

Bylaws of the Association for Adult Development and Aging

Article I – Name, Affiliation and Purpose

- 1.1 Name.** The name of this organization shall be the Association of Adult Development and Aging, hereinafter referred to as the **AADA**.
- 1.2 Affiliation.** AADA is a division of the American Counseling Association, hereinafter referred to as **ACA**, and shall be subject to the provisions of its Bylaws which apply to division, organizational affiliates, and individual members.
- 1.3 Purpose.** The purpose of the AADA, a division of the ACA, is to provide leadership, advice, and counsel to counselors and service providers in the helping professions, family members, legislators, and other community agencies and persons on matters related to the development of adults across the life span. Second, AADA shall serve as an advocate for quality professional services with appropriate governmental agencies and in the legislative process effecting these services. Third, AADA will promote accurate information regarding the aging process to individuals, families and caregivers. In this context, the AADA shall:
 - 1.3.1** Serve as a focal point within ACA for sharing of information, dissemination of related research, service to divisions, and promoting professional development of members in the area of adult development and aging
 - 1.3.2** Provide a forum for discussion of ethical, social, and technical issues related to the provision of counseling services to adults across the life span.
 - 1.3.3** Improve the standards of professional service and care to adults across the life span by:
 - 1.3.3.1** improving and supporting the professional competencies of ACA members as they relate to knowledge and skills of adult development and aging;

- 1.3.3.2** expanding professional work opportunities in the area of adult development and aging for current and future members of ACA;
- 1.3.3.3** improving services and benefits of ACA affiliation to members and prospective members interested in the AADA;
- 1.3.3.4** advocating for all adults by promoting lifelong successful development and equity in access to services;
- 1.3.3.5** promoting the development of guidelines for the preparation, training, and delivery of service given by professionals working with or on behalf of adults (e.g. counselors, social workers, mental health care givers, nursing staff).

Article II – Membership

2.1 Qualifications for Membership. Membership in AADA is not contingent upon membership in ACA. Membership in ACA, however, is encouraged. Membership shall be individual. Individuals qualify for membership in the following ways.

2.1.1 Professional Members. Persons can become professional members of AADA in either of two ways:

2.1.1.1 Persons meeting the following requirements may apply for professional member status in AADA:

2.1.1.1.1 those holding a Master’s or higher degree in counseling or a closely related field from a college or university accredited by one of the regional accrediting bodies recognized by the Council on Postsecondary Accreditation (COPA), or Council for Higher education Accreditation (CHEA);

2.1.1.1.2 evidence of an interest in counseling adults and/or older persons with at least one year of professional work experience with these populations.

2.1.1.2 *Special Memberships.* Persons in the field of counseling who make outstanding contributions or render significant service to adults and/or older persons may be accepted as professional members in AADA by a majority vote of the AADA Board without meeting the formal requirements for membership as indicated in 2.1.1.1

2.1.1.3 *Obligations and Privileges.* Professional members must pay annual dues. They shall be entitled to vote and hold office in AADA, and exercise such other rights as may hereafter be provide to voting members.

2.1.2 **Regular Members.** Persons whose interests and activities are consistent with those of AADA, but who are not qualified for professional membership, may be admitted as regular members of the association. They shall have the right to vote and to hold office as specified in the Bylaws of ACA, except they may not hold the office of AADA President or President-elect.

2.1.3 **Student Members.** Students engaged in full-time graduate study in the field of counseling or adult development and aging may be admitted as student members, upon application and endorsement by their respective faculty advisors. Student members shall be entitled to the rights and privileges of professional members if they meet the qualifications set forth in Section 2.1.1.1. Otherwise they shall be entitled to the rights and privileges of regular members. Student membership shall not exceed a period of three (3) years.

- 2.1.4 Affiliate/Professional.** Individuals who have an interest in and/or work with adult populations, but who do not hold a master's or higher degree in counseling, psychology, or social work, may apply for affiliate/professional status.
- 2.1.5 Affiliate/Student.** Individuals who are enrolled at least half-time in a college or university program and interested in adult development and aging, but who are not enrolled in a master's program in counseling, psychology, or social work, may apply for affiliate/student status.
- 2.1.6 Retired Members.** AADA members who reach the age of 65 or who are aged 60 and above and retired may become retired members. They shall pay one-half dues and shall retain all rights and privileges of their prior membership status (i.e. professional, regular, or affiliate).
- 2.2 Annual Dues.** Annual dues of AADA shall be established by the AADA Board, subject to the approval of a majority of voting members at the regular AADA business meeting.
- 2.3 Non-payment of Dues.** Members shall become inactive by non-payment of dues in accordance with the Bylaws of ACA.

