

SAN FRANCISCO CHAPTER
of the
CALIFORNIA ASSOCIATION OF MARRIAGE AND FAMILY
THERAPISTS
CHAPTER BYLAWS

Article I---NAME

The name of this chapter of the California Association of Marriage and Family Therapists shall be CALIFORNIA ASSOCIATION OF MARRIAGE AND FAMILY THERAPISTS, SAN FRANCISCO CHAPTER, INC.

Article II---AREA SERVED

The geographic area served by this chapter is San Francisco and San Mateo County.

Article III---OFFICE

The board of directors of this chapter may select a principal office for the transaction of chapter business within the geographic area served by the chapter, or may from time to time designate different places within the geographic area served by the chapter where chapter business may be conducted.

Article IV---OBJECTIVES AND PURPOSES

The objectives and purposes of this chapter shall be to advance marriage and family therapy as an art, a science and a mental health profession, and to assist CAMFT in furthering its objectives on a local level. The chapter may pursue such other objectives and purposes that are in the best interests of CAMFT, its members and the members of this chapter that are not in conflict with CAMFT's Articles of Incorporation, Bylaws or Ethical Standards for Marriage and Family Therapists.

Article V---MEMBERSHIP

A. QUALIFICATIONS AND CATEGORIES OF MEMBERSHIP

SFCAMFT members must be CAMFT members in good standing. In general, loss of membership in CAMFT shall result in loss of membership in this chapter. However, individuals who “conscientiously object” to joining CAMFT or continuing their CAMFT membership for ethical reasons may request membership within the local chapter by sending a letter in writing to the SFCAMFT board stating their ethical concerns about maintaining a CAMFT membership. The SFCAMFT board will decide on a case-by-case basis whether to permit chapter membership. Categories of membership shall include clinical, student and associate. All members in good standing shall have voting rights.

B. NON-TRANSFERABILITY OF MEMBERSHIP

No chapter member may transfer his/her membership or any right arising therefrom. All rights as a member of this chapter shall cease upon the member's death.

C. MEMBERSHIP PROCEDURES

1. Admission to Membership: Except as otherwise provided in these bylaws, membership in any category shall be upon a majority vote of the board of directors. All chapter members shall pay dues in accordance with the dues schedule of the chapter and CAMFT and shall abide by the bylaws of the chapter and the bylaws and ethical standards of CAMFT.
2. Termination of Membership: Membership in the chapter shall terminate upon the occurrence of any of the following: resignation, non-payment of dues, expulsion, suspension, or loss of eligibility.
 - a. Resignation: A member may resign from membership at any time by submitting in writing to the chapter his or her resignation. The effective date of the resignation shall be when the chapter receives the letter of resignation or at such later time as is indicated in the letter.
 - b. Nonpayment of Dues: Anyone whose dues are in default to the chapter shall be dropped from membership.
 - c. Expulsion or Suspension: Anyone who has been determined by the SFCAMFT Board of Directors to have violated the ethical standards of CAMFT or who has been expelled or suspended from membership in CAMFT, shall also be expelled or suspended from membership in this chapter. Any member to be expelled or suspended shall be entitled to at least fifteen (15) days prior notice of the expulsion or suspension and the reasons. Notice may be given by any method reasonably calculated to provide actual notice. Any notice provided by mail shall be given by first-class or registered mail sent to the last address of the member as shown on the chapter's records.
 - d. Loss of Eligibility: Any member, regardless of category or classification, who is no longer eligible for such membership due to a loss in the qualifications entitling such person to hold such membership, including a student member who has been licensed for ninety (90) days and has not transferred his/her membership to clinical membership, may be dropped from membership, provided a notice is mailed to such member at his/her address of record with the chapter at least thirty (30) days prior to termination of membership.

3. Reinstatement of Membership

- a. After Resignation or Termination for Non Payment of Dues: Anyone who has resigned his/her membership from the chapter or has terminated his/her membership because of non-payment of dues may be reinstated to that member's former category of membership provided that such person meets the criteria for that category of membership, is currently a member of CAMFT, has submitted a new application for membership to the chapter, accompanied by payment of appropriate dues, application or other fees, and provided that such person receives a majority vote of the board of directors.
- b. After Expulsion or Suspension: Anyone who has been expelled or suspended from membership in the chapter for violation of the ethical standards of CAMFT may be reinstated when membership within CAMFT is reinstated.

