



## **Texas Association for Marriage and Family Therapy**

### **Bylaws**

**Board Approved 05/17/19**

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## **Introduction**

This document contains the policies governing the structure, organization, operations, programs, and services of the Texas Association for Marriage and Family Therapy (herein referred to as “TAMFT” or “Association”). These policies include but are not limited to the Bylaws as adopted by the TAMFT membership and policies adopted by the Board of Directors to guide association activities.

The Association’s Board of Directors authorized the preparation of this manual and has provided for its ongoing maintenance in order to give members easy access to all policies of the Association and thus make possible greater efficiency in all areas of Association activity.

### ***ARTICLE I. Mission Statement***

The Mission of the Texas Association for Marriage and Family Therapy is advancing the profession and effective practice of marriage and family therapy in the state of Texas.

### ***ARTICLE II. Vision Statement***

#### **Section 1. Who We Are?**

Texas Association for Marriage and Family Therapy (TAMFT) is a state professional organization for the field of marriage and family therapy. TAMFT serves members practicing in all areas of mental health, including academia, community mental health centers, employee assistance programs, local and state agencies, private practice, managed care and social service organizations. TAMFT is dedicated to the enhancement of individual and family well-being through the promotion and advancement of marriage and family therapy practices. TAMFT is also committed to raising public awareness of marriage and family therapists (MFTs) and the services they provide. With our advocacy activities, we are working to ensure that MFTs are an integral part of the evolving health care system.

#### **Section 2. The Profession of Marriage and Family Therapy**

Marriage and family therapists are mental health professionals trained and licensed to independently diagnose and treat mental health and substance abuse problems. Diagnosis and treatment occur with an awareness and understanding of the larger context within which an individual lives and works. This may include, but is not limited to, couples, families, and work and social groups. Hence, our focus tends to be on relationships among people in addition to distress within an individual. This approach is based on the research and theories that individuals are social creatures and do not exist in a vacuum. Therefore, their problems are best treated within a systemic context. As such, our orientation is unique among mental health professionals. The federal government has recognized marriage and family therapy as a core mental health profession along with psychiatry, psychology, social work and psychiatric nursing.

Marriage and family therapists (MFTs) focus on understanding client symptoms and interaction patterns within their existing environment. MFTs diagnose and treat mental and emotional disorders within the context of marriage, couples and family systems. MFTs treat predominantly

individuals, but also provide couples, family and group therapy; all in the context of relationships that incorporate family systems.

### ***ARTICLE III. Name, Organizational Structure and Relationship***

**Section 1.** The name of this organization shall be the TEXAS ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY.

### ***ARTICLE IV. Purposes***

**Section 1.** The purposes of this Association will be as follows:

(A) To maintain professional standards in marriage and family therapy for its members in the State of Texas.

(B) To hold membership meetings, clinical seminars, training institutes, and public educational meetings.

(C) To publish/maintain materials related to the operation of this Association.

(D) To publish informational material on marriage and family life for the general public.

(E) To cooperate with other professional groups and individual professional persons in furthering the profession of marriage and family therapy.

(F) To pursue other areas of an educational and specific nature related to the field.

(G) To advocate for the advancement of marriage and family life with the appropriate licensing boards of the State of Texas.

### ***Article V. Membership***

**Section 1.** Members of the Association are interested in furthering marriage and family therapy in the State of Texas.

**Section 2.** Members shall be governed by and abide by the Bylaws and all rules and orders lawfully made there under.

**Section 3.** All members shall pay annual TAMFT dues.

**Section 4.** An individual's category of membership is determined by the Association, based upon their credentials as outlined in their application.

**Section 5.** The membership of TAMFT shall be divided into two (2) groups:

(A) Voting Members. The voting membership shall be composed of Professional Members and New Professional Members.

(B) Non-Voting Members. The non-voting membership shall be composed of Friends of the Field and Student Members.

**Section 6.** A person may withdraw membership at any time by giving written notice to the President or member of the Board of Directors.

**Section 7.** Membership may be terminated by the Board of Directors if a member acts unethically or is convicted of a felony.

**Section 8.** Application of reinstatement shall be made to the TAMFT Board of Directors.

### ***Article VI. Board of Directors***

**Section 1.** The affairs of the Association shall be managed and controlled by the Board of Directors. The Board of Directors may exercise all the powers of the Association subject to any restrictions imposed by law, the Articles of Incorporation, and TAMFT Bylaws. The Board shall be authorized to adopt and publish such policies, procedures, and rules as may be necessary and consistent with these Bylaws, and to exercise authority over all Association business and resources.

**Section 2.** The Board of Directors shall consist of at least ten (10) voting members (the President, the President-Elect, the Secretary, the Treasurer, at least five (5) Members-at-Large, one (1) Student, and one (1) Associate Representative.

**Section 3.** Two-thirds (2/3) of members of the Board of Directors shall be Licensed Marriage and Family Therapists.

**Section 4.** Members of the Board of Directors shall be elected by the membership and certified by the Board of Directors. New Board members will take office no later than April 1.