Article III – Officers

- 3.1** The officers of AADA shall consist of the **President, President-elect, immediate Past-President, Secretary, and Treasurer**. They shall also be referred to as the *Executive Committee*.

Article IV – The Executive Council

- 4.1 Composition of the Executive Council.** The Executive Council of AADA, hereinafter referred to as the AADA Board, shall consist of the **Executive Committee, the Governing Council Representative, and two Members-at-large**. The Executive Committee shall include the President, President-elect,

immediate Past-President, Secretary, and Treasurer. All Executive Council members shall be voting members of AADA.

4.2 Functions of the AADA Board. The AADA Board shall serve the following functions:

- 4.2.1** Make all necessary policy decisions on behalf of AADA during the interim between all business meetings of AADA.
- 4.2.2** Formulate general policies concerning the objectives and purposes of AADA and recommend such action as seems necessary to present these policies to the voting members of AADA for adoption.
- 4.2.3** Have the final responsibility for all meetings of AADA at the national level.
- 4.2.4** Coordinate the relationships of AADA with its state chapters, regional organizations, other divisions of ACA, and other organizations.
- 4.2.5** Consider all proposed amendments to these Bylaws.

4.3 Meetings of the AADA Board.

- 4.3.1** The AADA Board shall meet at least once a year. A meeting of the Board shall be held at the time and place of each national conference of ACA.
- 4.3.2** At least five (5) of the members of the AADA Board shall constitute a quorum throughout any meeting of the AADA Board at which official business is transacted.

4.4 Terms of Office

- 4.4.1** The President-elect shall be elected for a one-year term, and then shall succeed to the Presidency for a one-year term, then to the Past-Presidency for a one-year term.
- 4.4.2** The Secretary shall be elected for a two-year term.

- 4.4.3** The Treasurer shall be elected to serve for a two-year term.
 - 4.4.4** Members-at-large shall be elected to serve for a three-year term on a staggered basis.
 - 4.4.5** Governing Council Representative. A representative to the ACA Governing Council shall be elected to serve for a three-year term. Additional representatives to the Governing Council will be elected in alternate years if needed.
 - 4.4.6** The terms of office of elected officers of AADA shall coincide with those of ACA's elected officers.
 - 4.4.7** Officers may be re-elected, except that any person who has been elected to the office of President-elect may not again be a candidate for that office within five (5) years of his or her previous candidacy.
- 4.5 Qualifications of Officers**
- 4.5.1** All nominees to appointive and elected offices must be members of the Association (AADA); nominees for the office of President-elect must be Professional members.
 - 4.5.2** Candidates for all elected offices must have been members of the Association (AADA) for at least one year.
- 4.6 Vacancies.** In the event of a vacancy in any office but that of President or President-elect, the AADA Board shall, by a majority vote, elect a successor to serve until the next annual election.
- 4.6.1** If a vacancy occurs in the office of President, the President-elect shall complete the unexpired term and shall then serve a full term in his or her own right.
 - 4.6.2** If a vacancy occurs in the office of the President-elect, the immediate Past-President shall perform the duties of the President-elect until the next annual election.
- 4.7 President.** The duties of the President shall be:

- 4.7.1** To exert leadership in achieving the purposes of AADA.
 - 4.7.2** To preside at business meetings of AADA, the AADA Board, and the Executive Committee (see Article VII).
 - 4.7.3** To appoint chairpersons of special committees of AADA, which are established under the office of President, except as otherwise specified in these Bylaws.
 - 4.7.4** To serve as ex officio on all committees of AADA.
 - 4.7.5** To submit all reports and other information as may be requested or required by ACA.
 - 4.7.6** To notify AADA candidates as to election results.
 - 4.7.7** To perform such other duties as directed by the Executive Council.
- 4.8 President-Elect.** The duties of the President-elect shall be:
- 4.8.1** To perform the duties of the President in the event of resignation, incapacity, absence, or death of the President.
 - 4.8.2** To serve as a member of the AADA Executive Council and Executive Committee.
 - 4.8.3** The President-elect shall be responsible for the coordination of conference programs.
 - 4.8.4** To perform such other duties as directed by the Executive Council.
- 4.9 Past President.** The duties of the immediate Past President shall be:
- 4.9.1** To serve as a member of AADA Executive Council and Executive Committee.
 - 4.9.2** To serve as Chairperson of the AADA Committee on Nominations and Elections.

4.9.3 To perform the duties of the President-elect in the event of the resignation, incapacity, absence, or death of the President-elect.

4.9.4 To perform such duties as directed by the Executive Council.

4.10 Secretary. The duties of the Secretary shall be:

4.10.1 To serve as a member of the AADA Executive Council and Executive Committee.

4.10.2 To keep records of the proceedings of the meetings of AADA, the AADA Executive Council, and the Executive Committee.

