

**SACRAMENTO VALLEY CHAPTER  
of the  
CALIFORNIA ASSOCIATION OF MARRIAGE AND FAMILY THERAPISTS**

**CHARTERED OCTOBER 30, 1970**

**CHAPTER BYLAWS**

**ARTICLE I---NAME**

The name of this chapter of the California Association of Marriage and Family Therapists (CAMFT) shall be Sacramento Valley Chapter (SVC-CAMFT).

**ARTICLE II---AREA SERVED**

The geographic area served by this chapter is as follows: The physical boundaries shall approximate and include parts of Placer County to the North, all of Sacramento County, Amador and El Dorado County to the East and to the San Joaquin County line to the south.

**ARTICLE III---OFFICE**

The Board of Directors of this chapter may select a principal office for the transaction of chapter business within the geographic area served by the chapter, or may from time to time designate different places within the geographic area served by the chapter where chapter business may be conducted.

**ARTICLE IV---OBJECTIVES AND PURPOSES**

The objectives and purposes of this chapter shall be to advance marriage and family therapy as an art, a science and a mental health profession, and to assist CAMFT in furthering its objectives on a local level. The chapter may pursue such other objectives and purposes that are in the best interests of CAMFT, its members and the members of this chapter that are not in conflict with CAMFT's Articles of Incorporation, Bylaws, or the CAMFT Code of Ethics. SVC-CAMFT is a nonprofit organization 501(c)(04) with Tax I.D No. 68-005-5631.

**ARTICLE V---MEMBERSHIP**

**A. QUALIFICATIONS AND CATEGORIES OF MEMBERSHIP**

Only CAMFT members in good standing shall be eligible for membership in this chapter. Loss of membership in CAMFT shall result in loss of membership in this chapter. Categories of membership shall include Clinical, Registered Associate, Student, Licensed Associate, Affiliate, and Emeritus.

**1. CLINICAL**

Only individuals who are licensed in the State of California as Licensed Marriage and Family Therapists and who are CAMFT members in good standing shall be eligible for membership in this chapter as Clinical members. Clinical members have full voting privileges.

2. REGISTERED ASSOCIATE

Only individuals who are registered as Marriage and Family Therapist Associates with the Board of Behavioral Sciences (BBS) and are CAMFT members in good standing shall be eligible for membership in this chapter as Registered Associate members. Registered Associate members have full voting privileges.

3. STUDENT

Individuals who are enrolled in a BBS-recognized counseling training program or master's degree program in marriage and family therapy and who are CAMFT members in good standing shall be eligible for membership in this chapter as Student members.

Individuals who have completed their graduate level degrees, who have a pending application for MFT Associate status with the BBS and are CAMFT members in good standing shall be eligible for membership in this chapter as Student members.

Student members have full voting privileges in this chapter.

4. LICENSED ASSOCIATE

An Associate member shall be a licensed member of a profession related to Marriage and Family Therapy or in the general field of mental health (i.e.: LPCC, licensed clinical social worker, etc).

An Associate member shall not be eligible to vote, hold an elected position nor be listed in the "Find a Therapist" directory, but shall be entitled to all other rights and privileges of association membership.

5. AFFILIATE

An Affiliate member shall be a licensed or unlicensed member of a profession that works closely or in conjunction with MFTs or the clients of MFTs (i.e: family law attorneys, clergy members, Girl/Boy Scout counselors, etc).

An Affiliate member shall not be eligible to vote, hold an elected position, nor be listed in the "Find a Therapist" directory, but shall be entitled to all other rights and privileges of association membership.

6. EMERITUS

A clinical member of at least 65 years of age, who has retired their license and is an emeritus member of CAMFT.

B. NON-TRANSFERABILITY OF MEMBERSHIP

No chapter member may transfer his/her membership or any right arising there from. All rights as a member of this chapter shall cease upon the member's death.