(A) The President-Elect shall be elected to serve on the Board of Directors for one (1) year as President-Elect, for the succeeding (2) years as President, and then one (1) year as the Past President.

(B) The Treasurer and Secretary are elected to 2-year terms. The Members-at-Large and Associate Representative are elected to 2-year terms. The Student Representative is elected to a 1-year term.

(C) The Treasurer and Secretary are re-elected at the end of each term. Members-at-Large, Associate Representative and Student Representative have the option of extending for 1 more term without re-election by the association membership.

(D) The President-Elect, Treasurer, and two (2) Members-at-Large members of the Board of Directors shall be elected in sufficient time to take office in the odd-numbered years.

(E) The Secretary and three (3) Members-at-Large and the Associate Representative of the Board of Directors shall be elected in sufficient time to take office in the even-numbered years.

(F) The Student Representative shall be elected or appointed by the TAMFT Family Therapy Student Association in sufficient time to take office each year.

(G) Directors shall remain in office until their successors have been elected or qualified successors are appointed by Board vote.

**Section 5.** Vacancies on the Board of Directors are addressed as follows:

(A) *President.* In the event that the President is unable to complete the current term of office, the President-Elect or Past President shall assume the presidential duties and office until the next Annual meeting at which time either: a) the President-Elect will begin his or her two-year term as President, or b) the vacancy will be filled for the following year by a newly elected President.

If the President, President-Elect or Past President are not able to complete the current term of President, the position of President will be filled from among the remaining voting Directors by a majority vote of the remaining voting Directors until a new President can be elected by the membership. The Board of Directors shall determine whether the election of the new President shall be at a special election or the next annual election. The newly elected president shall complete the current term of office.

In any event, an individual shall not serve as President for more than three (3) years.

(B) *President-Elect.* If the President-Elect cannot serve as President-Elect or assume the role of President the following year, the Board will authorize an election by the membership to either: a) Elect a new President-Elect during a special election, or b) Elect a new President during the next annual election.

(C) *Past President.* If the Past President cannot serve as Past President, that position will remain vacant until there is another Past President.

(D) *Treasurer, Secretary, Member-at-Large, Associate Representative.* If the Treasurer, Secretary, Member-at-Large, or Associate Representative position becomes vacant, the Board may appoint a successor to serve the remainder of the unexpired term.

(E) *Student Representative.* *If the Student Representative position becomes vacant, the Board may* appoint a successor until the TAMFT Student Association selects a new Student Representative.

(F) Officers or Members-at-Large of the Board of Directors shall not be permitted to hold more than one position on the Board at one time.

**Section 6.** The Board may remove Board Members for malfeasance or non-performance with the unanimous approval of the other members of the Board.

**Section 7.** A majority of one-half of the voting members of the Board shall constitute a quorum in all matters that shall come to the Board.

**Section 8.** Directors and appointees shall not receive compensation for serving on the Board but may receive compensations for serving the association in other capacities and may be reimbursed for necessary and legal expenditures in the conduct of their duties as determined by the Board of Directors.

**Section 9.** The time and place for meetings of the Board may be scheduled by the Board, by call of the President, or upon the request of any three Directors. Directors shall be given reasonable written or called notice of the special meetings. The Board shall meet at least once each year.

### **Article VII. Officers**

**Section 1.** The officers of the Association shall consist of the President, President-Elect, Immediate Past President, Secretary, and Treasurer, all of who must be fully Licensed Marriage and Family Therapists in the State of Texas.

**Section 2.** The officers of the Association shall have the powers and duties generally pertaining to their respective offices except as modified by the Board of Directors or these Bylaws. They shall serve as officers and member of the Board of Directors and shall constitute the executive Committee of the Association. At each Annual Meeting the Executive Committee shall provide an annual report to membership. The Board of Directors may temporarily delegate the powers and duties of any officer to any other officer or Director. The Board of Directors may authorize the delegation by an officer of any powers or duties to any agent or employee subject to the supervision of the delegating officer.

**Section 3.** The President shall have general direction of its affairs and general supervision of its officers, association staff, or agents subject to the control by the Board of Directors. The President shall preside at all meetings of the membership, the Board of Directors, and the Executive Committee. At each Annual Meeting, and from time to time during the year, the President shall:

- (A) Report to the Board any matter that in the interest of the Association should be brought to their attention.
- (B) Sign and execute in the name of the Association, all contracts or other instruments authorized by the Board unless the Board has expressly delegated signing and execution to another agent or officer of the Association.
- (C) Set Board meeting calendar.
- (D) Perform all other duties and execute all other powers assigned or conferred by the Board of Directors.

**Section 4.** The President-Elect shall perform the duties of the President at the President's request or in the absence or disability of the President and shall perform all other duties that may be assigned or confirmed by the Board of Directors.

**Section 5.** The immediate Past President shall perform the duties of the President at the President's request or in the absence or disability of the President and shall perform all other duties that may be assigned or conferred by the Board of Directors.

