

**BYLAWS  
OF**

**California Association of Marriage and Family Therapists**

**SAN DIEGO CHAPTER 4/62  
Revised 2015**

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## BYLAWS OF THE SAN DIEGO CHAPTER OF CAMFT

### ARTICLE I - NAME

The name of the organization is the San Diego Chapter of the California Association of Marriage and Family Therapists.

### ARTICLE II - PURPOSE

The purpose of the organization shall be to call together and support members of our profession in southern San Diego County and to support the objectives and purpose of the California Association of Marriage and Family Therapists.

### ARTICLE III - MEMBERSHIP

#### Section A: CATEGORIES OF MEMBERSHIP

There shall be six (6) categories of membership in this organization: clinical membership, life clinical member, pre-licensed membership, associate membership, affiliate membership and honorary membership.

#### Section B: QUALIFICATIONS FOR MEMBERSHIP

All members shall abide by the Bylaws and the ethical standards of the Chapter.

1. Clinical Member: A clinical member shall hold a license as a Marriage and Family Therapist (MFT) issued by the Board of Behavioral Sciences for the State of California, and be a member of CAMFT. A clinical member shall have full voting privileges.
2. Life Clinical Member: A life clinical member shall be a person who has met the requirements for clinical membership and who has paid the required life membership fee, which is ten times the current annual dues for a clinical member. The Board of Directors, at its discretion, by a two-thirds (2/3) vote, may award a clinical life membership to an individual who satisfies the requirements for clinical membership and who has made an outstanding contribution to the local Chapter. In this case, the fee will be waived.
3. Pre-licensed Member: A pre-licensed member shall be a member of CAMFT and enrolled in a masters or doctorate degree program satisfying the educational requirements for eligibility to sit for the licensed MFT examination, or shall have completed all educational requirements for licensure and/or shall presently be engaged in the process of gaining hours of experience towards licensure either as a registered intern or in some other lawful capacity. A pre-licensed member shall be eligible for advancement to clinical member status upon becoming licensed, and shall no longer be eligible for pre-licensed member status after ninety (90) days from the date of licensure. A pre-licensed member shall have full voting privileges.
4. Associate Member: An associate member shall be: 1) in a profession related to marriage and family therapy, but shall not hold a MFT license, or 2) a California licensed MFT who is a resident of a state or jurisdiction other than California. An associate member shall not be eligible to vote or hold office but shall be entitled to all other rights and privileges of the Chapter. An associate member shall be a member of CAMFT.
5. Affiliate Member: An affiliate member shall be a member of other professions who uphold the principles of SDCAMFT. An affiliate member shall not be eligible to vote or hold office but shall be entitled to all other rights and privileges of the Chapter. An affiliate member does not have to be a member of CAMFT.

6. Honorary Member: The title of honorary member may be awarded to an individual who has made an outstanding contribution to this Chapter. This title is an honor and does not entitle the holder to any rights or privileges of the Chapter, including the right to vote. Nominations for this designation shall be made in writing by any member of this Chapter and awarded by a two-thirds (2/3) vote of a quorum of the Board of Directors of this organization. No dues will be assessed for this particular category of membership. Honorary membership shall be for a period of one year, unless otherwise voted by the Board of Directors.

#### Section C: ADMISSION TO MEMBERSHIP

Except as otherwise provided in these Bylaws, membership in any category shall be upon recommendation of the Membership Committee and approved by the Membership Chair.

#### Section D: FEES, DUES AND ASSESSMENTS

Each member in good standing, except if otherwise exempt by these 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.

#### Section E: TERMINATION OF MEMBERSHIP

Membership in the Chapter may terminate upon occurrence of any of the following: resignation, nonpayment of dues, expulsion, suspension, or loss of eligibility.

