

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 in good standing are eligible for elective office.

Section 2. Requirements of Membership

a. Clinical Member.

- (1) Eligibility. An applicant for clinical membership shall certify that they are licensed to practice clinical professional counseling and are in good standing with the Board or 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 they are 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 a week.
- (2) Obligations and Privileges. A retired member must pay annual dues. The annual dues will be at a reduced rate as determined by the LCPCM Board. A retired member shall have all the privileges of clinical membership.

d. Student Member.

- (3) Eligibility. A student member is a person enrolled in an accredited graduate program in counseling or a related area.
- (4) 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 entitled to vote or hold elected office.

e. Associate Member.

- (5) 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.
- (6) Obligations and Privileges. An associate member must dues as established by the LCPCM Board. An associate member is entitled to 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.

Retained Privileges:

Membership privileges shall continue as long as the member pays the required dues and is in good standing with the Board of Professional Counselors and Therapists

Section 4. Dues

Annual association dues for members shall be established by action of the Board of Directors and shall be collected by the association treasurer.

Section 5. Severance of membership

A member may be dropped from membership for:

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

ARTICLE III. OFFICERS OF THE ASSOCIATION

Section 1. Officers and Terms offices

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

- a. All officers of the association shall be elected from among clinical, regular/basic and retired members of the association.
- b. The president-elect shall automatically become the president of the association after the

commencement of his/her term of office as president-elect, or upon the death or resignation of the president. In the event that the president-elect should resign or be unable to complete his/her own term or the president's term, the Board of Directors shall appoint qualified members to fill the vacancies.

- 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 April 1, and shall continue for a period of two years or until his/her successor takes office.

Section 2. Nominations and Elections of Officers

- a. The President, President-elect, Secretary, Treasurer and two Board Members At Large shall be elected every two years by secret ballot, mailed to or and so returned by members of this association.
- b. The President and staff shall issue a call to all members of the association for nominations of officers allowing sufficient time for the election process to be completed by March 1.
- c. 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 any nominee, he/she shall give written notice to the President/Board/staff within thirty

(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.

Section 3. Duties of Officers

- a. During his/her term of office, the President/staff shall serve as presiding officers of the association. The President shall be a chairperson of one of the standing committees of the Association. The President, with the help of the staff and the approval of the Board of

Directors, appoint all necessary committees.

- b. The president-elect shall serve as an elected member of the Board of Directors. He/she shall perform such duties as may be directed by the Board of Directors and/or by policy.
- c. The immediate past-president shall serve as a member of the Board of Directors. He/she shall perform such duties as may be directed by the Board of Directors and/or by policy.
- d. The secretary shall serve as an elected member of the Board of Directors. He/She shall keep the records of all the meetings of the association as well as the minutes of the Board of Directors. He/she shall assist in conducting the official correspondence of the association and shall issue calls and notices of meetings.
- e. The treasurer shall serve as elected member of the Board of Directors. He/she shall prepare and maintain all financial records of the association. A complete fiscal report shall be submitted to the Board of Directors as soon as possible after the close of the fiscal year. 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 preside over such Committees as Newsletter, Professional Development, LGPC, etc.

Section 4. Board of Directors

- a. The Board of Directors shall be composed of the President, the president-elect, the immediate past-president, secretary, treasurer and two Board Members At Large serving for two consecutive years.
- b. 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.
- c. The Board of Directors with the staff shall conduct, manage and control the business of the association in a professional and ethical manner.
- d. The Board of Directors shall from time to time prescribe methods and procedures for authorizing the expenditure and the accounting for all funds of the association.
- e. The Board of Directors shall have the authority to determine the method and process of voting on business of the association in accordance with the cited parliamentary authority and on behalf of the members of the association.

Section 5. Meetings

- a. The Board of Directors shall meet at least monthly. If that's not possible, at least six times a year at a time and place designated by staff and the President and approved by the Board of Directors. Meetings at other specified times may be designated by either the staff or President or a majority of the Board of Directors.

