

PREAMBLE

The Missouri Association for Marriage and Family Therapy (hereafter referred to as **MOAMFT**) is the professional organization representing the practice of marriage and family therapy in Missouri. **MOAMFT** bylaws allow the Board of Directors of the Association to charter chapters. The purpose of this document is to serve as a definition of relationship between **AAMFT** and **MOAMFT** and between **MOAMFT** and its chapters.

CONSTITUTION AND BY-LAWS OF THE MISSOURI ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

ARTICLE I. Name, Organizational Structure, and Relationship to Central Office

Section 1. The name of this organization shall be the Missouri Association for Marriage and Family Therapy - A Division of the American Association for Marriage and Family Therapy (hereafter referred to as the AAMFT).

Section 2. This Division is responsible to the duly elected officers and Board of Directors of the AAMFT and all rules and orders lawfully made thereunder.

Section 3. The Bylaws of this Division shall be consistent with those of the AAMFT and shall be approved by the AAMFT before formal adoption by the Division.

ARTICLE II. Purposes

Section 1. The purposes for which this Division is formed are as follows:

- (A) To promote the common professional interests of those who are marital and family therapists.
- (B) To represent marriage and family therapy as a mental health profession to the public and before governmental bodies
- (C) To promote professional standard to cooperate with other organizations and agencies in furtherance of the profession of marriage and family therapy.
- (D) To fulfill other purposes stated in the AAMFT bylaws as those purposes may be pursued appropriately at the Divisional level.

Section 2. To further the objectives of the Division by meetings, clinical sessions, publications, research in the field, and other relevant activities.

ARTICLE III. Membership

- Section 1. The membership of the Association shall be divided into two (2) categories:
- (A) Voting Members. The voting membership shall be composed of Clinical Members.
 - (B) Non-voting Members. The non-voting membership shall be composed of Student Members, Associate Members, and Affiliate Members.
- Section 2. All members of the Division shall be members in good standing of the AAMFT and all AAMFT members maintaining an address of record in Missouri with the AAMFT offices shall be members in good standing of the Division.
- Section 3. Members shall be governed by and abide by the bylaws of the AAMFT and by the by laws of the Division and all rules and orders lawfully made thereunder.
- Section 4. All members shall pay both their AAMFT and their divisional dues.

ARTICLE IV. Officers

- Section 1. The Officers of the Association shall be a President, a President-Elect, a Secretary, a Treasurer, and a Past President. The Officers must be Clinical members of AAMFT.
- Section 2. The President shall serve a term of two (2) years, following a term of two (2) years as President-Elect. The President shall be the Chief Officer of the Division and of the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President also shall serve as a member ex-officio with right to vote on all committees except the Elections Committee.
- Section 3. The President-Elect shall serve a term of two (2) years, succeeding to the office of President upon completion of that term. The President-Elect shall serve as Presiding Officer of the Division and Board during the absence of the President.
- Section 4. The Secretary shall serve a term of three (3) years. The Secretary shall keep the records of all business meetings of the Division and meetings of the Board, shall direct the distribution of minutes and reports as authorized by these bylaws and by the Board, and shall be responsible for all official correspondence of the Division.
- Section 5. The Treasurer shall serve a term of three (3) years. The Treasurer shall Chairperson of the Finance Committee, shall oversee the management of funds for duly authorized purposes of the Division, shall prepare the annual

budget, and shall present periodic financial reports to the Board and an Annual report to the membership and the AAMFT. The fiscal year of the Division shall begin on January 1.

Section 6. The Past President shall serve a term of one (1) year immediately following completion of a term of office as President.

Section 7. Divisional Officers shall be assumed to have resigned from office at such time as they move outside the Divisional geographic boundaries. Divisional Officers' primary mailing address with AAMFT must be in Missouri. If any Officer ceases to be in good standing by reason of nonpayment of dues, the Board shall declare his/her office to be vacant.

Section 8. If any office, other than President or President-Elect becomes vacant, the Board may appoint a successor to fill the office. In the event the President is unable to complete the current term of office, the President-Elect shall assume the presidential duties and office, and a special election shall be called to elect a new President-Elect through a ballot by the voting membership. In the event that the President-Elect is unable to complete the current term of office, a special election shall be called to elect a successor through a ballot by the voting membership. In any event, the term of the presidency shall not be for less than two (2) years nor more than (3) years.

ARTICLE V. Board of Directors

Section 1. The Board of Directors shall consist of the Officers, three (3) Directors and a Student Associate Representative, all members of AAMFT who are in good standing. The directors shall serve three (3) year terms, staggered so that one (1) director shall be replaced each year. The Student Associate Representative shall serve a two (2) year term.

Section 2. The Board shall exercise all powers of the Division except as specifically prohibited by these bylaws and the AAMFT Bylaws. The Board shall be authorized to adopt and publish such policies, procedures, and rules as may be necessary and consistent with these bylaws and AAMFT bylaws, and to exercise authority over all Divisional business and funds.

Section 3. The Board shall meet at the call of the President and at least once each year, or at the written request of at least three (3) members of the Board directed to the Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. The meetings shall be conducted in accordance with Roberts Rules of Order, revised.

Section 4. If a position becomes vacant, the position may remain vacant or the Board may appoint a successor to serve the remainder of the unexpired term, except that

vacancies in the office of the President and President-Elect shall be filled in accordance with the provisions of Article IV, Section 8.