1. Resignation: A member may resign from membership at any time by submitting in writing to the President of the Board of Directors of the Chapter his or her resignation. The effective date of the resignation shall be when the President presents the letter to the Board of Directors, or at such later time as is indicated in the letter.
2. Nonpayment of Dues: Anyone in any class of membership whose dues are in default more than two (2) months shall automatically be dropped from membership in the Chapter. Such members shall be notified.
3. Expulsion or Suspension: Any member of SDCAMFT who is expelled or suspended by CAMFT shall be expelled or suspended by SDCAMFT.
4. Loss of Eligibility: Any member who is no longer eligible for membership due to a loss of qualification shall be dropped from membership. Such members shall be notified.

#### Section F: REINSTATEMENT OF MEMBERSHIP

Any member who wishes reinstatement with this Chapter must make new application for membership and pay any outstanding dues or fees.

### ARTICLE IV - MEETINGS OF MEMBERS

#### Section A: ANNUAL MEETING

An annual meeting of members shall be held in the month of January unless the Board of Directors fixes another date and so notifies the members as provided in this Article, Section E. This meeting shall be for the purpose of installing new officers, presenting and informing the members of the state of the Chapter and any other business the Board of Directors may determine.

## Section B: SPECIAL MEMBERSHIP MEETING

Special meetings of the members may be called by the Board of Directors or by the President. Additionally, special meetings of members shall be convened by the President upon the call of twenty percent (20%) or more of the membership of the Chapter.

## Section C: GENERAL MEETINGS

General meetings shall be held monthly unless otherwise so designated by a vote of the Board of Directors.

## Section D: PLACE OF MEETINGS

Meetings of members shall be held at a place that may be designated by the Board of Directors.

## Section E: NOTICE OF MEETINGS

Membership shall be notified of meetings by written notice. The notice shall specify the place, date, and hour of the meeting and in the case of a special meeting, the general nature of the business to be transacted. No other business may be transacted at the special meeting. In the case of the annual meeting, those matters which the Board of Directors intend to present for action by the members will be included in the notice. Any other proper matters may be presented at the annual meeting, even though not specified in the notice.

## Section F: QUORUM

A quorum for a regular or special meeting of the members shall be one third (1/3) of the voting members. If a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting, entitled to vote, and voting on any matter, shall be the act of the members. In the absence of a quorum, any meeting of members may be adjourned from time to time by the vote of a majority of the voices represented in person, but no other business may be transacted.

## Section G: VOTING AND PROXY VOTING

The business of the Chapter may be conducted by mail ballot or via electronic submission, at the discretion of the Board of Directors. There shall be no proxy voting under any circumstances.

## Section H: DETERMINATION OF RECORD DATES

The Board of Directors may fix, in advance, dates as the record dates for the purpose of determining 1) the members entitled to notice of any meeting of members; 2) the members entitled to vote at a meeting of members; 3) the members entitled to cast written ballots; and 4) the members entitled to exercise any rights in respect of any other lawful action.

Such record dates shall not be more than sixty (60) days before the date of the meeting, or, in the case of written ballots, such record date shall not be more than sixty (60) days before the day on which the first written ballot is submitted or solicited. With respect to record date regarding any other lawful action, such record date shall not be more than sixty (60) days prior to such other action.

