

MISSOURI ADDICTION COUNSELORS' ASSOCIATION
BY-LAWS
Revised August 2022 – REVISIONS PER VOTING RESULTS

ARTICLE I

GOALS

Section 1 – Seek to advance the discipline and professionalism of addictions treatment and promote the advancement and enhancement of the professional status of Addiction Counselors in the State of Missouri.

Section 2 – Conduct and foster programs of education in the field of addictions counseling.

Section 3 - Promote sound counseling practices.

Section 4 - Improve the qualifications and effectiveness of professionals through support of certification, education and adherence to professional and ethical conduct codes.

Section 5 - Provide a minimum of at least two training/workshop sessions per year.

Section 6 - Cooperate with all official and voluntary health, welfare, education and rehabilitative agencies concerned with the reduction, prevention and treatment of chemical addictions.

ARTICLE II

MEMBERSHIP CLASSIFICATIONS/QUALIFICATIONS

Section 1 – **Professional Membership** is open to persons interested in or employed in the work of counseling or related Substance Abuse fields in an Administrative, Clinical or Educational capacity. Professional Members may actively participate in the Association, hold Office, serve on Committees and have full voting rights. Professional members will be expected to uphold the aims and actions of the Association and abide by the MACA Codes of Ethics. (It is not a requirement that Professional Members be certified in Addictions.)

Section 2 - **Associate Membership** is open to persons with an interest in Substance Abuse and the aims of the Association, but not qualified for Professional or Student Membership and not yet certified by MCB as a Certified Substance Abuse Counselor. Associate Members will be expected to uphold the aims and the actions of the Association and abide by the MACA Codes of Ethics. Associate Members may actively participate in the Association, hold Office, serve on Committees and have full voting rights. Associate Members must inform the MACA Board of Directors when they qualify for and wish to apply for Professional Membership status.

Section 3 - **Agency Membership** is open to those Associations, Organizations, Institutions, and Agencies wishing to support the purpose, objectives and actions of the Association. Each Agency

Member is entitled to designate one representative who may vote and serve on committees, but not hold office.

Section 4 - **Student Membership** shall be open to individuals who are full-time (9 hours minimum) students at an accredited college or university or students involved full-time or part-time in internships. Student Membership is limited to four 1-year membership terms, as monitored by MACA Student Membership is open to both new and renewing Members. Student Members are expected to uphold the aims and actions of the Association and abide by the MACA Codes of Ethics. Student Members may actively participate in the Association, hold Office, serve on Committees, and have full voting rights. Student Members shall be required to present documentation of "student-status" to MACA.

Section 5. - **Retired Membership** shall be open to individuals who are retired from working in addiction counseling or related fields, and who is interested in supporting the addiction focused profession. (It is not required for the Retired Member to have been certified in Addictions) Retired Members may actively participate in the Association, hold office, serve on Committees, and have full voting rights.

Section 6 - All persons accepted upon the submittal of a valid application and payment of annual membership dues shall be considered Professional, Associate, Agency, Student or Retired Members and shall enjoy their respective Membership rights.

Section 7 - The acceptance and classification of individual applicants, including the re-evaluation and re-classification of individual Members, shall be the sole responsibility of the Membership Committee.

Section 8 - Disqualification of Membership shall be determined by the Ethics Committee. This Committee shall be responsible for determining the specific guidelines within these general guidelines: Behavior that discredits the aims and purposes of the Association and/or violation of the Code of Ethics by any Members shall be sufficient grounds for revocation of Membership by the Board of Directors with the recommendation of the Ethics Committee.

ARTICLE III

COMMITTEES

Section 1 - The Association shall have the following STANDING COMMITTEES:

- A. Membership
- B. Training and Education – Conference Committee
- C. Ethics - including the Professional Conduct Advisory Sub-Committee
- D. Constitution and By-Laws
- E. Marketing
- F. Newsletter

Section 2 - The Newsletter Committee will be the Associations SPECIAL COMMITTEE.