C. MEMBERSHIP PROCEDURES

1. Admission to Membership: Except as otherwise provided in these bylaws, membership in any category shall be upon a majority vote of the Executive Committee. All chapter members shall pay dues to SVC-CAMFT yearly. Dues are paid on or after January first every year and will be accompanied by a completed membership application either on the chapter website or by a printed application requested from the Administrative Assistant. Dues will be prorated after March 31. All chapter members shall also pay dues in accordance with the dues schedule of CAMFT and shall abide by the bylaws of the chapter and the bylaws of ethical standards of CAMFT.
2. Termination of Membership: Membership in the chapter shall be terminated upon the occurrence of any of the following: resignation, non-payment of dues, expulsion, suspension, or loss of eligibility.
  - a. Resignation: A member may resign from membership at any time by submitting his or her resignation in writing to the chapter. The effective date of the resignation shall be when the chapter receives the letter of resignation or at such later times as is indicated in the letter.
  - b. Nonpayment of Dues: Anyone whose dues are in default to the chapter shall be dropped from membership following a three month grace period.
  - c. Expulsion or Suspension: Anyone who has been determined to have violated the ethical standards of CAMFT and who has been expelled or suspended from membership in CAMFT, shall also be expelled or suspended from membership in this chapter. Any member to be expelled or suspended shall be entitled to at least fifteen (15) days prior notice of the expulsion or suspension and the reasons thereof. Notice may be given by any method reasonably calculated to provide actual notice.
  - d. Loss of Eligibility: Any member, regardless of category or classification, who is no longer eligible for such membership due to loss in the qualifications entitling such person to hold such membership, including an associate member who has been licensed for ninety (90) days and has not transferred his/her membership to clinical membership, may be dropped from membership.

- e. Violation of the Code of Conduct: Any member, regardless of category or classification, that the Code of Conduct Committee has determined to have violated the SVC-CAMFT Code of Conduct may have their membership temporarily suspended or permanently terminated.
3. Reinstatement of Membership:
- a. After Resignation or Termination for Non Payment of Dues: Anyone who has resigned his/her membership from the chapter or has terminated his/her membership because of non-payment of dues may be reinstated to that member's category of membership provided that such person meets the criteria for that category of membership, is currently a member of CAMFT, has submitted a new application for membership to the chapter accompanied by payment of appropriate dues application, or other fees.
  - b. After Expulsion or Suspension: Anyone who has been expelled or suspended from membership in the chapter for violation of the ethical standards of CAMFT may be reinstated when membership within CAMFT is reinstated.
  - c. After Temporary Suspension: Anyone who had been suspended from membership in the chapter for violation of the SVC-CAMFT Code of Conduct may be reinstated after the suspension period is over.

**D. CERTIFICATES OF MEMBERSHIP**

This chapter may provide certificates of membership upon request, to each applicant accepted into membership of the chapter upon receipt of the required dues or assessments to become a chapter member.

**ARTICLE VI---MEETING OF MEMBERS**

**A. ANNUAL MEMBERSHIP MEETING**

An annual meeting of members shall be held in November unless the chapter Board of Directors elects another date and notifies members as provided in Section F of this Article.

**B. FREQUENCY OF GENERAL MEETINGS**

Special general meetings may be called by the President in consultation with the chapter Board of Directors or shall be called by the request of five percent or more of the voting chapter members.

**C. PLACE OF MEETINGS**

Meetings shall be held at a location within the area served by the chapter.

**D. QUORUM**

A quorum for any general meeting of the chapter, during which business is conducted, shall be ten (10) percent of the voting membership. If a quorum is present, the affirmative vote of the majority of voting power represented at the meeting entitled to vote and voting on any matter shall be the act of the members unless a greater number or voting by classes is required by the articles, bylaws or by applicable law.

#### E. RECESSED OR ADJOURNED MEETING

When a meeting of members is recessed or adjourned to another time or place, the notice for meetings held within 14 days of the original meeting need to be sent via email and the association may transact any business that might have been transacted at the original meeting as long as the requirements of Section VI. D. are met.

#### F. NOTICE OF MEETINGS

Notice of regularly scheduled general meetings shall be made in writing to members not less than ten (10) days prior to the meeting. Written notice of any annual or special meeting of members, which occurs at a time other than regularly scheduled general meeting, shall be given to each member, not less than ten (10) nor more than ninety (90) days before the date of the meeting. When an annual or special meeting is recessed or adjourned for more than fourteen (14) days, a notice of the recessed or adjourned meeting shall be given as if it were the original meeting.

The notice of meeting shall specify the place, date, and hour of the meeting and (1) in the case of a special meeting, the general nature of the business to be transacted, and no other business may be transacted, or (2) in the case of the annual meeting or general meeting, those matters which the Board of Directors, at the time the notice is given, intends to present for action by the members.

Notice of any meeting of members shall be given either personally, by electronic mail (e-mail), or by postal mail, addressed to a member at the address of such member appearing on the books of the chapter.