## ARTICLE V - BOARD OF DIRECTORS AND OFFICERS

## Section A: BOARD OF DIRECTORS

- 1 Composition of Board: The Board of Directors shall consist of the Elected officers: President, President Elect, Past President, Secretary, Treasurer, between two (2) and six (6) Directors at Large elected from and by the voting members of the Chapter. The Board of Directors shall be comprised of no more than 35% of prelicensed members of the Association who are entitled to vote on matters submitted before the chapter's Board of Directors. Such members shall not serve as President, President Elect or Past President.
- 2 Meetings:
  - a. The Board of Directors shall meet monthly or as established by the Board of Directors. Dates for these regular meetings shall be established by the Board of Directors. Meetings of the Board of Directors shall be held at any place that is designated. Members not present at the meeting shall contact the Secretary for the date and time of the next meeting.
  - b. Special in-person meetings of the Board of Directors shall be called by the President upon the written request of any four (4) Board members. Such specially called meeting shall be held within thirty (30) days of the receipt of the written request by the President. Special in-person meetings of the Board shall be held upon at least four (4) days' notice either by first class mail or forty eight (48) hours' notice delivered personally, by telephone or email at the Director's address shown on the records of the Chapter.
  - c. An Electronic Urgent Meeting of the Board of Directors can be conducted electronically as long as it is recorded in the Minutes of the following Board meeting. The President will notify the Board electronically that their participation is being requested for an Electronic Urgent Board Meeting and the time frame for responses will be specified in the electronic communication.
3. Quorum: A majority of the Board of Directors shall constitute a quorum for the transaction of business. Every decision made by a majority of the Board of Directors present at a meeting at which a quorum is present is the act of the Board.
4. Compensation: No compensation shall be paid to any member of the Board for performing the duties for which he or she was elected. A member of the Board may be designated a paid agent by the following procedure: the Board may employ an agent or agents to perform work deemed vital to the Chapter. The duties, amounts of compensation and other terms and conditions of employment shall be approved by a majority vote of the Board, without counting the vote of the interested Director or Directors.

All material facts as to the transaction and as to such Director's interest shall be fully disclosed to the Board of Directors. The Board shall make a specific finding, at the time it approves such contract or transaction, that such contract or transaction is just and reasonable as to the Chapter. The membership shall be informed of the employment or contractual arrangement of any such agent with details as to duties and costs.

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

## Section B: DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. Responsibilities: The responsibilities of the Board members are:
  - a. Attend Board meetings and actively participate in formation of policy, program development, and growth of the organization.



- b. Each Board member is expected to participate in committees as designated by the Board.
- c. Encourage participation of the members of the Chapter in the functions and activities of the Chapter.
- d. Maintain communication with the membership of the Chapter on a timely basis (usually monthly) via electronic means regarding Chapter policy, Board decisions, and other Chapter activities.

2. Duties of the Officers:

a. President: The President shall, subject to the control of the Board of Directors, generally supervise and direct the business of the Chapter. He/she shall preside at all meetings of the members and at all meetings of the Board of Directors. He/she shall recommend to the Board for approval standing committee chairpersons. The President shall be an ex officio member of all committees, except the Election Committee. When serving ex officio, the President shall not have the right to vote. He/she shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws. The President shall report the activities of this office to the Board of Directors at their meetings. The President shall cause a report to be presented at the annual membership meeting on the state of the Chapter.

b. President Elect: the President Elect shall succeed to the presidency. He/she shall be an ex-officio member of all committees except the Election committee. When serving ex officio, the President Elect shall not have the right to vote. The President Elect shall be a Committee Chairperson and perform such other duties as are delegated to him/her by the Board of Directors. The President Elect shall perform the duties of the President in the event of his/her inability to serve.

c. Secretary: The Secretary shall keep a record of minutes of the proceedings of meetings of its members and the meetings of the Board of Directors, with the time and place of holding whether regular or special. If the meeting is a special meeting, the minutes will record the authorization, notice given, the names of those present, and the proceedings.

The Secretary shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors as required by the Bylaws. The Secretary shall have such other powers and perform other duties as may be prescribed by the Board of Directors or the Bylaws.

d. Treasurer: The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the business transactions of the Chapter, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and any other matters customarily included in financial statements. The books of account shall be open to inspection by any member at any reasonable time via electronic means.

