the eligibility requirements for a membership category.

## **15. Severance of membership**

er may be dropped from membership for:

- a. nonpayment of dues
- b. falsely certifying that membership qualifications have been met

## **LE III. OFFICERS OF THE ASSOCIATION**

### **1. Officers and Terms offices**

ed officers of this association shall be president, president-elect, past  
, secretary, and treasurer shall all serve for at a two-year term.

- a. All officers of the association shall be elected from among clinical and retiree members of the association.
- b. The president-elect shall automatically become the president of the association two years after the commencement of his/her term of office as president-elect or upon the death or resignation of the president.
- c. The immediate past-president shall serve as a member of the Board of Directors for two years following expiration of his/her presidential term.
- d. An elected officer shall not be a candidate to succeed him/herself in the same office, except that a president-elect succeeding to the office of the president shall serve his/her full term as president in addition to serving whatever may remain of the unexpired term of the resigned or deceased president. In the event a duly qualified candidate is not available, an elected officer may succeed him/herself.
- e. The term of office for any elected officer shall begin on January 1, and shall continue for a period of two years or until his/her successor takes office.

- e. The Board shall determine the eligibility of those members for candidacy.
- d. If any officer elected should be unable to assume his/her office by April 1, the next ranking candidate on the election return shall assume the position.
- e. Should a member of the association find cause to contest the eligibility of a nominee, he/she shall give written notice to the President/Board/staff within (30) days after publication of the slate of candidates in the association's official publication, after which time the slate becomes incontestable.
- f. Should a member of the association find cause to contest the validity of the election procedures, he/she shall give written notice to the President/Board/staff within thirty (30) days after the closing of elections, after which time the election shall be incontestable.
- g. The President or contacted board member shall submit to the Board of Directors for its approval the proposed procedures for carrying out the annual election.

### 3. Duties of Officers

a. During his/her term of office, **the President**/staff shall serve as presiding officers of the association, a member and chairperson of the Board of Directors of the association. He/She shall, with the approval of the Board of Directors, appoint all necessary committees and perform such other duties as are incident to his/her office, or as may be properly required of him/her by the vote of the Board of Directors. The President or President-designee, with the approval of the Board of Directors, shall conduct the official correspondence of the association and shall issue calls and notices of meetings. He/She shall oversee the work of volunteers and business manager. The president's actions will reflect the consensus of the Board.

b. The **president-elect** shall serve as an elected member of the Board of Directors. He/she shall form an ethics committee as necessary, serving as an

work to an accountant, as determined by the Board. The treasurer will annually prepare an actual and proposed budget in conjunction with the Board. A complete fiscal report shall be submitted to the Board of Directors, before the Fall conference. The proposed budget must be approved by the majority of the membership present at the annual Fall conference or at a general membership meeting, as called by the Board. The treasurer shall be responsible for receipt and deposit of funds and paying all bills for the association. He/she shall perform such other duties as may be directed by the Board of Directors.

f. The **Board Members At Large** shall serve as an elected member of the Board of Directors. He/she shall serve to represent other counties within the state and provide over such Committees as Newsletter, Professional Development, LGPC, etc.

## **Board of Directors**

The Board of Directors shall be composed of the President, the president-elect, the immediate past-president, secretary, treasurer and up to five Board Members-at-Large. At the discretion of the Board, Appointed Committee Chairs may serve as Board Members-at-Large, and as such, are voting members of the Board of Directors for one year. The Association officers may select up to five Committee Chairs to serve as Members-at-Large on the Board.

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

The Board of Directors with the staff shall conduct, manage and control the business of the association in a professional and ethical manner.

The Board of Directors shall from time to time prescribe methods and procedures for authorizing the expenditure and the accounting for all funds

1. A simple majority of the members of the Board of Directors shall constitute a quorum with the inclusion of at least one elected officer.
  2. Business meetings and conferences of the association shall take place at times and places agreed upon by the President and the Board. Members will be given adequate notice in advance of these times and dates. Information will be disseminated before the meetings/conferences.
- b. The Board of Directors shall bring to an annual meeting of the association a report and review of programs and expenditures and any proposal of new policies.
  - c. An elected officer may be removed from office for failure to perform his/her duties.
  1. A two-thirds majority of the voting members of the Board of Directors shall be required to remove the elected member from his/her position.
  - e. Consideration of this issue shall be conducted in closed executive session of the Board of Directors.
  - f. The officer who is the subject of an action of removal from office will be required to abstain from voting on the issue, and may also be asked to leave the session if the issue is considered by the remainder of the Board of Directors.
  - g. The Board of Directors shall develop policies in this area to assure that an elected officer has the right to respond to charges of failure to perform his/her duties and for he/she to have an available appeal process.

## **ARTICLE IV. COMMITTEES**

### **Standing Committees**

g shall be standing committees of the association:

## **ARTICLE V. BUSINESS AFFAIRS OF THE ASSOCIATION**

### **Fiscal Year**

shall be from October 31-November 1

### **Quorum to Transact Business of the Association**

Notwithstanding any other provision within these bylaws or within the parliamentary authority cited by the association, the members present shall constitute a quorum authorized to transact any business duly presented in any general membership meeting of the association for which advance notice has been given.

Notwithstanding any other provision within these bylaws or within the parliamentary authority cited by the association, a majority of the membership of the Board of Directors shall constitute a quorum for conducting business of the Board.

## **ARTICLE VI. BYLAWS**

### **Amendments**

These bylaws may be amended at any regular or special membership meeting of the Association by a two-thirds vote, provided that previous notice of the proposed amendment(s) be given to all members at least eight days in advance.

### **Effective Date of Bylaws Amendments**

At the time of the adoption of an amendment to the bylaws, the Board of Directors specify that the amendment is effective either immediately or at the beginning of the next fiscal year.

### **Publication**

The bylaws of the association shall be published periodically in the association's