#### G. MAIL BALLOT, E-MAIL BALLOT, and PROXY VOTING

At the discretion and upon approval of the Board of Directors, any action which may be taken at any regular or special meeting of members may be taken without a meeting when the Chapter distributes a ballot and any related material sent by mail or by electronic mail (e-mail) to every member entitled to vote. That ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot to the Chapter. Only those members of the Chapters who have given unrevoked consent to receive a ballot by electronic mail (e-mail) and have an electronic mail (e-mail) address in the records of the Chapters shall be sent an electronic mail (e-mail) ballot and will have no ballot will be mailed by via postal service.

To be valid, a ballot must be returned by mail or by electronic mail (e-mail), or cast through an electronic means such as a website as approved by the Board of Directors.

There shall be no proxy voting under any circumstances.

## **ARTICLE VII---BOARD OF DIRECTORS AND OFFICERS**

### **A. POWERS**

The activities and affairs of this chapter shall be conducted under the direction of a Board of Directors, all of whom shall be members of the chapter. The Board of Directors, which will include the Executive Committee and the Chairpersons of the following committees: 3000 Club Committee, Programs Committee, Volunteer Committee, Sponsorship Committee, Membership Committee, has the power to select and remove all agents, employees and/or contractors of the chapter, fix compensation and secure faithful performance of duties prescribed. The Board of Directors has the power to call a vote of the voting members regarding any changes to the advertised membership benefits and/or fees.

### **B. COMPOSITION OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers including President, President-Elect, Secretary, Treasurer and Past-President. The Executive Committee shall not contain, at any time, fewer than two (2) persons who are licensed as Marriage and Family Therapists and hold the position of President and President-Elect. The Secretary and Treasurer positions may be filled by a licensed clinician or a registered associate.

### **C. DUTIES OF OFFICERS**

1. President: If the President was unlicensed at the time of election, as President or President-Elect, he/she must obtain licensure prior to assuming office. The President shall, subject to the control of the Board of Directors:
  - a. Exercise general supervision over chapter activities
  - b. Provide leadership
  - c. Conduct chapter affairs in accordance with the chapter bylaws and/or operating policies.
  - d. Maintain contact with all officers, directors, and committee chairs and with members of the chapter by means of letter, email, telephone, or personal contact.
  - e. The President shall coordinate and preside over five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
  - f. The President will call for, coordinate and preside over meetings of the Executive Committee.
  - g. Preside over all meetings of the Board of Directors.
  - h. Recommend to the Executive Committee and the Nomination Committee members to be appointed to serve as standing committee Chairpersons. Appoint standing committee members except as otherwise provided in these bylaws.
  - i. The President shall be an ex-officio member of all committees, but shall have no right to vote when serving in an ex-officio capacity.

- j. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws
2. President-Elect: The President-Elect shall, subject to the control of the Board of Directors:
- a. Succeed to the Presidency.
  - b. Perform duties of the President in the absence of the President or in the President's inability to serve.
  - c. Preside over the Nominating Committee.
  - d. Perform those duties assigned by the President and/or the Board of Directors.
  - e. Prepare to take on the office of the presidency to perform such duties as delegated by the Board.
  - f. Function as a President in training.
  - g. Begin formulating plans for his/her term during his/her tenure as President Elect including finding volunteers for the next term.
  - h. Learn how to exercise general supervision over chapter activities from President and Past President.
  - i. Learn to provide leadership from President and Past President
  - j. Learn to conduct chapter affairs in accordance with the chapter bylaws and/or operating policies from President and Past President.
  - k. Maintain contact with all officers, directors, and committee chairs and with members of the chapter by means of letter, email, telephone, or personal contact.
  - l. The President-Elect shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
  - m. The President-Elect shall attend meetings of the Executive Committee.
  - n. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
3. Secretary: The Secretary shall, subject to the control of the Board of Directors:
- a. Keep accurate minutes of all Board or business meetings of the association.
  - b. Shall publish or caused to be published meeting minutes on the SVC-CAMFT website.
  - c. Maintain an accurate historical record in archives established by the board.
  - d. Monitor Board discussions and make motions when appropriate to facilitate decision making.
  - e. If a special meeting is called, the Secretary shall record who authorized the meeting, the notice given, the names of those present at such meetings, the numbers of members present or represented at such meetings, and the proceedings of such meetings.
  - f. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
  - g. In the event of the Secretary's absence, his/her duties may be performed by any member appointed by the President.
  - h. The Secretary shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
  - i. The Secretary shall attend meetings of the Executive Committee.

