

**TEXAS CHAPTER OF THE AFCC
BY-LAWS
[Approved Revisions 12-15-2007]**

1. Purposes

The purposes of the Texas Chapter are:

- A. To provide an interdisciplinary forum for the exchange of ideas and the development of procedures to lessen problems arising from separation or divorce and conservatorship issues;
- B. To encourage the development of courts and court procedures emphasizing constructive methods for resolving family disputes;
- C. To develop and improve counseling, parent education, mediation, custody evaluation and other processes to aid families in resolving their disputes.
- D. To protect the interests of children in relation to all aspects of family law, child protection proceedings and other legal actions affecting children.

2. Membership

- A. Membership shall be available only to those individuals and institutions that subscribe to the purposes of the Chapter, are members in good standing with the Association of Family and Conciliation Courts, and have paid the current Texas Chapter membership fee.
- B. A member in good standing is entitled to receive notice of meetings, to vote, to serve on Committees, to receive copies of the Chapter newsletter, and is eligible for election to the Board of Directors and as an officer of the Chapter.
- C. Classes of Membership – There shall be four classes of membership:
 - 1. Individual – available to individuals who do not fall into one of the following groups:
 - 2. Student – available to a person enrolled at an educational institution as a full-time student.
 - 3. Institutional – This membership may be in the name of a court, court system, association or institution, which shall be represented at meetings by a person designated by that organization. It shall be entitled to only one vote, to be exercised by its representative. The representative shall be eligible for office and may serve on committees. This membership shall receive three copies of the Chapter newsletter.
- D. The Board of Directors may from time-to-time set the membership fee for each class of membership.

3. Officer Titles and Duties

The officers of the Chapter shall be:

- A. President – The President is the principal executive officer of the Chapter, charged with the general direction, supervision, and management of the offices and operation of the Chapter. The President shall preside at all meetings of the membership and Board of Directors. The President shall prepare an agenda for all meetings. The duties of the President shall be those usually pertaining to the office, including appointment of committees, serving as an ex officio member of all committees, and the preparation of an annual report to the membership for publication in the Chapter newsletter. The President shall keep the President-elect advised of all activities to facilitate an informed continuity of administration.
- B. President-elect – The President-elect shall assume the duties and responsibilities of the President in the absence of the President. The President-elect shall work with the President and other persons appointed by the President to prepare the program for the annual conference.
- C. Secretary – The Secretary shall keep all minutes of the Board of Directors and of the Executive Committee and membership meetings, correspondence, books, records, contracts, and documents, other than those kept by the Treasurer. The Secretary shall be responsible for overseeing the publication and distribution of the Chapter newsletter and other publications authorized by the Board of Directors. The Secretary shall perform such other duties the Board of Directors may determine from time to time.
- D. Treasurer – The Treasurer shall supervise the custody and responsibility for all funds and securities of the Chapter and shall report the status of the Chapter's treasury at meetings of the Board of Directors and to the membership. The Treasurer shall have a financial statement prepared for audit or financial review each year.
- E. Immediate Past President – The Immediate Past President shall serve as an officer and provide the board with advice for continued historical continuity.

4. The Board of Directors

- A. Management – The business of the Chapter shall be managed by the Board of Directors as required by law. It shall initiate programs calculated to achieve the purposes of the Chapter.
- B. Makeup – The Board of Directors shall consist of the officers of the Chapter along with eight At-Large Directors, all of which are entitled to vote at Chapter Board of Director meetings.

- C. Meetings – The Board of Directors shall meet at least once a year at the time of the annual membership meeting and conference, and other times at the call of the President or upon the written request of one-third of the Directors.
- D. Notice – No special notice of the annual Board of Directors meeting is required, but not less than 30 days written notice of the time and place of all other Board of Directors meetings shall be given. The requirement for notice with respect to any meeting of the Directors may be waived if all Directors consent. Written notice may be by facsimile or electronic mail sent to the Director’s last known fax number or email address.
- E. Quorum – A quorum shall consist of half of all members of the Board of Directors.
- F. Expenses – Necessary costs of Board of Directors meetings shall be a proper expense of the Chapter, but these expenses shall not include personal food, lodging, or travel expenses, unless the Board decides otherwise.
- G. Votes – All issues shall be determined by a majority of votes except that in the event of a tie the President shall have an additional deciding vote. Voting shall be by voice vote or show of hands unless a secret ballot is directed by the presiding officer or required by a majority of those present. The President may call for a vote of the Board of Directors by facsimile, by electronic mail, by the use of the website or by other internet program when necessary to conduct business between meetings of the Directors.
- H. Rules of Order – Roberts Rules of Order shall govern proceedings of the Board of Directors unless contrary to these by-laws.
- I. Removal – The Board of Directors for good cause may, by a two-thirds majority vote of those present at a meeting of which notice specifying the intention to take such action has been given, remove any officer or director from office.
- J. Removal Due to Absence – An officer or director who is absent from more than two meetings of the Board of Directors in a calendar year shall be immediately removed from their position.
- K. Term Limits – Directors shall be elected for a term of two years and shall not hold office for more than three consecutive two-year terms.

