

**By-Laws of the
West Virginia Licensed Professional Counselors Association
A Chapter of the
American Mental Health Counselors Association**

Article I: Name and Purpose

Section I. NAME

The name of this association shall be the West Virginia Licensed Professional Counselors Association (WVLPCA).

Section II. MISSION STATEMENT

To promote the mental health and general well being of the people of West Virginia and its environs and to promote the clinical profession and professionalism of LPCs in West Virginia.

Section III. PURPOSES

In order to promote the highest standards of professional care to the people of West Virginia, the purposes are:

- a. Promote the profession of all Licensed Professional Counselors LPCs in West Virginia.
- b. Provide a system of communication between LPCs in West Virginia through such means as newsletters, journals, workshops, and other scientific, educational and professional methods.
- c. Provide an alliance with LPCs in all work setting to advance the entire profession of counseling.
- d. Promote optimal professional training standards and continuing professional education for LPCs.
- e. Encourage participation in scientific research and inquiry into mental health issues.
- f. Educate the public concerning the role and benefits of LPC services.
- g. Promote appropriate standards of state Licensure, NBCC certification, and equitable third party payments for LPCs in West Virginia and nationally.
- h. Promote professional networking, resource sharing, and mentoring.

- i. Promote related venues for the application of professional skills, mediation, retreats, education, etc.
- j. Through co-operative relationships with other counseling organizations, seek to provide the people of West Virginia with quality counseling services and support the other objectives noted in this association's By-Laws."

Article II: Membership

Section I: MEMBERSHIP

- a. **Clinical Membership:** Limited to LPCs .
- b. **Associate membership:** Includes anyone in West Virginia whose work-related responsibilities or interests are in the area of mental health counseling.
- c. **Student membership:** Includes any student at the graduate/undergraduate level who has interests in the areas of mental health counseling.

Section II: DUES

Annual association dues for members shall be established by action of the Board of Directors and shall be collected as they deem fit.

Section III: RIGHTS AND PRIVILEGES

Voting privileges shall be limited to those holding Clinical Membership in the West Virginia Licensed Professional Counselors Association. All Executive Committee Members and Directors shall be members of WVLPCA and must maintain ongoing membership in the American Mental Health Counselors Association (AMHCA).

Section IV: SEVERANCE OF MEMBERSHIP

- a. A member may be dropped from membership for any conduct in violation of the AMHCA code of ethics or the By-Laws of WVLPCA.

Or,

- b. A member may be dropped from membership for the nonpayment of dues.
- c. A member may discontinue membership at anytime, however, there will be no refund of dues.

Article III: Officers of the Association

Section I: OFFICERS

The officers of this Association shall be President, President-Elect, Past-President, Secretary, and Treasurer. These five officers shall constitute the Executive Committee.

Section II: ELECTION AND TERMS OF OFFICE

- a. The nominating committee shall prepare a ballot of nominees for officers and Directors. All officers and Directors of this Association shall be elected from among professional members of the Association. Nominations for officers and members of the Board of Directors shall be directed in writing to the immediate Past-President by April 1st of the election year. Ballots are to be distributed by May 1st and returned postmarked by May 21st. All new officers and Board members will take office on July 1st.
- b. The **President** shall be elected for a 2 (two) year term commencing on July 1st. In the event that the President should resign or be unable to meet the obligation of his/her office, the Board of Directors shall appoint a qualified member to fill the unexpired vacancy.
- c. The **President-Elect** shall be elected for a 2 (two) year term, and shall automatically become the President on July 1st, at the expiration of the outgoing President's term. In the event that the President-Elect should resign or be unable to meet the obligations of his/her office, the Board of Directors shall appoint a qualified member to fill the unexpired vacancy.
- d. The outgoing President shall serve for a 2 (two) year term as **Past-President** following the expiration of his/her Presidential term.
- e. The **Secretary** of the Association shall be elected for a two-year term to commence on July 1st of even numbered years.
- f. The **Treasurer** of the Association shall be elected for a two-year term to commence on July 1st of odd numbered years.
- g. In the event that an officer or Board member cannot fulfill his/her term, the President, with the approval of the Executive Committee, shall appoint a replacement to serve the balance of the term.

Section III: DUTIES OF OFFICERS

Duties of officers shall be direct and execute policy as determined by the WVLP Board of Directors.

- a. The **President** shall serve as presiding officer of the Association, and as a member and Chairperson of the Executive Committee and the Board of Directors. The

President votes only in the case of a tie during full board meetings. The President shall, with the approval of the Executive Committee, appoint all necessary committees and perform such other duties as are pertinent to the office, or as may be properly required by note of the Executive Committee and/or the Board of Directors including calling for an independent audit at the end of the treasurer's term of office. The President shall convene the Executive Committee at least quarterly, and at other times as determined by the President. A quorum will be determined by simple majority of the members of the Executive Committee.