4. Treasurer: The Treasurer shall, subject to the control of the Board of Directors:
  - a. Keep and maintain, or cause to be kept and maintained, adequate records of accounts of the properties and business transaction of the chapter, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.
  - b. Make books of account open to inspection by any Board member at all reasonable times.
  - c. Provide quarterly reports to the Board of Directors.
  - d. Deposit, or shall cause to be deposited, all money and other valuables in the name and to the credit of the chapter with such depositories as may be designated by the Board of Directors.
  - e. Disburse, or cause to be disbursed, the funds of the chapter as may be ordered by the Board of Directors.
  - f. Render at such regular meeting of the Board of Directors, or at such other times as directed by the Board of Directors an account of his/her transactions as Chief Financial Officer and of the financial condition of the chapter.
  - g. Prepare or cause to be prepared a proposed annual budget to be presented to the Board of Directors prior to the annual membership meeting.
  - h. Have such other powers and shall perform such other duties as may be prescribed by the Board of Directors or the bylaws.
  - i. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
  - j. The Treasurer shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
  - k. The Treasurer shall attend meetings of the Executive Committee
  
5. Past-President: The Past-President shall, subject to the control of the Board of Directors:
  - a. Mentor the President-Elect and the President in all manner of running SVC-CAMFT.
  - b. Assist the President-Elect and President in running SVC-CAMFT.
  - c. The Past-President shall attend board meetings five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
  - d. The Past-President shall attend any needed meetings of the Executive Committee

#### D. COMPOSITION OF THE BOARD OF DIRECTORS

The Board of Directors will include the Executive Committee and the Chairpersons of standing committees appointed by the President, subject to approval by the Executive Committee.

#### E. VACANCIES

In the event that a vacancy occurs on the Executive Committee, other than the President, the Board of Directors shall elect, by a majority of the Directors then in office, at the next regular Board of Directors meeting, any eligible member of the chapter to fill the unexpired



term.

#### F. REMOVAL OF OFFICERS

The Executive Committee, by a vote of not less 2/3 majority, shall have the authority to recommend, for approval by membership, removal from office for cause any one of its officers, after having given that officer opportunity to appear before the Board of Directors to answer to the charges, and the officer recommended to be removed is to be given opportunity to make a statement before the membership before or at the time of membership vote.

#### G. ORDER OF SUCCESSION

In the absence of the President from a meeting over which he/she should preside or in the permanent absence of the President, the order of succession shall be: President-Elect, Past-President, Secretary, Treasurer.

#### H. MEETINGS

1. Number of Meetings: The Executive Committee shall meet at least six (6) times during each fiscal year. The Board of Directors shall meet at least six (6) times during each fiscal year. Dates for these board meetings shall be established by the Board of Directors. Meetings of the Board of Directors shall be held at any location within the area served by the chapter and may be held via conference call, video conferencing, or speaker phone provided that each person is able to spoken to or heard directly.
2. Notice of Meetings: Board meetings shall be held upon not less than ten (10) days written or electronic notice. Notification of the date, time and location will be posted on the chapter calendar.
3. Special Meetings: Special meetings of the Board of Directors shall be called by the President upon the request of any three (3) members of the Board of Directors, which may include the President. Such specially called meetings shall be held within thirty (30) days of the request. Special meetings of the Board shall be held upon at least four (4) days notice by first-class mail or forty-eight (48) hours notice delivered personally or by telephone or email at each the Board of Director's addresses as shown on the records of the chapter.

#### I. QUORUM

A majority of the number of Board of Directors authorized in these bylaws shall constitute a quorum of the Board for the transaction of business. Every act or decision made by a majority of the voting Board members present at a meeting duly held at which a quorum is present is the act of the Board, except when a greater or lesser number is required by applicable law or by these bylaws. A meeting at which a quorum is initially present may

continue to transact business notwithstanding the withdrawal of Directors.

#### J. COMPENSATION

No compensation shall be paid to any member of the Board for performing the duties for which he or she was elected or appointed. A member of the Board may be designated a paid agent by the following procedure.

The Board may contract or transact with a director(s) to perform work deemed vital to the Association. All material facts as to the transaction and as to such director's interest shall be fully disclosed to the Board of Directors. The director(s) with whom a conflict of interest may arise shall present to the board their proposal and then excuse themselves from the meeting while the remaining board, who must maintain a quorum in number, deliberates and votes upon the contract or transaction. If the vote affirms the contract, the Board shall make a specific finding and record in the meeting minutes that such contract or transaction is just and reasonable as to the Association.