Article VI---MEETINGS OF MEMBERS

A. ANNUAL MEMBERSHIP MEETING

An annual meeting of members shall be held in November unless the chapter board of directors fixes another date and notifies members as provided in Section F of this Article.

B. FREQUENCY OF GENERAL MEETINGS

The president in consultation with the chapter board of directors shall regularly schedule general membership meetings. Special meetings may be called by the president in consultation with the chapter board of directors, a majority vote of the board of directors or shall be called upon the request of five percent or more of the voting members.

C. PLACE OF MEETINGS

Meetings shall be held at a location within the area served by the chapter.

D. QUORUM

A quorum for any meeting of the members of the chapter during which business is conducted shall be ten (10) percent of the voting membership.

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.

E. NOTICE OF MEETINGS

Notice of regularly scheduled general meetings shall be made in writing to members not less than ten (10) days prior to the meeting.

Written notice of any annual or special meeting of members, which occurs at a time other than a regularly scheduled general meeting, shall be given to each member, not less than ten (10) days before the date of the meeting.

Article VII---BOARD OF DIRECTORS AND OFFICERS

A. POWERS

The activities and affairs of this chapter shall be conducted under the direction of a board of directors, all of whom shall be members of the chapter. Among other powers of the board of directors, the board of directors has the power to select and remove all agents, employees and/or contractors of the chapter, fix compensation and secure faithful performance of duties prescribed.

B. COMPOSITION OF BOARD

The board of directors shall consist of the elected officers including President, Vice-president, President-elect, Past President, Secretary, Treasurer, two (2) Directors-at-Large, and chairs of all standing committees as designated by the board of directors. The board of directors shall not contain, at any time, more than two (2) persons who are licensed as marriage, family and child counselors and who also hold any other license which permits the practice of health care, whether mental or physical.

C. DUTIES OF OFFICERS

1. **President:** The president shall, subject to the control of the board of directors, generally supervise, direct and control the business of the chapter. He/she shall preside over all meetings of the chapter and at all meetings of the board of directors. He/she shall recommend to the board of directors for appointment standing committee chairpersons. He/she shall appoint standing committee members except as otherwise provided in these bylaws. The president shall be an ex-officio member of all committees, but shall have no right to vote when serving in an ex-officio capacity. He/she may have such other duties and powers as may be prescribed by the board of directors or these bylaws.

2. **Vice-president:** He/she shall in the absence of the president or in the president's inability to serve, perform the duties of the president. The vice-president shall be responsible for scheduling educational presentations at regular chapter meetings. He/she shall also perform those duties assigned to him/her by the president and/or the board of directors.

3. **President-elect:** The president-elect shall succeed to the presidency. He/she shall perform those duties assigned to him/her by the president and/or the board of directors.

4. **Secretary:** The secretary shall keep or cause to be kept, at the office of the chapter or such other place as the board of directors may direct, a book of minutes of the proceedings of its members, board and committees of the board,

with the time and place of holding, whether general or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the numbers of members present or represented at such member's meetings, and the proceedings of such meetings.

The secretary shall give or cause to be given, notice of all meetings of the members and of the board of directors required by the bylaws to be given. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the bylaws.

In the event of the secretary's absence, his/her duties may be performed by any member appointed by the president.

5. Treasurer: The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and 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 board member at all reasonable times.

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 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 annual membership meeting; and shall have such other powers and shall perform such other duties as may be prescribed by the board of directors or the bylaws.

If required by the board of directors, the treasurer shall give the chapter a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of his/her office and for restoration to the chapter of all of its books, papers, vouchers, money, and other property of every kind in his/her possession, or under his/her control upon death, resignation, retirement, or removal from office.

6. Membership Chair: The Membership Chair shall keep, or cause to be kept, at the office of the chapter, a record of members, showing the name of all members, their addresses, and the class of membership held by each. The Membership Chair is responsible for verifying eligibility for membership with CAMFT. The Membership Chair shall inform CAMFT, within thirty (30) days of election or appointment, of the names and addresses of all chapter officers.

7. Directors-At-Large: Two (2) Directors-At-Large are members of the board and may chair one of the chapter's standing committees or take on duties at the direction of the president. They will serve for a term of one year.

D. VACANCIES

In the event that a vacancy occurs on the board of directors, other than the president, the board of directors shall elect, by a majority of the directors then in office, at the next regular board of directors meeting, any eligible member of the chapter to fill the unexpired term.