Section 3 - All Committees shall be appointed by the President with the advisement of the Board of Directors. Each Committee shall consist of at least one Board Member to chair the committee. All

members can join committee. **Apart from the Ethics Committee. Which shall consist of the Chairperson from the Board, one other board member and at least four (4) members from the association.**

Section 4 - The following shall represent the responsibilities of each Committee:

- A. **Membership Committee** - The Membership Chairperson shall present ideas for recruiting new members and encouraging enthusiasm within the membership. The Membership Committee shall also have responsibility of obtaining, maintaining and determining credentials of applicants. Membership Chairperson shall aid in the recruitment of new members, provide information of the Association to anyone who requests it and furnish an updated copy of the Membership Roster to any Member of the Association whenever the Board of Directors shall direct. The Membership Committee will also update the Membership Roster annually and make it available to any MACA Member upon request.
- B. **Training and Education (Conference) Committee** - shall plan in-service conferences, meetings and educational experiences including all paperwork for the Conferences, during the year, as well as a program for the annual meeting. Final authority for programs, conferences, and meetings will rest with the Board of Directors. This Committee shall be responsible for applying the appropriate continuing education units (contact hours) and for developing promotional materials concerning training, getting presenters to speak and signed commitment, securing the hotel for the conferences 2 times a year Spring and Fall, badges, paperwork, registration, and so forth.
- C. **Ethics Committee** - The Association shall maintain a committee to provide ongoing input to the Board on ethical issues which may affect the membership, consult regarding training in ethics and serve as a resource to the membership regarding ethical issues. The Ethics Committee shall receive violation reports and determine if there has been violation of the Association's Code of Ethics and recommend appropriate action to the Board of Directors.

The Professional Conduct Advisory Sub-Committee:

shall up-hold the ethical standards of the profession of addiction counseling for the greater good of the clients, the counseling profession, and the individual counselor by assisting members in identifying, clarifying, and resolving ethical conflict situations and providing technical assistance to members in responding to allegations of ethical violations shall consist of the Chairperson and six Professional members shall be chaired by a member of the Board of Directors. shall consist of MACA members, approved by the Board of Directors.

- D. **Constitution and By-Laws Committee** - shall meet periodically and review the Constitution and By-Laws of the Association and report to the Board recommended changes and amendments for presentation to the general Membership.

- E. **Marketing Committee** – The chairperson shall assign committee members to each social media Facebook, Twitter, Instagram, LinkedIn, and any other social media that the board of directors deems appropriate for advertisement and communication purposes. The chair shall also assign 2 people to monitor and make improvements to the website. Marketing Committee shall attend other conferences with the board's approval of costs not to exceed \$500 unless the board of directors approves any amount about \$500 per year. The chair person shall schedule a meeting periodically with this committee.

- F. **Newsletter Committee** - Intra-Association communication will be promoted by publication of a Newsletter on at least a quarterly basis. All members of the Association shall be considered members of this committee as their ongoing input to the publication and feedback concerning its effectiveness are essential to its success. The President of the Association shall give final approval of Newsletter before publication. The Chairman of the Newsletter Committee, working with the Executive Secretary, shall be responsible for actual editing and publication.

ARTICLE IV

BOARD OF DIRECTORS

Section 1 - Officers and Members of the Board of Directors shall be elected from the Association Membership for a term of **THREE** years. **Officers shall have held membership on the Board of Directors for two consecutive years, and Members of the Board of Directors shall have held Membership in the Association for at least two years before being eligible for office.**

Section 2. Elected Officers shall consist of the President, the Vice-President, and the **Secretary and Treasurer.**

- A) Nominations for Officers and Board of Directors shall be solicited by **US mail, email, and/or any other digital platform** that the board of directors has agreed upon utilizing, from the Membership-At-Large from **October 1st** of each election year until **four weeks** after the Fall Conference. Nomination Forms will be presented at the Fall Conference.
- B) Nominations shall be accepted from the floor during the General Meeting at the Fall Conference during each election year.
- C) A confirmation of willingness to serve will be submitted by nominee within seven (7) days following the Fall Conference. Standardized information, including a biography (not to exceed 1/2 page of standardized type) will be submitted to the **Secretary** within seven (7) calendar days **after the nominations close.**
- D) This information will be disseminated to all Members, with accompanying ballots, within **four weeks of close of nominations.**
- E) Ballots are to be returned, postmarked within fourteen days of the mailing and/or **December 15** whichever is the later.