No contract or transaction shall be considered by a person or organization found to have violated a tenet of CAMFT Code of Ethics for a period of three years from the date of the infraction is judged by CAMFT or the date upon which suspension or expulsion has been removed by CAMFT unless the SVC-CAMFT Board of Directors finds specific finding that other comparable service is not available. If such specific finding as outlined in this section is determined, then process of deliberation and vote shall comply with this section of the bylaws.

Nothing in this section shall prevent Board members from receiving reimbursement for expenses as may be determined by resolution of the Board of Directors to be just and reasonable.

#### K. ELECTIONS

1. Nominations: The Board of Directors shall appoint, upon recommendation of the President, a nominating committee consisting of a Chair, who shall be the President-Elect, and at least two (2) clinical members of the chapter, none of whom shall be eligible for nomination by the nominating committee. The nominating committee's function is to nominate qualified members and certify the eligibility of the candidates for election to the Executive Committee and for appointment to positions as committee Chairpersons. Committee Chairpersons will not be voted upon by the general membership. They will assume their position upon appointment by the President, in consultation with the Board of Directors. The committee in selecting its nominees make effort to seek diversity of representation and takes into account the geographical, ethnic and gender composition of the membership. The number of non-licensed or associate members appointed to the Board of Directors shall not exceed thirty-five (35) percent.

The nominating committee shall meet between June 15 and September 15 of the year to propose a slate of candidates for the upcoming year. A slate

of candidates is to be given to the President by September 15. Names of nominees shall be announced in writing to voting members at least forty-five (45) days prior to the annual meeting of the membership.

The committee shall inform all nominees of the duties of the office for which they have been nominated and secure their consent to serve.

2. Eligibility: No person shall be eligible for election to the Executive Committee until he or she has been a voting member of the chapter for at least one (1) year upon taking office. *An exception to this requirement may be exercised by majority vote of the Executive Committee in the instance of the lack of a qualified candidate for nomination to an Executive Committee position.* Limitations: No person shall be placed on the ballot or appointed to the Board of Directors if such person, in serving out his or her present elected or appointed term, will have served on the Board of Directors for four (4) consecutive years or more, whether by appointment or elections, except as approved by the Executive Committee. This provision shall be inapplicable to a person who is placed on the ballot for the office of President and/or President-Elect.
3. Election Procedures: Results of the election and appointments to the Board of Directors will be made public in the January publication of the SVC-CAMFT newsletter, and website. The new Board of Directors will assume office on January 1 of each year.

The nominating committee shall prepare a ballot consisting of the slate of nominees. The ballot will be posted on the website by November 1 of the fiscal year preceding the date for newly elected Executive Committee members to assume office. The closing date of the election shall be no later than December 15.

The nominating committee shall then prepare or cause to be prepared a ballot consisting of the slate of nominees prepared by the nominating committee. It shall cause the ballot to be mailed, together with printed candidate information to all voting members of the Associate who did not give consent to receive a ballot by electronic mail (e-mail) or for whom there is no electronic (e-mail) address in the records of the Association. The nominating committee shall also cause the ballot and printed candidate information to be sent by electronic mail (e-mail) by the Association to voting members of the Association who have given unrevoked consent to receive electronic mail (e-mail) ballots and have an electronic (e-mail) address in the records of the Association.

The candidate receiving the largest number of votes in each position shall be elected. In the event of a tie, a run-off election shall be conducted by the President prior to the annual membership meeting.

4. Rotation and Term of Office: A President-Elect shall be elected each year,

who will serve for three (3) years; the first year as President-Elect, the second year as President; and the third year as Past-President of the chapter.

There shall be no election for President except at such time as the President-Elect declines or is otherwise unable to serve as President or if the President-Elect was appointed by the Board of Directors.

## **ARTICLE VIII---COMMITTEES**

### **A. FORMATION OF COMMITTEES**

Special committees, subcommittees, commissions, or task forces may be created, appointed or terminated by the Board of Directors as in its judgment may be necessary. The duties and terms of any such special committees shall be prescribed by the Board of Directors upon formation. These may include but not be limited to:

#### **1. STANDING COMMITTEES**

##### **a. NOMINATING COMMITTEE**

The Nominating Committee shall select qualified nominees for election to the Executive Committee and appointment as committee Chairpersons. They shall prepare or cause to be prepared a slate and ballot of members to be elected and shall assist in the election procedures. The committee shall perform such other duties and tasks described in the Article VII, K.