4.10.3 To conduct the official correspondence of the AADA, including the issuance of notices of meetings, when requested by the President.

4.10.4 To notify ACA of amendments to these Bylaws when adopted by the membership.

4.10.5 To notify AADA candidates as to election results, when requested by the President.

4.10.6 At the direction of the President, to transmit within 30 days to the AADA Newsletter editor, the names of AADA officers following their election or appointment, so that the AADA membership may be informed.

4.10.7 To solicit such written reports of standing committees and special committees for the Council and the AADA business meeting as called for in Article VII, Section 4.

4.10.8 To perform such other duties as directed by the Executive Council.

4.11 Treasurer. The duties of the Treasurer shall be:

4.11.1 To serve as a member of the AADA Executive Council and Executive Committee.

- 4.11.2** To review and approve requests for disbursement of funds which have been authorized by the AADA Board or Executive Committee.
 - 4.11.3** To review periodic financial audit statements from CA, with specific reference to the finances of AADA.
 - 4.11.4** To present reports of the financial status of AADA to the AADA Council, the Executive Committee, and the AADA membership at each meeting of these bodies.
 - 4.11.5** To present a proposed budget to the AADA Board.
 - 4.11.6** To present the AADA budget to the ACA Governing Council.
 - 4.11.7** To perform such other duties as directed by the Executive Council.
- 4.12 Members-at-large.** The duties of the two (2) Members-at-large shall be:
- 4.12.1** To serve as members of the AADA Board.
 - 4.12.2** To participate at the request of the President in AADA activities related to the functions of the Executive Council, which are extrinsic to the duties of other officers of AADA.
 - 4.12.3** To perform such other duties as directed by the Executive Council.
- 4.13 Representative to the ACA Governing Council.** The duties of the Representative to the ACA Governing Council shall be:
- 4.13.1** To serve as a member of the AADA Executive Council.
 - 4.13.2** To represent AADA on the ACA Governing Council.
 - 4.13.3** To report to the AADA Executive Council actions of the ACA Governing Council.

4.13.4 To perform such duties as directed by the Executive council.

4.14 Newsletter Editor.

4.14.1 The AADA Newsletter editor shall be appointed by the President.

4.14.2 The editor shall serve as an ex officio member of the AADA Council.

4.14.3 The editor shall publish the Newsletter according to the schedule established by the Executive Council.

4.14.4 The editor shall perform other duties as directed by the Executive Council.

4.15 Parliamentarian. The President shall appoint a Parliamentarian. The Parliamentarian shall without vote advise the President and Board regarding parliamentary law and procedure.

4.16 Removal of Officers. Elected officers of the Association may be sanctioned or removed from office for cause as specified in procedures established by the Executive Council.

Article V – Fiscal Year and Dues

5.1 Fiscal Year. The fiscal year of AADA shall coincide with the fiscal year of ACA.

5.2 Dues. The dues of AADA shall be proposed by the Executive Committee and approved by the Executive Council and membership.

Article VI – Representation

6.1 Representation within ACA.

6.1.1 AADA shall provide a delegate to the ACA Governing Council in accordance with the provisions of the ACA Bylaws and the Bylaws of AADA.

6.1.2 Other representatives of AADA on ACA committees shall be recommended by the President with the approval or authorization of the Executive Council unless otherwise specified by these Bylaws.

6.2 Representation outside of ACA. AADA shall actively seek to cooperate with other groups having similar purposes, within the provisions of the ACA Bylaws. Such representative shall be appointed by the President with the approval of the AADA Board.

Article VII – Committees

7.1 Committees of AADA. There shall be Standing Committees and Special Committees to further the work of the Association.

7.2 Standing Committees.

7.2.1 Executive. There shall be an Executive Committee of the AADA Board, composed of the President, President-elect, immediate Past President, Secretary, and Treasurer, which shall perform the functions of the Executive Council between meetings of the Board.

7.2.2 Nominations and Elections. There shall be a standing committee on Nominations and Elections, which shall consist of the three most recent Past Presidents available to serve, or other members appointed by the President.

7.2.3 The following shall be the Standing Committees of the Association: Bylaws, Awards, Nominations and Elections, Public Policy and Legislation, and Membership.

7.2.4 Other Standing Committees. There shall be such other Standing Committees as may from time to time be established by the AADA Board to deal with matters of a continuing or recurring nature related to the accomplishment of the general purpose of AADA.

7.2.5 Number of Members. Unless specified in these Bylaws, each Standing Committee shall be composed of

at least three voting members of AADA, including the chairperson.

7.2.6 Tenure. Members of Standing Committees, except the Executive Committee, will serve three year terms on a rotating basis, and they may be reappointed. Members of the Executive Committee will serve for their respective terms of office.