- F) An Independent Agent (computerized program) will tally the ballots and notify the **Secretary** of the results by December 20th.
- G) The **Secretary** will notify the nominees of their post-election status by January 5th.
- H) The **Secretary** will oversee that the election results are published in the post-election MACA Newsletter.

Section 3 – Elections occur in a staggering schedule to assure the Board of Directors the knowledge and experience necessary for MACA.

Election Schedule is as follows:

- A) Vice-President, Secretary, Central Representative, East Representative, Southeast Representative and Member at Large Representative (Central, East, Southeast Regions).
- B) President, Treasurer, North Representative, West Representative, Southwest Representative, and Member at Large Representative (North, West, Southwest Regions).

Section 4 - No Officer or Board Member shall hold the same office for more than two consecutive terms.

Section 5 - Officers and Members of the Board of Directors shall assume their respective duties at the first regularly scheduled Board Meeting in January following the elections.

Section 6 - No member of the Board of Directors shall be allowed to retain office if, in the judgment of the Ethics Committee, he/she assumes irresponsible behavior that jeopardizes his/her ability to perform as a Member of the Association.

Section 7 - For any official action of the Board of Directors a quorum shall consist of at least **nine (9) Board Members, either present at the meeting or represented by a duly authorized proxy statement that has been filed previously. Each member representing a proxy or proxies may vote those proxies. The President votes only in case of a tie. The President cannot be named to vote any member's proxy. If a closely divided issue is brought before the Board and it is necessary to use a proxy to make a quorum, the proxy will be used and that person contacted by telephone within 48 hours to confirm the proxy vote.**

Section 8 - Vacancies occurring on the Board of Directors will be filled to serve the remainder of the term by election at the next regularly scheduled meeting of the Board of Directors. Vacancies are to be filled by the previous election's runners-up in order of total votes received during that election. In the event that runners-up options are exhausted, the Board President shall appoint willing replacements at the first regularly scheduled meeting following the discovery of the vacancy.

Section 9 – Any two unexcused absences from either regularly scheduled and duly called meetings or Business Meetings held during the Spring and Fall Conferences, of the Board of Directors, within a calendar year will result in automatic termination. An excused absence requires notification to the President or another Board of Directors' member who will communicate the information to the President at the opening of the scheduled meeting.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1 - The President shall preside at all regular and special meeting of the Association and the Board of Directors, represent the Association in any official capacity (or appoint someone to do so), and perform all such duties and possess all such powers as required for the supervision and management of the Association. The President shall be an ex-officio of all committees.

Section 2 - The Vice-President shall exercise all powers of the President in the event of the absence or inability of the President to serve and shall perform all other duties assigned to him/her by the President.

Section 3 - The Secretary shall be responsible for issuing a receipt for all membership dues paid to the Association in the form of a Certificate of Membership. The Secretary may issue all calls to meetings and may be designated to keep accurate minutes of the meetings of the Board of Directors and the annual meetings. The Secretary shall send Board meeting minutes out within seven (7) days via email to the Board of Directors. The Secretary shall send Business Meeting minutes out within fourteen (14) days via email to the Association. The Secretary shall maintain all 501c3 records with the Secretary of State which includes completing the required filings prior to the due date.

Section 4 – The Treasurer shall be the custodian of all funds and shall be empowered to disburse moneys upon approval of the Executive Board or upon written order of the President (Up to a limit of five hundred dollars for Presidential disbursement). A petty cash account of five hundred dollars \$500.00 may be maintained which can be spent without the Executive Boards' prior approval. All checks will be signed by at least two of the following: President, Vice-President, Treasurer, Secretary, Immediate Past President and/or Executive Secretary. A financial report shall be presented at all regular meetings by the Treasurer or designee. The Treasurer shall complete yearend tax statements required to maintain tax exempt status.