The Treasurer shall 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; shall disburse, or cause to be disbursed, the funds of the Chapter as may be ordered by the Board of Directors; shall render at such regular meeting of the Board, or at such other times as directed by the Board, an account of all of his/her transactions as Treasurer and of the financial condition of the Chapter; shall prepare or cause to be prepared a proposed annual budget to be presented to the Board of Directors prior to the beginning of the fiscal year; and shall have such other powers and shall perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

The office of the Secretary and the Treasurer may be combined into one office as may be prescribed by the Board of Directors.

e. Past President: The immediate Past President shall be an Officer of the Board of Directors for one term following his/her term of office as President and is subject to the same responsibilities and procedures as other Board members. In the event a Past President cannot attend Board meetings, a new Director at Large shall be appointed from the membership by the President, with the approval of a majority vote of the Board of Directors then in office, to fill the vacancy.

Past Presidents who have completed full terms as President Elect, President and Past President shall be awarded the status of Life Clinical Member of the Chapter upon completion of his/her Past President term. All previous Past Presidents of the Chapter shall also be awarded Life Clinical Member of the Chapter.

3. Duties of the Members at Large: Each Member at Large shall be a Committee Chairperson and perform such other duties as are delegated to him/her by the Board of Directors.

### Section C: ELECTIONS

1. Elections: Board of Director elections shall be held annually on a date specified by the Board of Directors and in time for installation of Officers and Board Members in January.

2. Nominations: The Board of Directors shall appoint, upon recommendation of the President, a Nominating/Elections Committee consisting of a Chairperson, who shall be a member of the Board of Directors, up to three clinical or pre-licensed members of the Chapter, none of whom shall be eligible for nomination by the Nominating/Elections Committee.

The Nominating/Elections Committee shall solicit recommendations for nominees from all members of the Chapter at least sixty (60) days before the date of election. It shall validate eligibility of prospective nominees, and prepare a slate of nominees which may, but need not, include more candidates than vacancies.

The Committee shall inform all nominees of the duties of the office for which they have been nominated, secure their consent to serve, and request from them pertinent information, in writing, about their education, professional background, activities within the Board of Directors, and reason for wanting to serve.

3. Eligibility: Any clinical or pre-licensed member of the Chapter may be eligible for election to the Board of Directors. In accordance with article 5, section A, part 1.

4. Election Procedures: The Nominating/Elections Committee shall prepare a ballot consisting of the slate of nominees. It shall cause the ballot to be distributed to all voting members of the Chapter at least twenty one (21) days prior to the date of the Election, together with printed candidate information and an official ballot envelope.

To be valid, a ballot must be returned in the official ballot envelope that has been signed by the voting member, or via electronic submission as approved by the Board of Directors. There shall be no proxy voting. The ballots shall be counted in an impartial and confidential manner by the Nominating/Elections Committee. The results shall be announced to the membership at the annual membership meeting.

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 mail within twenty one (21) days of the annual meeting. During the two month period following the election, the ballots shall be open to inspection by any voting member of the

Chapter under the supervision of the Nominating/Elections Committee or its designee, and then shall be destroyed.

#### 5. 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 Board of Directors.

A Secretary and a Treasurer shall be elected on alternate years, each to serve two (2) years.

Each year between one and three Directors at Large shall be Elected, each to serve two (2) years.

There shall be no election for President except at such time as the President Elect shall decline or otherwise be unable to serve as President.

All officers and Board members shall take office on the first day of January.

6. Transfer of Chapter Records: The transfer of Chapter Records (books, papers, bank account vouchers, etc. and other pertinent information) shall have been transferred to the new Officers by the first Board meeting in January.

#### Section D: VACANCIES

In the event that a vacancy occurs on the Board of Directors, other than the Presidency, the Board of Directors shall elect, by a majority of the Directors then in office, at the next regular meeting of the Board of Directors, any eligible clinical or pre-licensed members of the Chapter to fill the unexpired term. If the event that the President vacates his/her seat on the Board, the President Elect shall assume the Presidency and complete the vacating President's term.

#### Section E: ORDER OF SUCCESSION

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

#### Section F: REMOVAL OF OFFICERS AND BOARD MEMBERS

The Board of Directors, by a vote of no less than seventy-five percent (75%) of its members, shall have the authority to remove from office for cause anyone of its members after having given that member an opportunity to appear before the Board of Directors to answer the charges.