##### **b. MEMBERSHIP COMMITTEE**

The Membership Committee shall promote membership in the chapter and CAMFT and may from time to time promote the online directory of chapter members.

##### **c. PROGRAMS COMMITTEE**

The Programs Committee shall ensure workshops and training further the growth and development of SVC-CAMFT membership.

##### **d. 3000 CLUB COMMITTEE**

The 3000 Club Committee is responsible for promoting the growth and development of Association pre-licensed members.

##### **e. VOLUNTEER COMMITTEE**

The Volunteer Committee shall recruit and coordinate volunteers with other committees for the furtherance of SVC-CAMFT.

##### **f. SPONSORSHIP COMMITTEE**

The Sponsorship Committee shall recruit and coordinate sponsors for the furtherance of SVC-CAMFT under the guidance of the Executive Committee.

#### **2. SPECIAL COMMITTEES**

a. BYLAWS COMMITTEE

The Bylaws Committee shall consist of at least three (3) members, a majority of whom shall be clinical members of the Associate. The Bylaws Committee shall consider the advisability of bylaw amendments, hear or review all proposed amendments and make recommendations to the Executive Committee regarding amendments to the bylaws.

b. FINANCE COMMITTEE

The Finance Committee shall be chaired by the Treasurer. The Finance Committee shall evaluate the financial status of the chapter and recommend to the Executive Committee changes in dues and assessments and make such other recommendations as may be necessary to provide income for the chapter to carry out its activities. In the absence of an appointed Finance Committee, the executive committee shall serve as the acting finance committee.

c. ETHICS COMMITTEE

The Ethics Committee shall serve in an educational capacity for the members and the public regarding CAMFT Code of Ethics, promote compliance with such standards, and under the guidance of the Executive Committee work with CAMFT during periods of review of CAMFT Code of Ethics. The Ethics Committee does not serve to adjudicate ethical concerns.

d. CODE OF CONDUCT COMMITTEE

The Code of Conduct Committee shall develop, maintain and enforce the SVC-CAMFT Code of Conduct. The Code of Conduct Committee will handle complaints of infractions of the SVC-CAMFT Code of Conduct.

B. APPOINTMENT OF STANDING COMMITTEE CHAIRPERSONS AND COMMITTEE MEMBERS

Standing committee Chairpersons shall be appointed by the President in consultation with the Executive Committee. Standing committee members shall be appointed by the President in consultation with the Chairperson.

1. DUTIES OF COMMITTEE CHAIRS

- a. Membership Committee Chair. The Membership Chair shall, subject to the control of the Board of Directors:
  1. Inform prospective and current members of membership benefits and dues and comply with SVC-CAMFT policy and procedures.
  2. Establish and be responsible for the supervision and coordination of a Membership Committee to carry out duties and tasks assigned by the Board of Directors.
  3. Reports to the President.
  4. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.

5. The Membership Chair shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
- b. Program Committee Co-Chairs. There shall be (two) 2 Program Committee Co-Chairs on the Board of Directors. The Program Committee Co-Chairs shall, subject to the control of the Board of Directors:
  1. Establish and be responsible for the supervision and coordination of a Programs Committee to carry out duties and tasks assigned by the Board of Directors.
  2. Reports to the President.
  3. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
  4. The Program Co-Chair shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
- c. 3000 Club Chair. The 3000 Club Chair shall, subject to the control of the Board of Directors:
  1. Establish and be responsible for the supervision and coordination of a 3000 Club Committee to carry out duties and tasks assigned by the Board of Directors.
  2. Reports to the President.
  3. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
  4. The Club 3000 (Pre-license) Chair shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
- d. Volunteer Chair. The Volunteer Chair shall, subject to the control of the Board of Directors:
  1. Establish and be responsible for the supervision and coordination of a Volunteer Committee to carry out duties and tasks assigned by the Board of Directors.
  2. Reports to the President.
  3. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
  4. The Volunteer Chair shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.
- e. Sponsorship Chair. The Sponsorship Chair shall, subject to the control of the Board of Directors:
  1. Establish and be responsible for the supervision and coordination of a Sponsorship Committee to carry out duties and tasks assigned by the Board of Directors.
  2. Reports to the President.
  3. May have such other duties and powers as may be prescribed by the Board of Directors or these bylaws.
  4. The Sponsorship Chair shall attend five (5) board meetings and one (1) annual retreat. A maximum of 1 board meetings can be missed.