E. REMOVAL OF OFFICERS AND BOARD MEMBERS

The board of directors, by a vote of a majority of its members, shall have the authority to recommend, for approval by the membership, removal from office for cause any one of its members after having given that member an opportunity to appear before the board of directors to answer the charges.

F. ORDER OF SUCCESSION

In the absence of the president from a meeting over which he/she should preside or in the permanent absence of the president, the order of succession shall be: Vice-president, President-elect, secretary, and treasurer.

G. MEETINGS

1. Number of Meetings: The board of directors shall meet at least eight (5) times during each fiscal year. The board of directors shall establish dates for these board meetings. Meetings of the board of directors shall be held at any location within the area served by the chapter as designated from time to time by the board.

2. Notice of Meetings: Meetings of the board shall be held upon not less than ten (10) days written notice.

3. Special Meetings: Special meetings of the board of directors shall be called by the president upon the written request of a majority vote of the Board of Directors.

H. QUORUM

A majority of the number of directors authorized in these bylaws shall constitute a quorum of the board for the transaction of business. Every act or decision made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the board, except when a greater or lesser number is required by applicable law or by these bylaws. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors.

I. COMPENSATION

No compensation shall be paid to any member of the board for performing the duties for which he or she was elected. Nothing in this section shall prevent board members from receiving reimbursement for expenses as may be determined by resolution of the board of directors to be just and reasonable.

J. ELECTIONS

1. Nominations: The board of directors shall appoint, upon recommendation of the president, a nominating committee consisting of a chair (usually the Past-president), who shall be a member of the board of directors, and at least two (2) clinical members of the chapter, none of whom shall be eligible for nomination by the nominating committee. The nominating committee's function is to nominate qualified members and certify the eligibility of the candidates for election to the board of directors. The committee in selecting its nominees shall include any self-nominations made by qualified chapter members. The committee in selecting its nominees shall seek diversity of representation and shall take into account the geographical, ethnic and gender composition of the membership.

The nominating committee shall meet within the third calendar quarter of the year to propose a slate of candidates for the upcoming year. Names of nominees shall be announced in writing to voting members at least forty-five (45) days prior to the annual meeting of the membership.

The committee shall inform all nominees of the duties of the offices for which they have been nominated and secure their consent to serve.

2. Eligibility: No person shall be eligible for election until he or she has been a voting member of the chapter for at least one (1) years upon taking office, or has been a student member and a voting member of the chapter consecutively for at least one (1) years immediately prior to taking office.

3. Election Procedures: Election of the board of directors will occur at the regular meeting prior to the annual meeting, with newly elected or appointed board members to assume office on January 1 of each year.

The nominating committee shall prepare a ballot consisting of the slate of nominees for all officers (see Article VII, B). The ballot may be presented for voting at the regular meeting prior to the annual meeting or may be mailed to all voting members of the chapter at least twenty-five (25) but not more than thirty-five (35) days prior to the end of the fiscal year preceding the date for newly elected board members to assume office.

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 the president at the annual membership meeting.

4. Term of Office: All elected officers consisting of President, Vice-President, Secretary, and Treasurer shall serve for a term of one year. There shall be no limitation on the number of terms that may be served by an elected officer.

Article VIII--- COMMITTEES

There are three different types of committees formed to support the business of the chapter. Those that are essential to the mission of the chapter are designated as standing committees. The chairs of these committees are voting members of the board of directors. Advisory committees are formed to assist the board in conducting the business of the chapter. Special or ad hoc committees are formed to handle special needs as determined by the board and may be used to administer the business of the chapter. Chairs of advisory or special committees are not considered board members and, as such, do not have voting responsibilities.

A. BYLAWS COMMITTEE

The bylaws committee is an advisory committee and shall consider the advisability of bylaw amendments, hear or review all proposed amendments and make recommendations to the board of directors regarding amendments to the bylaws.

B. NOMINATING COMMITTEE

The nominating committee is an advisory committee chaired by the past-president and 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 described in Article VII, J.

C. MEMBERSHIP COMMITTEE

The membership committee is a standing committee and shall promote membership in the chapter and CAMFT and may from time to time publish a directory of chapter members. The membership committee will verify eligibility of prospective members for membership in the chapter, solicit new members, and provide updates of the membership, as appropriate.

