

Idaho Association of Lesbian, Gay, Bisexual and Transgender Issues in Counseling
(IALGBTIC)



ARTICLE I: Name and Mission

SECTION I: Name

The name of the Idaho Association of Lesbian, Gay, Bisexual and Transgender Issues in Counseling, hereinafter referred to as IALGBTIC. It is a division of the Idaho Counseling Association, hereinafter referred to as ICA, and is subject to the provisions of its bylaws that apply to divisions.

SECTION II: Mission

Mission: The mission of IALGBTIC is to improve the counseling services and quality of life for lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ+) individuals through education and advocacy. We believe all individuals should be free to develop their full potential regardless of sexual orientation, gender identity and gender expression. We recognize the unique challenges LGBTQ+ individuals face as a result of systemic oppression.

Vision: Our aim is to promote awareness, understanding, competency and best practices among helping professions in service delivery, collaboration and advocacy within the LGBTQ+ community.

IALGBTIC is affiliated with the national chapter of ALGBTIC, division of the American Counseling Association (ACA).

ARTICLE II: Membership

SECTION I: Non-Discrimination Policy

There shall be no discrimination against any individual against any individual on the basis of race, ethnicity, class, gender, gender identity and expression, sexual and/or affectional orientation, age, religion, and/or spirituality, indigenous and cultural heritage, and/or ability.

SECTION II: Code of Ethics

Those code of Ethics currently adopted by the American Counseling Association (ACA) shall be the Code of Ethics for IALGBTIC.

SECTION III: Categories of Membership

- a. Membership shall be individual and open to residents of Idaho who are members of the Idaho Counseling Association (ICA).
- b. There shall be three classes of voting membership: Professional, Student, Associate and Retired.
 - Student members shall include persons who are enrolled at least half-time in a graduate college or university program.
 - Professional members shall hold a master's degree or higher in counseling and/or be credentialed in counseling through a certificate or license.
 - Association members include persons who are interested in counseling but do not meet the requirements of the other membership categories.
 - Retired members are persons who were Professional members of ICA prior to retirement.
- c. All IALGBTIC members must agree to abide by the ACA Code of Ethics.
- d. All memberships will be valid for one year from date of processing.

SECTION IV: Dues

- a. Annual IALGBTIC dues for members shall be established by action of the IALGBTIC Board of Directors, hereinafter referred to as the Board.
- b. The Board may authorize reduced dues or dues waivers for special categories of members in accordance with policies and procedures established by the Board.
- c. The dues for each classification of membership shall be based on the following:
 - Professional - Full dues
 - Student - 1/2 dues
 - Associate - Full dues
 - Retired - 1/2 dues
- d. All membership dues are one year from date of processing.

SECTION V: Application for Membership

Any person desiring to become a member of IALGBTIC shall make application to the IALGBTIC Treasurer. A person shall become a member of IALGBTIC based upon her/his application to membership and payment of her/his dues.

SECTION VI: Severance of Membership

- a. A member may be dropped from membership for any conduct that tends to injure IALGBTIC or to affect adversely its reputation, or that is contrary to or destructive of its mission according to the IALGBTIC Bylaws and the ACA Code of Ethics.
 - Any member charged with engaging in such conduct shall be given notice of the precise nature of the charges against them and provided with opportunity to present evidence on their behalf through witnesses or otherwise. Those accused shall be given opportunity to confront witnesses against them and have the right to appeal through a hearing before the IALGBTIC Ethics Committee whose decision shall be final. The IALGBTIC Ethics Committee shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or whether the charges are true and they be removed from IALGBTIC. However, the accused member does have the right to appeal to the Board any final decision of the IALGBTIC Ethics Committee. Members may be reinstated at the behest of the Board.
- b. A member shall be dropped from membership for the nonpayment of dues. A member may be reinstated by payment of dues.

ARTICLE III: Executive Board

SECTION I: Officers and Duties

Officers of the Executive Board shall be President, President-Elect, Past President, Secretary, and Treasurer.

- a. President- Shall exert leadership in the achievement of the mission of IALGBTIC. The president shall preside at all meetings of IALGBTIC, the Board of IALGBTIC and the ICA Executive Council. The President shall, with the approval of the Board, create and fill positions on committees/taskforces to serve the needs of the division. President will recommend individuals that would be confirmed by the IALGBTIC Board if vacancies occur. President shall perform the duties customary to that office and such additional duties as directed by the Board. The President also may call special meetings when needed.
- b. President-Elect- Shall perform the duties of the President in the absence or incapacity of the President as determined by the Board. The President-Elect shall assume the Presidency of IALGBTIC upon the incapacity or resignation of the President. If the President-Elect becomes incapacitated, the term is to be completed by the candidate with the next highest vote on the same slate of candidates.
- c. Immediate Past President- Shall perform such additional duties as directed by the Board.
- d. Secretary- Shall keep record of all proceedings of the Board. The Secretary shall also send meeting minutes to all IALGBTIC members. The Secretary will also create any

necessary IALGBTIC flyers, documentation, etc. The Secretary shall perform the duties customary to that office and such additional duties as directed by the Board.

- e. Treasurer- Shall represent IALGBTIC in assuring the receipt and expenditures of funds in accordance with the directives established by the Board, and shall be under such bond as may be determined by the Board. The Treasurer shall perform the duties customary to that office and such additional duties as directed by the Board. The Treasurer will serve a 2-year term.

SECTION II: Method of Selection

- a. Candidates shall be members of ACA, ICA and ALGBTIC.
- b. All candidates shall be elected in accordance with Article IV.