**Section 6.** The Secretary shall, working with the association staff, be responsible for:

- (A) Maintaining the official minutes of all meetings of the Board of Directors, Executive Committee, all meetings of the Association membership, and Board Committee reports.
- (B) Providing reasonable notice to members of the Board and to the Membership for all Annual and Special Meetings of the members and maintain the membership mailing list.
- (C) Maintaining the publications and papers of the Association, all of which shall be open, with reasonable notice, to the examination by the Directors or members of the Association.
- (D) Performing all other duties and executing all other powers assigned or conferred by the Board of Directors.

**Section 7.** The Treasurer shall be the Chair of the Finance Committee and, working with the association staff, be responsible for:

- (A) All funds, notes and other valuables of the Association, including disbursements as directed by the Board of Directors, and in the accordance with these Bylaws and the Articles of Incorporation.
- (B) Depositing all Association funds in banks, trust companies or depositories selected by the Board of Directors.
- (C) Keeping of complete and accurate records of account showing the Association's financial condition at all times.
- (D) Rendering a yearly statement of the condition of finances of the Association at all annual meetings of the Board and membership.
- (E) Maintaining such records and rendering such reports as required by the United States, Internal Revenue Laws and the Articles of Incorporation.
- (F) Performing all other duties and executing all other powers assigned or conferred by the Board of Directors.

#### ***Article VIII. Executive Committee***

**Section 1.** The Executive Committee of the Board of Directors of the Texas Association for Marriage and Family Therapy shall consist of the President, President-Elect, Secretary, Treasurer, and one Member-at-Large Director. The Member-at-Large member of the Executive Committee shall be elected by the Members-at-Large of the Board of Directors.

**Section 2.** The Executive Committee shall meet at the request of the Board of Directors or the President and shall exercise all of the powers of the Board of Directors when the Board is not in session.



**Section 3.** A record of the Executive Committee proceedings shall be maintained and presented at the next meeting of the Board of Directors and placed in the official minute book of the Association.

**Section 4.** A majority of the Executive Committee members shall be a quorum.

#### ***Article IX. Committees and Task Force Groups***

**Section 1.** The Board of the Directors has the authority to establish committees and dissolve committees for the Association.

**Section 2.** Task force groups may be created and dissolved by the Board. The Board shall designate their power and term of appointment. The composition of these task force groups shall comply with the Texas Non-Profit Corporation Act.

#### ***Article X. Annual and Special Meetings of the Membership***

**Section 1.** The Annual Meeting of the members of the Texas Association for Marriage and Family Therapy for the certification of election of officers and the membership shall occur in the first quarter of the calendar year at a time and place to be set by the Board.

**Section 2.** Special Meetings of the membership may be called by the President, a majority of the Board of Directors, or at the request of seventy-five (75) or more voting members in writing to the Secretary. The Special Meeting will be held within ninety (90) days of receipt of the request. Business conducted at special meetings shall be limited to agenda items identified in the original meeting notice.

**Section 3.** Notice of the Annual Meeting or special meetings of the Association shall be communicated to all voting members of the Association at least 45 days prior to the meeting and contain the description of the purpose of the meeting. Other business may be transacted at the Annual Meeting.

**Section 4.** A list of voting members of the Association will be available at membership meetings.

**Section 5:** A quorum at all annual and special meetings of the Association shall be five (5) percent of the voting membership of the Association, present in person at the meeting, not including the Officers and Members-At-Large.

**Section 6.** All meetings of the members of the Texas American Association for Marriage and Family Therapy, the Board of Directors, the Executive Committee, and Committees of the Association shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised, unless inconsistent with the law, the Articles of Incorporation, or these Bylaws.

## ***Article XI. Contracts***

**Section 1.** The Board of Directors shall have the sole power to authorize officers or agents of the Association to enter into contracts or execute and deliver instruments on behalf of the Association. This includes entering into a contract with an Executive Director or management agency.

## ***Article XII. Dues***

**Section 1.** Dues for TAMFT shall be established by majority vote of the TAMFT Board of Directors.

**Section 2.** All dues billings, dues collections, and dues disbursements shall be performed by TAMFT.

## ***Article XIII. Indemnification of Officers and Directors***

**Section 1.** The Associations' interest is to indemnify its officers, Directors, agent, and committee members when acting as duly authorized agents of the Association.

## ***Article XIV. Bylaws Amendments***

**Section 1.** Amendments may be proposed by the Board on its own initiative, or upon petition by twenty (20) percent of the voting members addressed to the Board. All such proposed amendments shall be presented by the Board to the membership with or without recommendation.

**Section 2.** These Bylaws may be amended or repealed by a two-thirds majority of the voting members voting by ballot returned within thirty (30) days of the date by which members can reasonably be presumed to have received the ballot.

**Section 3.** An individual appointed by the President to handle the voting procedures shall certify the voting in writing to the Board.

**Section 4.** The Secretary is authorized to correct article and section numbers, punctuation, grammar, formatting and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Association in connection with these Bylaws.

## ***Article XV. Dissolution and Termination***

**Section 1.** Dissolution of the Association is authorized if:

(A) approved by the Board, and

(B) approved by two-thirds vote of the voting members voting by ballot returned within thirty (30) days of the date by which members can reasonably be presumed to have received the ballot.