7.3 Special Committees. The AADA Board or the President may establish Special Committees to deal with matters of an immediate or non-recurring nature related to the specific purposes of AADA.

7.3.1 Number of Members. The number of members on each Special Committee shall be determined at the time the committee is established, by the Board or the President establishing the committee.

7.3.2 Tenure. The term of service of each Special Committee shall expire with the term of the President, but may be renewed.

7.3.3 Discontinuances. Special Committees shall be discontinued at a time which shall be specified when each committee is established, unless action is taken to the contrary by the Executive Council prior to such termination date.

7.4 Designation of Committees. Except as otherwise provided in these Bylaws, all other committees shall be designated as Standing Committees or Special Committees at the time they are established, such designation to be established by the AADA Board on the basis of criteria set forth in Sections 7.2 and 7.3.

7.5 Methods of Appointment. Except as otherwise provided in these Bylaws, the chairperson of each committee shall be designated by the President, unless a specific chairperson designation is made by the AADA Board. The appointment of other committee members shall be made by the President from among the voting members of the AADA.

7.6 Meetings. Meetings of committees shall be called by the chairperson.

- 7.6.1** The chairperson of each committee shall submit a written report of the committee's activities and recommendations to the AADA Board, and to the AADA membership at the time of the business meeting.

Article VIII – Nominations and Elections

- 8.1 Procedures.** The procedures set forth shall be used by the Committee on Nominations and Elections in filling the elective offices of AADA as specified in Articles III and IV.
- 8.2 Nominations Slate.**
- 8.2.1** The Committee shall canvass the voting members of AADA for nominations for elective offices of AADA and stipulated representatives to ACA governing bodies.
- 8.2.2** Except as here specified, all members shall be eligible for nomination to any office in AADA. Only *Professional* members shall be eligible for nomination to the office of President-elect. Any person who has been elected to the office of President-elect may not again be a candidate for that office within five years of his or her previous candidacy.
- 8.2.3** Guided by nominations, the Committee shall prepare a slate of officers containing not fewer than two names for each AADA office to be filled.
- 8.2.4** The Committee shall select the nominations to appear on the slate on the basis of qualifications for office, number of nominating votes received from the AADA membership, geographical location, field of interest, and the consent of the nominee.
- 8.3 Voting.** The candidate receiving the largest number of votes for each office shall be declared elected.

Article IX – Meetings

9.1 Program Meetings. The major program meetings of AADA shall be held in conjunction with the ACA Conference.

9.2 Business Meetings.

9.2.1 A business meeting of AADA shall be held at the time and place of the ACA Conference.

9.2.2 The voting members present at a scheduled business meeting shall constitute a quorum for the purpose of conducting the business of AADA.

Article X – State and Regional Divisions

10.1 Charters. Branch divisions shall be eligible for consideration for Chartering upon the completion of requirements set forth in rules of procedures established by the AADA Council, provided that the branch division has already been granted a charter from the branch in which it is located or contingent upon the granting of its charter by the branch in which it is located. In the event that there is not an active branch association capable of granting a charter, the branch division shall be fully chartered upon recognition by this division.

Article XI – Amendments

11.1 Amendments with previous notice. Procedures for the amendment of these Bylaws with previous notice shall be as follows:

11.1.1 Amendments may be proposed by the AADA Council or by the Bylaws Committee, or by a petition signed by 25 voting members of the AADA and sent to the Secretary of AADA at least 120 days, or such shorter period as the AADA Council shall decide, in advance of an AADA business meeting. Copies of all proposed amendments other than those initiated by the Bylaws Committee shall be submitted by the Secretary to the Bylaws Committee for study and recommendation.

11.1.2 Proposed amendments, together with such comments or written recommendations as may have been formulated by the AADA Council, the AADA Bylaws Committee, or the petitioners, if any, shall be distributed by the Secretary in writing, or via an official AADA publication, to the voting members of AADA at least 30 days prior to the next business meeting, at which time such proposals shall be discussed and voted upon.

11.1.3 Proposed amendments shall be considered to have been adopted if approved by a majority of votes cast at the next AADA business meeting following their distribution to the voting members of AADA.

11.2 Amendments without previous notice. These Bylaws may be amended without previous notice by two-thirds of the members votes cast at an AADA business meeting.

Article XII – Parliamentary Authority

12.1 Robert’s Rules of Order. The current edition of Robert’s Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans, and published by Perseus-HarperCollins) shall govern the proceedings of AADA except where otherwise specified in these Bylaws.

Article XIII – Nondiscrimination

13.1 This Association shall not discriminate against any individual on the basis of ethnic group, race, religion, gender, age, affectional or sexual orientation, and/or disability.