D. LAW AND ETHICS COMMITTEE

The law and ethics committee is an advisory committee and shall inform chapter members of the CAMFT Ethical Standards for Marriage and Family Therapists. The law and ethics committee shall serve in an educational capacity for the members and the public regarding ethical standards and practice and shall promote compliance with such standards.

E. REFERRAL SERVICE

The referral service committee is an advisory committee and shall be responsible for the administration and management of the chapter referral service. The referral service committee shall provide qualified clinical members with the opportunity to offer reasonably priced psychotherapy services to the community and to promote the profession of marriage and family therapy.

F. INTERN COMMITTEE

The intern committee is an advisory committee and shall be responsible for conceptualizing, developing, promoting, and producing opportunities to educate and mentor those interested in becoming marriage and family therapists.

G. PHONE TREE COMMITTEE

The phone tree committee is a standing committee and shall be responsible for maintaining the chapter phone tree used to advise members of upcoming events and other issues related to the practice of marriage and family therapy.

I. INTERNET COMMUNICATION COMMITTEE

The Internet committee is an advisory committee and shall be responsible for maintaining the chapter website, including list serve and the directory, and promoting the practice of marriage and family therapy through use of the Internet.

J. NEWSLETTER COMMITTEE

The newsletter committee is a standing committee responsible for publishing the Chapter newsletter six times each year.

K. EMERGENCY RESPONSE TEAM

The emergency response team is an advisory committee of Chapter members who are specially trained to respond to events requiring assistance from a mental health professional.

L. SPEAKERS BUREAU

The speakers' bureau is an advisory committee that provides community outreach services to promote the profession and educate the public.

M. SPECIAL COMMITTEES AND SUPPORT POSITIONS

Such other committees, subcommittees, commissions, or task forces may be created and appointed by the board of directors as in its judgment may be necessary. The duties and terms of any such special committees shall be prescribed by the board of directors upon formation. Special committees or support positions may be designated to handle support for meetings or the chapter such as hospitality, telephone duty, mail services, publishing the annual directory, volunteer coordination, networking events, CEU coordination, mentoring, etc. Special committees may be established to promote the practice of marriage and family therapy or enhance collegiality among therapists.

K. APPOINTMENT OF COMMITTEE CHAIRPERSONS AND MEMBERS

The president in consultation with the board of directors shall solicit committee chairpersons and committee members.

Article IX---FINANCES

A. FISCAL YEAR

The fiscal year of the chapter shall begin January 1 of each year and end December 31 of each year.

B. SETTING OF DUES

The annual dues of the chapter shall be determined at the annual meeting of the chapter or by mail ballot at any other time, as determined by the board of directors.

A dues increase shall be passed only following a majority vote of the board of directors and a majority vote of the members present at the annual meeting, or if the membership vote is taken by ballot, a majority of the ballots voting on the dues increase.

Notification of any change in the annual dues shall be made to all members affected as soon after the vote as is practicable and reasonable, but at least thirty (30) days prior to the effective date of any such increase.

C. PAYMENT OF DUES, FEES AND ASSESSMENTS

Each member in good standing must pay, within the time and on the conditions set forth in these bylaws, such fees, dues and assessments as are fixed from time to time by the board of directors and/or the membership.

Dues for all members are payable on the first day of the fiscal year. Any member whose dues are not paid within ninety (90) days of the first day of the fiscal year is in default. Any member in default on the ninety-first (91) day may be dropped from membership in the chapter.

D. BUDGET

The treasurer prior to the annual membership meeting shall present the proposed budget for each year to the board of directors. 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 identifies the planned expenditures for each year. Once approved, the Treasurer is authorized to disburse funds as outlined in the budget. Changes to the budget must be approved by a majority vote of the board of directors.

E. DEPOSITORY

The Treasurer, in consultation with the board of directors shall select and designate such bank or trust company as they deem advisable as official depository of the funds of the chapter and prescribe the manner in which such funds shall be withdrawn.

ARTICLE X---RECORDS AND REPORTS, INSPECTION

A. MAINTENANCE AND INSPECTION OF BYLAWS

The chapter shall keep at its selected office in California the bylaws of the chapter as amended to date, which shall be open to inspection by the members at all reasonable times. The chapter shall provide CAMFT with a copy of the chapter bylaws and any amendment(s) thereafter made.