#### Section G: ABSENCES OF BOARD MEMBERS

More than three absences from any regularly scheduled meetings of the Board of Directors during a twelve (12) month period shall constitute cause for removal from the Board. .

#### Section H: LEAVE OF ABSENCE OF MEMBERS OF THE BOARD

The Board may grant a leave of absence to any member of the Board upon that member's request for a period not to exceed three (3) months.

## ARTICLE VI - COMMITTEES

### Section A:-COMMITTEES

Such committees, subcommittees, commissions, or task forces may be created and appointed by the Board of Directors. The duties and terms of any such special committees shall be prescribed by the Board of Directors upon formation. Committees are subject to change depending on the needs of the chapter; committees may include but are not limited to:

#### 1. Nominating/Elections Committee

The Nominating/Elections Committee shall select qualified nominees for Election to the Board of Directors. They shall prepare a slate and ballot of members to be elected at the meeting prior to the annual meeting and shall assist in the election procedures. The committee shall perform such other duties and tasks as described in ARTICLE V, Section C.

#### 2. Ethics Committee

In lieu of an ethics committee, the Board of Directors shall refer parties involved in alleged violations of ethical standards to CAMFT for reconciliation, and abide by whatever action CAMFT takes. The Board of Directors, also in lieu of an ethics committee, shall abide by the ethical standards set forth by CAMFT and shall communicate those standards to the membership and public on an as-needed basis.

#### 3. Bylaws Committee

The Bylaws Committee shall consider the advisability of bylaw amendments, hear or review all proposed amendments and make recommendations to the Board of Directors of amendments to the Bylaws.

#### 4. Membership Committee

The Membership Committee shall review, or cause to be reviewed, applications for membership and make recommendations regarding applicants to the Board of Directors. The Committee shall have the responsibility of overseeing the general area of maintenance and acquisition of members, and shall conduct such research and make such recommendations as are necessary to accomplish said purposes. The Chairperson of the Membership Committee shall keep and maintain a current membership listing.

#### 5. Legislation Committee

The Legislation Committee shall be responsible for the development of policies and recommendations related to consumer concerns and information regarding the profession of marriage family counseling, and any legislation pertaining thereto.

#### 6. Program Committee

The Program Committee shall be responsible for the planning, development and conduct of all programs and activities and planned meetings of the membership, including social and continuing education (CEU) activities.

#### 7. Pre-Licensed Affairs Committee

The primary responsibilities of the Pre-licensed Affairs Committee shall be to foster student awareness and involvement in SDCAMFT and to provide information to students regarding preparation for licensure as MFTs. The Committee shall establish and maintain a communications network with the various campuses in San Diego and with pre-licensed members throughout San Diego.

#### Section B: APPOINTMENT OF COMMITTEES

1. Committee Chairpersons: Committee chairpersons shall be appointed by the President from among the members of the Board of Directors.
2. Committee Members: Committee members shall be recommended by the Chairperson of that committee.

#### Section D: MEETINGS AND ACTIONS OF COMMITTEES

Committees shall meet when appropriate. The Board of Directors may adopt rules for the governing of any committee not inconsistent with the provisions of these Bylaws.

### ARTICLE VII - FINANCE

#### Section A: FISCAL YEAR

The fiscal year of the Chapter shall be determined by the Board of Directors.

#### Section B: DUES SETTING

The annual dues of the Chapter shall be by the Board of Directors.

An annual dues increase shall be passed by a majority vote of the Board of Directors

Notification of any changes in the annual dues shall be made to all members at least thirty (30) days prior to the effective date of any such increase.

#### Section C: PAYMENT OF DUES

Membership dues shall be due and payable-annually for all members.

#### Section D: FEES AND ASSESSMENTS

The Board of Directors may establish such fees and assessments as it deems appropriate.