ARTICLE VI. Committees

- Section 1. The standing committees of the Divisions shall include the following: Ethics, Finance, Membership, Elections, Education, Legislative, Supervision, and such other standing committees as shall be authorized by the Board. The Committees are responsible to the Board.
- Section 2. All standing committees shall be appointed by the President with the approval of the Board, except the Elections Committee. Terms of office ordinarily shall be three (3) years, with at least one (1) member being appointed and (1) member retiring from the committee each year. The term of office shall begin on January 1 of the year following appointment, except when an appointment is made to fill a vacancy. The majority of each committee shall be composed of Clinical Members. Representatives of the public may be appointed as needed. Members of committees may be removed by the President with the approval of the Board for malfeasance or non-performance of duties.
- Section 3. The members of the Elections Committee shall be elected by ballot by the voting membership of the Division and shall serve a term of three (3) years, staggered so that one (1) member shall be replaced each year.
- Section 4. The President with the approval of the Board shall appoint a chairperson for each standing committee, except as otherwise provided by the bylaws. The Chairperson shall be a Clinical Member. Following the annual membership meeting, the President shall authorize a continuing member of the Elections Committee to convene the Committee, the Chairperson being elected by the Committee.
- Section 5. The Ethics Committee shall be responsible for educating the membership and the public regarding the AAMFT Code of Ethics. The committee shall not conduct investigations or consider allegations of violations of ethical principles made against members, nor shall it issue or render advisory opinions on ethical matters, but shall refer such matters to the AAMFT Ethics Committee. The committee shall function in accordance with the Procedures for Handling Ethical Matters.
- Section 6. The Finance Committee shall assist the Treasurer in preparing the annual budget for approval to the Board and the membership, and shall be responsible for making recommendations to the Board and membership in matters pertaining to the finances of the Division.
- Section 7. The Membership Committee shall be responsible for dispensing information on AAMFT membership requirements and application procedures to potential members and otherwise encouraging appropriate inquiry and application to the AAMFT.

- Section 8. The Elections Committee shall prepare a slate of nominees for all elected positions and shall oversee the elections of each position as provided in these bylaws and in rules and procedures adopted by the Board for elections.
- Section 9. The Education Committee shall be responsible for overseeing the annual state conference and serve as the liaison between the Board and Local chapters promoting quality educational experiences for marriage and family therapists.
- Section 10. The Legislative Committee shall be responsible for the gathering and disseminating of critical legislative and lobbying efforts impacting Marriage and Family Therapists in the State of Missouri.
- Section 11. The Supervision Committee shall be responsible for promoting Marriage and Family Therapy supervision education, recruitment, and retention of AAMFT Approved Supervisors in the State of Missouri.

ARTICLE VII. Local Chapters

Local chapters of the Division may be formed at the discretion of the Board, providing that such chapters conform to AAMFT and Divisional by-laws and policies with regard to membership, voting, holding office, serving on committees and related matters.

ARTICLE VIII. Meetings of the Membership

- Section 1. The annual meeting of the membership shall be held at a date and location to be determined by the Board.
- Section 2. Special meetings of the membership may be called by the President or a majority of the Board.
- Section 3. Notice of all annual and special meetings of the Division shall be sent by the Board of Directors to all voting members of the Division at least 45 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.
- Section 4. A quorum at all annual and special meetings of the Division shall be ten (10) percent of the voting membership of the Division, present in person at the meeting, not including the officers and Directors. No proxies shall be permitted.
- Section 5. All meetings shall be conducted according to Roberts' Rules of Order, revised.

ARTICLE IX. Nominations and Elections

- Section 1. The nomination and election of all elected positions shall be conducted annually. All voting members of the Division shall have the right to vote in the election which shall be conducted by ballot. However, only Student and Associate

Members shall have the right to vote in the election for the Student-Associate Representative to the Board. Discrimination in election and nomination procedures on the basis of race, creed, gender, age, or sexual orientation is forbidden. Candidates who are elected shall assume office on the first day of January following their election and shall hold office for the tenure of their office, or until their successors have been elected and qualified.

Section 2. The Elections Committee shall prepare a slate containing at least two nominees for each position and shall determine the eligibility and willingness of each nominee to stand for election. Each candidate for election must submit a statement of professional ethics and conduct to the Elections Committee before being placed on the ballot. Write-in voting shall be allowed, provided the write-in candidates are eligible for election and have agreed to serve if elected. The candidate who receives the majority of votes for each office shall be elected. Ballots shall be counted by the Board or by tellers designated by the Board.

ARTICLE X. Dues

Section 1. Dues for the Division shall be established by majority vote of the Division's Board of Directors, under policies and procedures established by the MOAMFT Board, except in such instances where the proposed increase is greater than ten (10) percent of the previous year's dues.

Section 2. All dues billings, dues collection, and dues disbursements shall be performed by AAMFT.

ARTICLE XI. Amendments

These by-laws may be amended or repealed by a two-thirds vote of the voting members voting by ballot returned within thirty (30) days of the date by which members can reasonably be presumed to have received the ballot. Amendments may be proposed by the Board on its own initiatives or upon petition by twenty (20) percent of the voting members addressed to the Board. All such proposed amendments shall be presented to the Board to the membership with or without recommendation.