- b. The **President-Elect** shall serve as a member of the Executive Committee, and the Board of Directors. The President-Elect shall perform such duties as may be directed by the Executive Committee, the Board of Directors, and/or the President. The President-Elect shall also serve as an Ex-Officio member of all committees.
- c. The **Past-President** shall serve as a member of the Executive Committee and the Board of Directors, and shall perform such duties as may be requested by the Executive Committee, Board of Directors, and/or the President. The Past-President shall serve as Chairperson of the Nominations and the Elections Committee.
- d. The **Secretary** shall attend, process, and hold in record all minutes, reports, and correspondence. The Secretary shall serve on the Executive Committee and Board of Directors and shall record all minutes of the WVLPCA. The Secretary will be responsible to forward all minutes to the Executive Committee, the Board of Directors, and a summary to the newsletter editor. The Secretary will process all correspondence and all records will be appropriately archived at the end of the term of office.
- e. The **Treasurer** shall serve on the Executive Committee and the Board of Directors and represent the WVLPCA in assuring the receipt and expenditure of funds in accordance with directives established by the Executive Committee and Board of Directors. The Treasurer shall keep the financial records of the WVLPCA up to date and shall also prepare and present a monthly financial statement to the President and Secretary. The Treasurer shall prepare and present an annual financial summary to WVLPCA's Board of Directors in compliance with customary accounting standards. The Treasurer shall submit all requested records for an independent audit at the end of the term of office. The Treasurer and the Incoming President shall prepare a proposed annual budget by June 30th.

Section IV: BOARD OF DIRECTORS

The Board of Directors of the organization shall consist of 7 (seven) members-at-large in addition to the five members of the Executive Committee. The members-at-large shall serve two-year terms, with six being replaced annually and taking office on July 1st of each year. The initial at-large board members will be elected for either a one or two year term, thereby creating a staggered replacement/re-election pattern.

When the membership of WVLPCA reaches 300 members, 1 (one) additional Board member-at-large shall be elected. Afterward, 1 (one) additional Board member-at-large shall be elected for each 100 additional association members.

Duties of the Board of Directors shall be to attend board meetings as called by the President in order to determine policy and direction for the organization. The President shall preside. A majority of those attending shall constitute a quorum and a majority vote shall carry.

Section V: REMOVAL FROM OFFICE

Any officer or Board member may be removed from office for failure to perform assigned duties. A two-thirds majority of the Board of Directors shall be required to remove the elected member from the position.

Article IV: Committees

Section I: Standing Committees

- a. **Executive Committee:** In addition to duties previously described, the Executive Committee shall be responsible for a review of the bi-annual audit and the By-Laws.
- b. **Nominations/Elections Committee:** Shall prepare a ballot of nominees and oversee the election of officers and board members.

Section II: RECOMMENDED COMMITTEES

- a. **Membership Committee:** The goal of the Membership Committee is to encourage membership in state and national organizations and in developing and implementing a membership plan.
- b. **Communication/Newsletter Committee:** The goal of the Communication/Newsletter Committee is to provide a system of communication between LPCs in West Virginia through such means as newsletters, journals, workshops, and other scientific, educational, and professional methods.
- c. **Public Relations Committee:** The goal of the Public Relations Committee is to educate the public concerning the role and benefits of LPC services.
- d. **Professional Development Committee:** The goals of the Professional Development Committee are to:
 - 1. Promote optimal professional training standards and continuing professional education for LPCs;
 - 2. Encourage participation in scientific research and inquiry into mental health issues;
 - 3. Educate the public concerning the role and benefits of LPC services;
 - 4. Promote equitable standards for state licensure, NBCC certification, and equitable third-party payments for LPCs.

e. Government Relations/Political Action Committee: The goals for the Government Relations/Political Action Committee are to:

1. Study legislation affecting mental health, and recommend procedures for action;
2. Respond to both state and national legislation needs;
3. Influence the direction of local and state legislation in the field of mental health, and to inform AMHCA's national office about local legislation efforts and problems.

f. Practice Developmental Committee: The goal of the Practice Development Committee is to help LPCs develop and market their clinical practice in West Virginia.

g. Other Committees will be named as determined by the President and/or the Executive Committee.

Article V: Annual Meeting

The WVLPCA Annual Business Meeting shall be held at the Spring Conference, or as announced by the President with at least 30 days notice in writing to the membership of WVLPCA prior to the meeting.

Fall

Article VI: By-Laws

The By-Laws may be adopted, amended, or revised in two ways:

- a. By simple majority vote of the members present at the annual or membership meetings. All proposed By-Law changes shall be sent to the membership 15 days prior to the annual meeting;
- b. A simple majority vote of those responding to a mail ballot.

Article VII: Rules of Order

The parliamentary authority for meetings of WVLPCA will be Robert's Rules of Order (newly revised, Current Edition— H.M. Robert)

Approved and adopted 6/13/03