#### Section E: BUDGET

The proposed budget for each year shall be presented to the Board of Directors by the Treasurer no later than one month prior to the beginning of the fiscal year. The proposed budget shall be approved by a majority vote of the Board of Directors. 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 approved budget shall be available for review by any Chapter member at any reasonable time.

#### Section F: DEPOSITORY

The Board of Directors shall select and designate such financial institution as they deem advisable as the official depository of funds for the Chapter and prescribe the manner in which such funds may be withdrawn.

#### ARTICLE VIII - RECORDS AND REPORTS

The accounting books, records and minutes of proceedings of the members and the Board of Directors and any committee(s) of the Board of Directors shall be kept in a place to be decided upon by the Board of Directors. The minutes shall be kept in written or typed form, and the accounting books and records shall be kept in either written or typed form or in any form capable of being converted into printed form. The minutes and accounting books and records shall be open to inspection upon the written demand of any member at any reasonable time during usual business hours 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.

#### ARTICLE IX - 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.

#### ARTICLE X - 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 the property. The Chapter may accept gifts, legacies, donations, and/or contributions of any amount and in any form upon such terms as may be decided by the Board of Directors.

#### ARTICLE XI - USE OF NAME

No member shall speak or make commitments for the Chapter without written authorization from the President, and that member shall speak in accordance with the Chapter's Bylaws and the ethical standards of CAMFT.

#### ARTICLE XII - RULES OF ORDER PARLIAMENTARIAN

The rules contained in Robert's Rules of Order, Revised, shall govern all meetings of the Chapter in all cases in which they are applicable and in which they are not inconsistent with these Bylaws. A parliamentarian shall advise regarding compliance with the Bylaws and Robert's Rules of Order, Revised, at all meetings of the Board of Directors and all official meetings of the Chapter.

#### ARTICLE XIII - AMENDMENTS TO THE BYLAWS

##### Section A: INITIATION OF AMENDMENTS

Bylaws amendments may be initiated in one of two ways:

1. By the Board of Directors, upon recommendation of the Bylaws Committee.
2. By petition from ten (10) members of the Chapter addressed to the Secretary.

##### Section B: ADOPTION OF AMENDMENT

Proposed amendment(s) must receive a two-thirds (2/3) vote of the Board of Directors. Once the Board of Directors has approved the amendment(s), the Bylaws committee shall prepare a ballot package consisting of a ballot, an official means for submission (either a ballot envelop or electronic submission) and a copy of the proposed amendments. The ballot package shall be made available to all voting members of the Chapter for ratification at least three (3) weeks prior to the time of voting. Clinical and pre-licensed members in good standing are voting members. There shall be specified on the ballot the deadline for its return.

To be valid, a ballot must be returned in the official ballot envelope that has been signed by the voting member, or via electronic submission as approved by the Board of Directors. There shall be no proxy voting. The ballots shall be counted in an impartial and confidential manner by the Bylaws Committee.

The Bylaws shall be considered approved if thirty (30) days after the distribution of the ballot package, a majority of those persons voting shall have approved the revisions. The Board shall be immediately notified by the Bylaws Committee as to the outcome of the voting.

#### ARTICLE XIV - DISSOLUTION

In the event of the dissolution of the San Diego Chapter of the California Association of Marriage and Family Therapists, all assets and funds of the Chapter shall, after debts and/or obligations are paid, be distributed to a charitable organization or foundation as determined by the Board of Directors in accordance with the Bylaws of the Chapter.

#### ARTICLE XV - DISTRIBUTION OF BYLAWS

Each member of the San Diego Chapter of the California Association of Marriage and Family may view the Chapter Bylaws on the Chapter Website or request a copy of the Bylaws or any Bylaw revisions at any time.

#### ARTICLE XVI - IMPLEMENTATION OF THE 2015 AMENDMENTS OF THE SDCAMFT BYLAWS

The 2015 Amendments of the SDCAMFT Bylaws shall go into effect immediately upon being voted upon following Article XIII.