C. COMPOSITION OF COMMITTEES

Committees shall consist of at least two (2) members. The following standing committees will have at least one member of whom shall be a Clinical member of the chapter: Nominating Committee, Programs Committee, and Membership Committee.

D. MEETINGS AND ACTIONS OF SPECIAL COMMITTEES

1. Meetings: Special committees shall meet at such times as determined either by resolution of the Executive Committee, by resolution of the committee, or by the Committee Chairperson with the prior approval of the President. Meetings of committee shall be held at any place designated by the Board, the committee, or the committee Chairperson.
2. Notice: Meetings of committees shall be held upon not less than ten (10) days' notice without consent of all committee members. Committee members will be noticed through committee member's listed contact method.
3. Quorum: A majority of the committee members of each committee shall constitute a quorum of the committee for the transaction of business.
4. Minutes: Minutes shall be kept of each meeting of any committee and reported to the Board. The Executive Committee may adopt rules governing committees that are not inconsistent with these bylaws.

**ARTICLE IX--FINANCES**

A. FISCAL YEAR

The fiscal year of the chapter shall begin January 1 of each year and end December 31 of each year.

B. SETTING OF DUES

The annual dues of the chapter shall be determined by the Executive Committee by June 15 and approved by the Board of Directors by August 1<sup>st</sup>. A dues increase shall be passed only following a majority vote of the Board of Directors and a majority vote of the members present at the annual membership meeting in November. Notification of any change in the annual dues shall be made to all members affected as soon after the vote as is practicable and reasonable, but at least thirty (30) days prior to the effective date of any such increase.

C. PAYMENT OF DUES, FEES AND ASSESSMENTS

Each member in good standing, except as otherwise exempt by the bylaws, must pay, within the time and on the conditions set forth in these bylaws or where appropriate, as established by the Board of Directors, such fees, dues and assessments as are fixed from time to time by the Board of Directors.

#### D. BUDGET

The proposed budget for each year shall be presented to the Executive Committee by the Treasurer prior to the annual membership meeting. The proposed budget shall be approved by a majority vote of the Executive Committee, prior to the general meeting. The final budget is presented at the general meeting and approved by a majority vote of the members present at the general membership meeting in November. The Board of Directors is empowered to make any changes in the budget necessitated by circumstances and consistent with the priorities of the chapter. The budget will be distributed at the annual meeting in November.

#### E. DEPOSITORY

The Executive Committee, with the approval of the Board of Directors shall select and designate such bank or trust company as they deem advisable as official depository of the funds of the chapter and prescribe the manner in which such funds shall be withdrawn.

### **ARTICLE X---RECORDS AND REPORTS, INSPECTION**

#### A. MAINTENANCE AND INSPECTION OF BYLAWS

The chapter shall keep at its selected office in California the bylaws of the chapter as amended to date, which shall be open to inspection by the members at all reasonable times. The chapter shall provide CAMFT with a copy of the chapter bylaws and any amendment(s) thereafter made.

#### B. MAINTENANCE AND INSPECTION OF OTHER RECORDS

The accounting of books, records and minutes of proceedings of the members of the Board of Directors and any committee(s) of the Board of Directors shall be maintained in the selected office for the chapter or with the Treasurer and/or Secretary of the chapter. The minutes and the accounting books and records shall be kept in written or typed form. The minutes, accounting books and records shall be open to inspection on the written demand of any member, at any reasonable time for a purpose reasonably related to the member's interests as a member. The inspection may be made in person or by an agent or attorney and shall include the right to copy and make extracts.

#### C. INSPECTION BY DIRECTORS

Every Director shall have the right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the chapter. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

#### D. ANNUAL REPORT TO MEMBERS



The Board of Directors shall notify each member of their right to receive a copy of the SVC-CAMFT annual report. An annual report shall be prepared and distributed through the listserv and on the website by end of February. Such report shall contain in appropriate detail the following:

1. A balance sheet as of the end of the fiscal year, an income and expense statement and statement of change in financial position for such fiscal year.
2. A statement of the place where the names and addresses of the current members are located.
3. Any information required by Section 8322, or its successor section(s), of the California Non-Profit Corporation Law, dealing with insider transactions.

Such report shall be accompanied by any report thereon of independent accounts, or, if there is no such report, the certificate of an authorized officer of the chapter that such statements were prepared without audit from the books and records of the chapter.