Section 4 - An Executive Secretary may be employed by the Board of Directors to carry out all business as directed by the members of the Board of Directors. The Executive Secretary may be designated to keep accurate minutes of meetings of the Board of Directors and membership, issue all calls to meetings, act as custodian of funds, keep accurate Membership information and perform such other duties as directed. This position is not a member of the Board of Directors.

DUTIES OF BOARD MEMBERS

Section 1 - The Regional Representatives (North, West, Central, East, Southwest, and Southeast) shall be a representative of MACA. The Regional Representatives shall promote the growth of MACA in their region by promoting membership at respective community events as well as answer any questions prospective members might have.

Section 2 – The Member at Large Representatives (one to represent the North, West, Southwest Regions and one to represent the East, Central and Southeast Regions). The Member at Large Representatives shall assist in promoting the growth of MACA in their designated regions by promoting

membership at respective community events as well as answer any questions prospective members might have. This position does not require professional credentials.

Section 3 – The Vendor Representative, appointed by the President shall assist in obtaining exhibitors for each of the training conferences as well as build a rapport with other organizations around the state. The Vendor Representative will assist in setting up the exhibitor area for each of the trainings.

ARTICLE VI

DUES

Section 1 - Membership dues for the Association shall be determined by the Board of Directors on an annual basis. Application for Membership should be accompanied by the annual membership dues. All dues paid by Members will be billed and collected by the State Association.

Section 2 – Executive Officers and Board Members are exempt from Membership dues for the Association.

ARTICLE VII

MONEYS

Section 1 - All moneys shall be deposited in the name of the Association in a depository subject to approval by the Executive Board.

Section 2 - All checks or withdrawals on the account of the Association shall be signed in the name of the Association by two of the following: President, Vice-President, Treasurer, Secretary and/or Executive Secretary.

Section 3 - Any allotment over one-hundred dollars for any Committee must be approved by the Executive Board.

Section 4 - Emergency expenditures by any Committee can be approved by either a phone vote and/or a mail ballot of the Executive Board.

Section 5 – As long as money is available, fees for hotel registrations for the President, Secretary, and Conference Chair/Chairpersons will be covered by the Association for the Spring and Fall Conference. In the event, the President is unable to perform his/her duties at the Conferences, the Vice-President will assume the duties in turn the Association would cover the hotel registrations.

Section 6 – Any Member of the Board attending an outside board approved organization event representing the Association will have the conference registration and hotel fees covered by MACA, as

long as money is available. While promoting MACA, the representative shall be present during the duration of said conference.

ARTICLE VIII

NOTABILITY AND INDEMNITY

Section 1 - Neither the Officers nor the Directors shall be individually liable for the debts, liabilities or obligations of the corporation.

Section 2 - The corporation shall indemnify any and all persons who serve or who have served as an Officer or Director of the Corporation and their respective heirs and personal representatives and assigns against any and all expenses and losses of any and every nature actually and necessarily paid, incurred or suffered by reason of their being or having been an Officer or Director, except in relation to matters as to which such person shall have been finally adjudged to have been guilty of factual fraud or willful misconduct in the performance of duty.

ARTICLE IX

AMENDMENTS

Section 1 - These By-Laws may be amended by a majority vote of the general Membership at one of the semi-annual meetings.

Section 2 - Written notice of any proposed amendments to these By-Laws shall be furnished to all Membership at least 30 days prior to the semi-annual meeting.

Section 3 - If the proposed amendment(s) has not been sent at least 30 days previous to the semiannual meeting, a two-thirds majority vote of the active eligible Members present will be needed to pass the proposed amendment(s).

ARTICLE X

PROCEDURE

Section 1 - Any rules of Parliamentary Order not covered by this Constitution or By-Laws shall be governed by the latest edition of "Robert's Rules of Order".