LCPCM BYLAWS

- (1) A simple majority of the members of the Board of Directors shall constitute a quorum.
 - (2) Business meetings and conferences of the association shall take place at times and places agreed upon by the staff, the President and the board. The date and location will be published in the association's newsletter and/or by special published announcement whenever possible.
- b. The Board of Directors via Treasurer 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.
 - d. 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 in which 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

Section 1. Standing Committees

The following shall be standing committees of the association:

- a. By-Laws Committee
- b. Legislative Committee
- c. Ethics Committee
- d. Membership Committee and Web Site (primary responsibility of staff)
- e. Newsletter Committee (w/staff assistance)
- f. Public Relations Committee
- g. Professional Development Committee (w/staff assistance)
- h. College/University Students and Faculty Liaison Committee
- i. Strategic Planning Committee (w/staff assistance)

- j. LGPC Committee
- k. Lunch and Learn Committee

Section 2. Work of Standing Committees

Standing committees shall perform the following work:

- a. The Professional Development Committee shall be responsible for the programs, training, and conferences of the association.
- b. The Legislative Committee shall be responsible for monitoring the activities of the state and national legislatures and other regulatory bodies and to inform and assist the Board of Directors in its efforts to respond to or initiate action with these groups in keeping with the purposes of the association.
- c. The Public Relations Committee shall advise and assist the Board of Directors in matters of public relations in keeping with the goals of the Association.
- d.

The association's membership compliance with federal and state laws and the professional code of ethics statement and for reviewing all ethical issues.

- e. The Newsletter Committee shall be responsible for collecting articles for The Internet Newsletter to be published on the association's website w/ help of staff.
- f. The Membership Committee shall be responsible for assisting with membership recruitment and retention and the staff maintains records of all members of the association, and for the publication of an annual membership directory.
- g. The By-Laws Committee shall be responsible for reviewing and updating by-laws when appropriate at least every other year.
- h. The College/University Student and Faculty Liaison Committee shall contact and meet with local colleges/university counseling faculty regarding services of LCPCM and to encourage participation and membership of both students and faculty.
- i. Strategic Planning Committee shall meet every year to discuss the goals to be set for the forthcoming year. The President and the Board shall discuss this topic until a working plan is in place. Of course, periodic changes may be made as the goals change.
- j. LGPC Committee shall conduct membership recruitment activities.
- k. Lunch and Learn Committee shall coordinate monthly luncheon speakers for LCPC's and LGPC's to learn and network. Speakers are usually LCPCM members.

Section 3. Special Committees

Special committees may be authorized by the President and staff with the approval of the Board of Directors to perform any work in keeping with the purposes of the association. Such committees shall continue for not more than two years unless otherwise specified in the motions to establish or continue such committees.

Section 4. Committee Chairpersons

- a. Committee chairpersons shall be appointed by the President with approval of the Board of Directors.
- b. Committee chairpersons shall serve for a period of one year, but may be re-appointed to succeed themselves for additional terms.

Section 5. Reports

Each committee shall report to the President/staff, in writing, the salient activities, financial information and progress of the committee.

ARTICLE V. BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. Fiscal Year

The fiscal year shall be from October 31-November 1

Section 2. Quorum to Transact Business of the Association

- a. 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.
- b. 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

Section I. 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.

Section 2. Effective Date of Bylaws Amendments

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

Section 3. Publication

The bylaws of the association shall be published periodically in the association's newsletter in their entirety. All amendments adopted by the association during an official year shall be printed in the newsletter during the year of adoption.

ARTICLE VII. RULES OF ORDER

The parliamentary authority for conducting business of the association will be Robert's Rules of Order, newly revised; 1990 Edition (by Henry Martin Robert), as from time to time amended.

Adopted: I, (President) Mollie Thorn, hereby certify that these bylaws have been adopted on this day, October 21, 2016, by a two-thirds vote of the members present at an annual meeting of the Licensed Clinical Practical Counselors of Maryland, Inc.