B. MAINTENANCE AND INSPECTION OF OTHER RECORDS

The accounting books, records and minutes of proceedings of the members of the board of directors and any committee(s) of the board of directors shall be maintained in the selected office for the chapter or with the treasurer and/or secretary of the chapter. The minutes and the accounting books and records shall be kept in written or typed form. The minutes, accounting books and records shall be open to inspection on the written demand of any member, at any reasonable time 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.

C. INSPECTION BY DIRECTORS

Every director shall have the right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the chapter. This inspection by a director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

D. ANNUAL REPORT TO MEMBERS

The chapter shall provide to the board of directors, and shall notify each member yearly of the member's right to receive an annual report. An annual report shall be prepared not later than one hundred and twenty (120) days after the close of the chapter's fiscal year. Such report shall contain in appropriate detail the following:

1. A balance sheet as of the end of the fiscal year, an income and expense statement and statement of change in financial position for such fiscal year.
2. A statement of the place where the names and addresses of the current members are located.
3. Any information required by Section 8322, or its successor section(s), of the California Non-profit Corporation Law, dealing with insider transactions.

Such report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the chapter that such statements were prepared without audit from the books and records of the chapter.

Upon written request of a member, the board shall promptly cause the most recent annual report to be sent to the requesting member.

ARTICLE XI---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.

Nothing in this article shall be construed to relieve any person of any liability imposed by the California Non-profit Corporation Laws.

Article XII---PROPERTY

The chapter, through its board of directors, shall hold the title to all property, funds and assets of the chapter and they shall have complete control over the acquisition, administration, and disposition of any property, funds or assets. The chapter may accept gifts, legacies, devises, donations, and/or contributions in any amount and in any form upon such terms as may be decided by the board of directors.

Article XIII---USE OF NAME

No member shall speak in the name of the chapter without authorization from the president or board of directors.

Article XIV---STAFF

The chapter board of directors may employ staff whose terms and conditions of employment shall be specified by the board. Such staff may manage and direct the activities of the chapter as prescribed by the board of directors and shall be responsible to the board.

Article XV---AMENDMENTS TO THE BYLAWS

A. Initiation of Amendments: Amendments to the bylaws may be initiated in either of two ways.

1. The board of directors may initiate a bylaw amendment, or
2. Ten (10) members of the chapter may, by a written petition addressed to the secretary of the chapter, initiate an amendment.

B. Adoption of Amendments: Proposed amendments which have received a majority vote of the board of directors present shall be recommended to the membership for ratification by mail ballot. A written copy of the proposed amendment or amendments shall be sent to all voting members of the chapter at least three (3) weeks prior to the time of voting. There shall be specified on the ballot a deadline for return of the mailed ballot. A three-quarters (3/4) majority of ballots returned shall be required for ratification of the proposed amendment.

Article XVI---MERGER OF THE CHAPTER

Merger of the chapter with another chapter may be initiated by a recommendation passed by a two-thirds (2/3) majority of the board of directors of each chapter. Upon passage by the board of each chapter, the merger shall be recommended to the membership of each chapter for ratification by mail ballot. A written copy of the recommendation shall be sent to all voting members of each chapter at least three (3) weeks prior to the time of voting. There shall be specified on the ballot a deadline for return of the mailed ballot. A two-thirds (2/3) majority of ballots returned shall be required for ratification of the proposed merger. The proposed merger shall be submitted to the CAMFT' board of directors for their approval and chartering.

Article XVII---DISSOLUTION

Dissolution of the chapter, whether voluntary or involuntary shall be conducted in accordance with applicable law.

In the event of the dissolution of the chapter, 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.

Article XVIII---RULES OF ORDER: PARLIAMENTARIAN

Robert's Rules of Order, Revised, shall govern all meetings of the chapter in which they are applicable and in which they are not inconsistent with these bylaws unless modified by the majority of the voting members present.

A parliamentarian may be appointed by the president from among the members of the board of directors. The parliamentarian shall have the responsibility to ensure compliance with the bylaws and Robert's Rules of Order, Revised, unless modified, at all meetings of the board of directors and all official meetings of the chapter.

CERTIFICATION OF SECRETARY

I, the undersigned, certify that I am presently elected and acting secretary of the _____ Chapter of the California Association of Marriage and Family Therapists, and the above bylaws are as adopted at a meeting of the board of directors held _____ and a meeting of the membership held _____.

Signature of Secretary

Secretary (type or print)

Date