Upon written request of a member, the Board shall promptly cause the most recent annual report to be sent to the requesting member.

#### **ARTICLE XI---LIABILITY OF MEMBERS**

No member, regardless of the class or category of membership held and whether or not a voting member, shall be personally or otherwise liable for any of the debts, liabilities and/or obligations of the chapter. Nothing in this article shall be construed to relieve any person of any liability imposed by the California Non-Profit Corporation Laws regarding unauthorized distributions.

#### **ARTICLE XII---PROPERTY**

The title to all property, funds and assets of the chapter shall be held by the chapter, through its Board of Directors, and they shall have complete control over the acquisition, administration, and disposition of any property, funds or assets. The chapter may accept gifts, legacies, devices, donations, and/or contributions in any amount and in any form upon such terms as may be decided by the Board of Directors.

#### **ARTICLE XIII---USE OF NAME**

No member shall speak in the name of the chapter without authorization from the President or a majority vote of the Board of Directors.

#### **ARTICLE XIV---STAFF AND CONTRACTORS**

The SVC-CAMFT Board of Directors may employ and terminate staff or hire or fire contractors whose terms and conditions of employment or contract shall be specified by

the Board and approved by a vote of the majority of the Board of Directors. Such staff or contractors may manage and direct the activities of the chapter as prescribed by the Board of Directors and shall be responsible to the Board.

#### **ARTICLE XV---AMENDMENTS TO THE BYLAWS**

A. Initiation of Amendments: Amendments to the bylaws may be initiated in either of two ways.

1. The Board of Directors, either alone or upon recommendation of the bylaws committee, may initiate a bylaw amendment, or
2. Ten (10) members of the chapter may, by a written petition addressed to the Secretary of the chapter, initiate an amendment.

B. Adoption of Amendments: Proposed amendments which have received a two-thirds (2/3) vote of the Board of Directors present shall be recommended to the membership for ratification by voting on the website. The proposed amendment or amendments shall be posted on the chapter website at least three (3) weeks prior to the time of voting. There shall be specified on the ballot a deadline for voting. A two-thirds (2/3) majority of votes submitted shall be required for ratification of the proposed amendments.

#### **ARTICLE XVI---DIVISION OF THE CHAPTERS**

Division of the chapter into two chapters may be initiated by a recommendation passed by a two-thirds (2/3) majority of the Executive Committee. Upon passage by the Board, the recommendation for division shall be recommended to the membership for ratification by mail ballot. A written copy of the proposal shall be sent to all voting members of the chapter at least three (3) weeks prior to the time of voting. There shall be specified on the ballot a deadline for return of the mailed ballot. A two-thirds (2/3) majority of ballots returned shall be required for ratification of the proposed division. The proposed division shall be submitted to the CAMFT Board of Directors for their approval and for chartering of the two chapters created by the division.

#### **ARTICLE XVII---MERGER OF THE CHAPTER**

Merger of the chapter with another chapter may be initiated by a recommendation passed by a two thirds (2/3) majority of the Executive Committee of each chapter. Upon passage by the Board of each chapter, the merger shall be recommended to the membership of each chapter for ratification by mail ballot. A written copy of the recommendation shall be sent to all voting members of the chapter at least three (3) weeks prior to the time of voting. There shall be specified on the ballot a deadline for return of the mailed ballot. A two-thirds (2/3) majority of ballots returned shall be required for ratification of the proposed merger. The proposed merger shall be submitted to the CAMFT board of directors for their approval and chartering.

#### **ARTICLE XVIII---DISSOLUTION**

Dissolution of the chapter, whether voluntary or involuntary shall be conducted in

accordance with applicable law.

In the event of the dissolution of the chapter, all assets and funds of the chapter shall, after debts and/or obligation are paid, be distributed to a charitable organization or foundation as determined by the Board of Directors.

#### **ARTICLE XIX---RULES OF ORDER: PARLIAMENTARIAN**

The Standard Code of Parliamentary Procedure 4th Edition, shall govern all meetings of the chapter in which they are applicable and in which they are not inconsistent with these bylaws unless modified by the majority of the voting members present.

A parliamentarian shall be appointed by the President from among the members of the Board of Directors. The parliamentarian shall have the responsibility to ensure compliance with the bylaws and The Standard Code of Parliamentary Procedure 4th Edition, unless modified, at all meetings of the Board of Directors and all official meetings of the chapter.