

***PENNSYLVANIA ASSOCIATION OF GAY, LESBIAN, BISEXUAL, &
TRANSGENDER ISSUES IN COUNSELING
BY-LAWS***

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ARTICLE I: Name, Affiliation, and Mission

SECTION 1:01 Name

The official name of this organization shall be the Pennsylvania Association of Gay, Lesbian, Bisexual, & Transgender Issues in Counseling, herein-after referred to as "PAGLBTIC."

SECTION 1:03 Mission

The mission of PAGLBTIC shall be as follows:

A - To promote a greater understanding of gay, lesbian, bisexual, and transgender issues among members of the counseling profession.

B - To improve standards and delivery of counseling services provided to gay, lesbian, bisexual, and transgender persons.

C - To identify and work to eliminate conditions which create barriers to the individual development of such persons.

D - To develop, implement and be proactive in educational programs and publications which further the interests of the PAGLBTIC community.

E - To secure equality of treatment and all other civil rights accorded to minority groups in society.

ARTICLE II: Membership

SECTION 2:01 Regular Membership

(1) Full- or part-time employment in counseling and development work, as defined below, at the time of applying for regular membership, or (2) Experience in counseling and development work including placement, training, education and other aspects of counseling and development work in business/industry, governmental agencies or other organizations; or test development, occupational and other research and writing directly related to counseling or counselor training; or administration of programs of the above types; or interest in and desire to uphold the purposes and principles of PAGLBTIC.

SECTION 2:02 Student Membership

A person engaged in full or part time study in an accredited undergraduate or graduate school in a course of study related to counseling may be admitted upon application and endorsement by his/her faculty advisor.

SECTION 2:03 Associate Membership

Individuals who are interested in counseling and development work but do not meet the requirements above may be admitted to associate membership at the discretion of the PCA Membership Committee.

SECTION 2:04 Retired Membership

Upon submission of evidence of this status such persons shall be entitled to reduced annual dues and shall maintain all the privileges of regular membership.

SECTION 2:05 Application for Membership

Any person meeting the qualifications in the categories listed above may become a member by making application to the PCA Membership Committee chair specifying PAGLBTIC as the division of choice. Membership in PAGLBTIC shall be on an annual basis as long as dues are in force. Members shall be eligible to vote and receive such rights accorded by the Board of Directors. To hold office a member must be an active member of the PCA.

SECTION 2:06 Termination of Membership

A member may be dropped from membership for any conduct that tends to injure PAGLBTIC or to adversely affect its reputation or which violates principles stated in the *ACA Code of Ethics* or PAGLBTIC's by-laws. Any person charged with engaging in such conduct shall be given written notice of the precise nature of the charges. He/she shall be given the opportunity to present evidence on his/her behalf through witnesses or otherwise; shall be given the opportunity to confront all persons submitting the charges; and shall have the right to appeal through a hearing before the Board of Directors whose decision shall be final. A member may be dropped from membership for the nonpayment of dues.

ARTICLE III: Board of Directors

SECTION 3:01 Composition

The PAGLBTIC Board of Directors shall be composed of four officers and three to five additional directors.

SECTION 3:02 Functions

The Board shall be the agency through which the policies and procedures of PAGLBTIC shall be determined and shall have the power to govern the day to day affairs of PAGLBTIC and to act on the reports of all committees.

SECTION 3:03 Meetings

The Board shall meet at least once per year. A meeting shall be held at the time and place of each PCA Annual Conference. Other meetings of the Board shall be held at the call of the PCA Executive Council (four officers) or a majority of the Board members.

SECTION 3:04 Quorum

At least one-half of the members of the Board shall constitute a quorum necessary to conduct official business.

ARTICLE IV: Officers and Directors

SECTION 4:01 Composition

The officers shall include a President, Vice-President, Secretary and Treasurer. The Board should include an additional three to five members.

SECTION 4:02 PCA Liaison

Any member of the Board may be designated to serve as a representative on the PCA Executive Council.