SECTION III: Terms of Office for the Executive Board

- a. The cycle of the office of the President Elect, President, and Past President is a three-year term commitment with the option to seek a second three-year term in the same sequence.
- b. Secretary and Treasurer shall hold office for a two-year term.

SECTION IV: Sanction and Removal from Office

- a. The Executive Board may be sanctioned or removed from office. In the event of resignation, continued absence, illness, removal from office, or death of any member of the Executive Board, the Executive Board shall, by majority vote, elect a successor to serve until the next annual election. In the event that the President Elect is unable to assume the duties of President, the Executive Board shall, by majority vote, choose a member of the Board to serve as President until her/his successor takes office. Continued absence is defined as missing two scheduled meetings of the Executive Board in a fiscal year.

SECTION V: Meetings

- a. The Executive Board shall meet at least once per year. A meeting shall be held at the time and in the city of the ICA convention. Other meetings of the Executive Board shall be held at the call of the President.
- b. At least one-half of the members of the Executive Board shall constitute a quorum throughout any meeting of the Executive Board at which official business is transacted. Physical or electronic presence shall be considered the same for purposes of a quorum.
- c. Should a scheduled meeting be cancelled or lack a quorum, it shall be rescheduled not more than eight weeks later.

- d. Electronic meetings through the Internet or by phone, as approved by the Executive Board, shall be considered the same as face-to-face meetings.
- e. Robert's Rules of Order shall serve as a guideline for the proceedings of meetings for IALGBTIC. This includes, but is not limited to:
 - a. Parliamentary Inquiry
 - b. Point of Information
 - c. Orders of the Day
 - d. Main Motion
 - e. Debate
 - f. Close Debate
 - g. Committee of the Whole
 - h. Other Robert's Rules of Order as they apply to individual IALGBTIC situations.

ARTICLE IV: Nominations and Elections

- a. There shall be established a Nomination and Election Committee consisting of the Past President and two other members of IALGBTIC in good standing. No member of the Nomination and Election Committee may serve more than two consecutive years.
- b. Committee shall seek and select more than one nominee for each position to be elected for the next term and submit at least one candidate for each office. Any IALGBTIC member can nominate a candidate for office.
- c. If a member of the Nomination and Election Committee becomes a candidate, that member shall forthwith resign from the committee and be replaced by a new member appointed by the President.
- d. Should the Past President be unable to serve as chair of the Nomination and Election Committee, the Executive Board may appoint another officer not seeking election to serve as chair.
- e. Elections shall occur through the ICA website and IALGBTIC monthly newsletter during the annual elections of ICA and its division and chapters.
- f. Should a tie occur, a runoff will be held within 30 days between the two candidates. In the case of a runoff vote, the membership shall be encouraged via email blast to vote again.

ARTICLE V: Committees

SECTION I: Executive Committee:

Shall be comprised of the officers of the IALGBTIC Executive Board; shall act for IALGBTIC as a division body; shall prepare the annual budget for IALGBTIC; shall report to the ICA Executive Board during scheduled Executive Council Meetings. The IALGBTIC Executive Board will consist of the President, President Elect, Past President, Secretary, and Treasurer.

SECTION II: Standing Committees:

Standing Committees shall be comprised of at least one chairperson and at least one member, at all times, to specifically address needs within the organization. All committees are required to report directly to the Executive Board. Other committees may be appointed as specific conditions warrant:

- a. **Advocacy:** Committee shall be responsible for organization of professional development and educational events; promotion of IALGBTIC, ICA, and the counseling profession as a whole; advocating for clients, students, IALGBTIC members, and the LGBTQ+ community as a whole.
- b. **Awards and Elections:** Committee shall be responsible for annual awards, nominations, and elections process within IALGBTIC.
- c. **Bylaws:** Committee shall review and revise bylaws continuously.
- d. **Conference/Workshop:** Committee shall be responsible for ICA conference activities and/or workshops for IALGBTIC.
- e. **Ethics:** Committee shall be responsible to provide all IALGBTIC members with updated information on ICA and ACA Codes of Ethics; will be responsible to handle all infractions by associated members.
- f. **Membership:** Committee shall receive membership applications; maintain an official membership list and recruit new IALGBTIC members.
- g. **Resources:** Committee shall be responsible for webpage development and maintenance; gathering appropriate community resources for IALGBTIC members, LGBT community clients and students in the State of Idaho.
- h. **Youth:** Committee shall focus on providing educational resources and professional development events for counseling professionals regarding issues concerning LGBT community youth.
- i. **Ad-hoc committees** can be created by the President to work on specific issues or directives as needed.

SECTION III: Appointments

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

ARTICLE VI: Finances

SECTION I: Dues and Assessments

Shall be established by the Board on an annual basis. Members will be informed about any changes in dues via electronic and/or paper mail.

SECTION II: Contracting for a Fee

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

ARTICLE VII: Fiscal Year

The fiscal year of IALGBTIC shall run from July 1 through June 30 of the following year.

ARTICLE VIII: Amendments to Bylaws

SECTION I: The President and the Executive Board shall appoint the Bylaws Committee when deemed necessary to review for possible revisions.

SECTION II: Members may suggest possible amendments to the IALGBTIC Executive Board.

SECTION III: Amendments to the bylaws will be voted on by the Board and reviewed by the national branch of ALGBTIC. The Secretary shall post an amended copy of the bylaws on the IALGBTIC website for all IALGBTIC members.

SECTION IV: All Amendments to the bylaws will be reviewed and must be approved on by the ICA Executive Board.