5. Executive Committee

- A. The Executive Committee shall consist of the officers of the Chapter.
- B. It shall carry out decisions and directives of the Board of Directors
- C. It shall act for the Board of Directors, and perform the Board of Directors duties between meetings when communication with the entire Board is not feasible because of the urgency for action.

6. Elections of At-Large Board of Directors and Chapter Officers

- A. Elections shall occur annually and be conducted by vote of the membership. The Board of Directors may also be elected annually by mail or electronic ballot. The outcome of a vote of the membership will be determined by the majority vote of those members casting ballots by the determined deadline.
- B. The nominating committee shall consider and present to the membership and to the Board of Directors at least thirty days prior to an election a list of nominees for election. The term of office shall coincide with the calendar year.
- C. Any vacancies in Officer or At-Large Board of Directors positions may be filled by appointment of the Executive Committee until the next election.

7. Nominating Committee

- A. The Nominating Committee will be a standing committee of the Chapter.
- B. This committee shall consider and present to the membership and to the Board of Directors at least thirty days prior to an election a list of nominees for election.
- C. The nominating committee shall consider the following criteria among other things in making nominations:
 - 1. Professional achievement and expertise, sincerity of purpose, dedication to the Chapter's purposes, willingness to work, and a continuing interest in and opportunity to attend meetings.
 - 2. Geographical distribution to assure some regional representation, giving weight to total membership in particular areas.
 - 3. Potential as a leader within the Chapter.
 - 4. Advocacy for Chapter goals by establishing or improving a local court, promoting membership, organizing a conference, or educating the Texas legislature and other Texas policy makers about issues of concern to the Chapter.
 - 5. A balance of Board of Directors membership reflecting to some degree the proportions of the several disciplines, genders and races in the total membership.
 - 6. The selection of a person to a vice-presidency shall not necessarily be deemed to be a progression to the office of president-elect.
 - 7. Nominees shall be a member in good standing of AFCC international and the Texas Chapter.

8. Other Offices and Committees

- A. The Board of Directors may, from time to time, create other individual administrative offices to conduct the business and fulfill the purposes of the Chapter, with or without a budget.
- B. The President shall appoint such committees as are necessary for the effective administration of the Chapter. Committee members need not be on the Board of Directors.
- C. The Chairperson of each committee shall prepare a written report of the committee's activities and submit it to the President a minimum of ten days prior to meetings of the Board of Directors.
- D. The President may appoint an Advisory Council. The function and purpose of the Advisory Council shall be to advise, support, or assist the Board of Directors on matters relating to the purpose of the organization. Members of the Advisory Council are not Members of the Board of Directors and need not be members of AFCC. The Advisory Council is not required to submit reports to the President.

9. Annual Meeting

- A. Time and Place – An annual meeting of the Chapter membership shall be held at a time and place determined by the Board of Directors.
- B. Notice – Written notice thereof shall be given not less thirty days prior thereto. The notice may be delivered electronically to the member's last known email address, placed in the Chapter newsletter or on the Chapter website.
- C. The annual meeting shall be a plenary meeting and solicit issues of new business for the Board of Directors to consider.
- D. Quorum – The Chapter members present at a meeting shall constitute a quorum.
- E. Proxy – Voting by proxy is not permitted.

10. Additional Meetings

- A. Additional meetings of the Chapter Membership may be held at any time on the call of the President, Executive Committee, or Board of Directors, subject to the same notice, quorum and voting requirements as annual meetings.
- B. Special meetings of the members shall be called upon the written request of one-twentieth of the members entitled to vote. Upon receipt of such a request, the President or Board of Directors shall call a meeting within a reasonable time, giving notice stating the purpose of the meeting.

- C. Meetings Utilizing Electronic Media – Members of the Board of Directors or members of any committee designated by the Board of Directors may participate in and hold a meeting of that Board or committee, respectively, by means of conference telephone or similar communication equipment, provided that all persons participating in such a meeting shall constitute presence in person at such meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully created.

11. Conferences

- A. An annual conference for educational purposes shall be held in conjunction with each annual meeting.
- B. Regional conferences may be held to serve the special purposes, interests or needs of particular regions
- C. Conferences may be held in conjunction with other organizations having mutual interests.

12. Publications

- A. The Association shall publish the Chapter newsletter in either print or electronic form at least twice annually and at such other times as the Board of Directors decides.
- B. The Chapter Newsletter shall consist of articles and features consistent with the purposes of the Chapter.
- C. The Chapter may publish papers and other material to inform and educate the public on topics related to the purposes of the Chapter.

13. Amendments

These bylaws may be amended by majority vote of the membership if the membership receives written notice of the proposed revisions at least thirty days prior to a vote. Written notice may be by facsimile or electronic mail sent to the member's last known fax number or email address. Approval of amendments to the bylaws shall be determined by the majority vote of those members casting votes by the determined deadline.