SECTION 4:03 Election

The Officers and Directors shall be elected in accordance with Article V.

SECTION 4:04 Terms of Office

The President and Vice-President shall hold office for one year. The Secretary and Treasurer shall hold office for a two-year term. The three to five other members shall be elected to two-year terms on a staggered basis.

SECTION 4:05 Vacancy

In the event of a vacancy, for any reason, the Board shall by a majority vote, choose a member from the current membership to serve in that vacancy for the remainder of the term.

SECTION 4:06 Job Descriptions

A - President- shall exert leadership in the achievement of the mission of PAGLBTIC; preside at all meetings of the Board; appoint chairpersons of all committees in consultation with Board members; and serve as ex-officio on all committees.

B - Vice-President- shall perform the duties of the President in his/her absence; and serve as chair of the Nomination and Election Committee.

C - Secretary- shall keep records of all Board meetings; be empowered to execute all official documents and records necessary to comply with governing bodies with whom PAGLBTIC is affiliated.

D - Treasurer- shall assure the receipt and expenditures of funds in accordance with directives of the Board; assist in the preparation of that annual budget; and manage all fiscal affairs including written treasurer reports to the Board and documentation to all agencies having fiscal arrangements with PAGLBTIC.

E - Board Members- shall attend all meetings in fulfillment of the functions and responsibilities of PAGLBTIC; serve on committees as prescribed by the President.

SECTION 4:07 Removal

Any individual noted in Article IV may be removed from office in accordance with the provisions stated there-in.

ARTICLE V: Nominations and Elections

SECTION 5:01 Procedures

A Nomination and Elections Committee, comprised of a Board member and two other persons, will be appointed by the President in a manner timed to coincide with the election cycle of the PCA. If possible, the nominee for President should be of the opposite gender of the current President so that gender equality may be achieved.

ARTICLE VI: Committee Structure

SECTION 6:01 Executive Committee

Shall be comprised of the officers of the Board; shall act for the Board in the interim between scheduled meetings; shall prepare the annual budget for their approval; shall promptly report to the Board all business transacted between meetings.

SECTION 6:02 Standing Committees

May vary from time to time but should, at all times, address the issues of membership, public relations, by-laws, financial affairs and special programs. The style and substance of these committees should be presented to the Board for its approval in a timely manner and a chairperson should be designated as a responsible agent. Other committees may be appointed as specific conditions warrant.

SECTION 6:03 Appointments

Committee members serve at the discretion of the Board on a year to year basis.

ARTICLE VII: Finances

SECTION 7:01 Dues and Assessments

Shall be established by the Board on an annual basis.

SECTION 7:02 Salaried Employees

May be authorized and appointed by the Board as may be necessary to fulfill the objectives of PAGLBTIC.

ARTICLE VIII: Business Affairs

SECTION 8:01 Fiscal Year

Shall coincide with the fiscal year of the PCA

SECTION 8:02 Management of Property and Documents

Shall be submitted to the PCA Executive Council when requested. Specifically, all information regarding officer's names, membership names and financial records should be made available to the PCA in a timely manner.

SECTION 8:03 Annual Audit

Shall be conducted by an internal committee or an accountant as the case may warrant.

SECTION 8:04 Dissolution

Shall be determined by a two-thirds vote of the full membership with a minimum 25 days prior notice. All property and assets shall be transferred to the PCA.

ARTICLE IX: Amendments

SECTION 9:01 Authority

By a majority vote, the members of PAGLBTIC, may adopt, amend, alter, or annul these by-laws at any meeting called for that purpose, given 25 days prior notice.

ARTICLE X: Parliamentary Authority

SECTION 10:01

Except as may be prescribed in these by-laws, the rules contained in "The Modern Rules of Order" shall govern the affairs of PAGLBTIC. Except as may be prescribed in these by-laws, the rules contained in "The Modern Rules of Order" shall govern the affairs of PAGLBTIC.