

BYLAWS

SAN ANTONIO ASSOCIATION OF RELATIONAL THERAPISTS

ARTICLE I. NAME

The name of this Association shall be the San Antonio Association of Relational Therapists, an independently governed organization.

ARTICLE II. MEMBERSHIP

Membership in the Association will require full or associate/intern level licensure as a mental health professional or current enrollment as a student studying mental health, which can include LMFT's, LPC's, LCSW's, ect. The San Antonio Association of Relational Therapists will require payment of annual membership dues in order for participants to access member benefits. Membership is good for one calendar year January-December. All memberships will need to be renewed each January. Individuals may choose to join or renew their membership at any time during the year for the same annual rate. All members are entitled to participate in Association activities. Members will be eligible to vote in officer elections and other elections held by the Association. Nonmembers may pay a fee per activity.

ARTICLE III. OFFICERS

The Board of Officers for the Association shall consist of the duly elected President, President-Elect, Secretary, Recorder, Treasurer, Event Coordinator, and Web Master. All officers shall be members of San Antonio Association of Relational Therapists. The President must be a clinical member of their licensing board.

The **President** shall -

- Preside over all meetings of the Association, as well as meetings of the Board of Officers,
- Appoint, in consultation with the Board of Officers, those committees herein named and such other committees as needed to serve the purposes of the Association,
- Appoint, in consultation with the Board of Officers, individuals to fulfill the term of office for vacated Board positions,
- Assume primary responsibility for the planning, or delegation of the planning, of all Association activities, including issuing invitations and confirming presenters, providing

details in a timely manner to the Secretary to disseminate to members and general mailing list, and securing a meeting location,

- Provide oversight and support to Treasurer in the management of the Association's finances,
- Provide support and oversight for the Association's committees.

The office of President may be held by one individual or shared by two co-presidents.

The **President-Elect** shall-

- In the absence of the President, perform the duties of the President,
- Perform the duties assigned by the President,
- Facilitate the election of new officers each December, including actively soliciting nominations for officers and committee chairs throughout the year,
- Plan, in consultation with the Board of Officers, special meetings of the Association, including inviting and securing presenters, providing details to the Secretary in a timely manner to disseminate to members, and securing a meeting location.

In the event that the office of the President is vacated prior to the end of the election year, the President-Elect shall become the President.

The **Recorder** shall-

- Keep minutes of Board meetings and disseminate copies to the Board Officers.
- Maintain the SAART archive of meeting minutes to facilitate ongoing productivity and efficiency of the Board.

The **Secretary** shall-

- Maintain and update our mailing lists
- Prepare all documents and forms needed for regular and special meetings (e.g copies of presenter handouts, speaker evaluations, CEU certificates, sign in sheets).
- Collect, organize, and oversee the maintenance of all records required for compliance with the Texas State Board of Examiners of Marriage and Family Therapists to maintain status as an approved provider of Continuing Education credits.
- Oversee the check-in table at Association events.
- Communicate updates regarding new members to the Membership Committee

The **Treasurer** shall-

- Maintain and update the list of active members. Communicate updates regarding new members to the Secretary.
- Collect and deposit the dues and fees paid by members and for any special events hosted by the association.
- Keep a record of the accounts, expenses, and disbursements of the Association.

- Regularly report to the membership regarding the financial holdings and activities of the Association.
- Prepare, or oversee the preparation of any financial reports required for tax purposes.
- Submit our annual CEU Provider Renewal Application

The Event Coordinator shall-

- Generate Invitations/evites for Association events
- Post Association events on SAART social media sites
- Organize and confirm RSVPs for Association events and send information to the secretary in order to create Sign In Sheets.

The Event Coordinator and WebMaster may work together to disseminate pertinent information to members and the community via the SAART blog and social media sites.

The WebMaster shall-

- Promote SAART and its members through the Association’s website and online activities.
- Ensure that the Association’s website is maintained and updated.
- Ensure that necessary payments are made to maintain an active, professional, and functional website.

ARTICLE IV. COMMITTEES

Section 1. The standing committees may include the following: Membership, Hospitality, and Program Planning.

The Membership Committee

The Membership Committee shall promote membership in the Association and attendance of events. The Chair of the Membership Committee shall assist the Treasurer in maintaining an accurate and up-to-date list of all members, as well as a contact list of potential members and subscribers to receive information electronically from the Association regarding activities and opportunities. The Membership Committee shall also facilitate involvement and membership of local students in Association activities. The Committee shall ensure that information is provided to local faculty members in a timely manner to ensure that students are informed of regular and special meetings of the Association.

The Hospitality Committee

The Hospitality Committee shall plan and prepare refreshments for regular Association meetings, and collaborate with the SAART Officers to plan and prepare for special events sponsored by the Association. The Chair of the Hospitality Committee shall confirm arrangements for refreshments with the President prior to each Association event.

The Program Planning Committee

The Program Planning Committee shall plan and coordinate programs for the Association meetings, special seminars and workshops, small study or support groups, and any other continued education events. The Chair of the Program Planning Committee shall attend each Board of Officers meeting to consult and assist in program planning, and prepare with the Committee members suggestions of topics and available speakers for regular meetings of the Association.

Section 2. The Board may appoint committees as necessary to carry on the work of the Association.

Section 3. All committee chairpersons shall report to the President.

Section 4. The Board may, at its discretion, extend the authority to make decisions to additional committee chairpersons.

ARTICLE V. ELECTION AND TERMS OF OFFICE

Section 1. The membership shall be notified electronically no less than ten (10) calendar days before any meeting during which Association officers are to be elected.

Section 2. At the final Association meeting of the year, the election shall be conducted. A simple majority of Association members voting shall decide the election. Members unable to be present for an election may vote electronically by sending completed ballots to the sitting President.

Section 3. The term of office for each elected officer shall be one (1) year, from January 1 to December 31. Treasurer shall be elected for a term of two (2) years, from January 1 to December 31. Officers filling vacancies shall remain in office for the remainder of the unfilled term.

ARTICLE VI. MEETINGS

Section 1. The primary purpose of Association meetings shall be to engage in professional networking, professional support, and professional education through attainment of Continuing Education credits.

Section 2. The last meeting of the year shall include a portion of time dedicated to the election of new officers.

Section 3. The members of the Association present and voting shall constitute a quorum at any meeting of the members.

Section 4. All meetings of the Board of Officers and the 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. Robert's Rules may be suspended temporarily if agreed upon unanimously by officers or committee members present. Minutes of meeting will show when rules are suspended and then reinstated.

ARTICLE VII. FINANCE

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

Section 2. The annual Association dues for the following year shall be determined by a majority vote of the Board of Officers at the last Board meeting of the year.

Section 3. The Association is solely responsible for its own indebtedness.

ARTICLE VIII. ALTERATION OF THE BYLAWS

Section 1. Bylaw alterations may be proposed by a majority vote of the Board of Officers and changed by a majority vote of members at the Association meeting following the Board of Officers meeting at which the changes were proposed.

ARTICLE IX. DISSOLUTION OF THE ORGANIZATION

Section 1. Dissolution of the chartering agreement can be initiated by a two-thirds (2/3) majority of the voting members by mail or electronic ballot returned within thirty (30) days of the date the ballot was distributed.

Revised November 6th, 2018

Becky Davenport, Ph.D., LMFT-S, RPT-S SAART 2019 President