



## **BYLAWS**

Ratified by Board of Directors on January 26, 2017

Revisions ratified on May 12, 2020

Updated August 7, 2020

### **ARTICLE 1**

#### **Name**

The name of this organization shall be Family Life Coaching Association, referred to as FLCA.

### **ARTICLE II**

#### **Purpose and Definitions**

The Family Life Coaching Association is an educational professional organization for coaches working in the realm of family life. **Family life coaching** is a process where a client and a trained coach work together to achieve client-identified family goals. The process is collaborative and client-directed, working from a strengths-based perspective. **Family life coaches** utilize research-based coaching strategies and techniques to encourage and support the competence and achievement of client-identified goals. They build respectful, trusting relationships with parents, children, and/or families in order to facilitate positive growth in family life, enabling families to maximize their strengths and potential.

The **mission** is to create research-based, globally recognized credentials, training standards, and networking opportunities for family life coaches. The **vision** is to elevate and lend credibility to the practice of family life coaching by serving as the collaborative center for the field. **Values** include professionalism, valuing coaching as a service to families, inclusivity of professional fields involved in family life coaching, collaboration, and awareness of evolving practices. **Goals** are fluid, depending on need, but include family life coaching standards, credentialing, networking, and support.

The **fiscal year** runs from January-December.

### **ARTICLE III**

#### **Membership**

Any person or organization interested in promoting the purpose, mission, vision, and goals of the FLCA is eligible for membership rights. Membership classes include full member, student member, and organizational member. Each person has one vote. Organizations receive two individual memberships, thereby allowing for no more than two votes per organizational membership.



Members of FLCA are expected to pay annual dues, amount to be approved by the Board of Directors. Memberships are prorated according to the month joined. Members do not have any title, interest, or rights to any real or personal property of FLCA.

Meetings of members will occur at FLCA conferences or via webinar. Any required membership voting will be done through online formats.

## **ARTICLE IV Board of Directors**

The Board of Directors function as a bridge to the membership by guiding the direction of the organization, communicating with members, planning for the future of FLCA, volunteering, and creating policy.

### **Number and selection.**

The Board of Directors typically contains **five** Executive Board members and up to **ten** committee chairs (as of 2020) and **two** members-at-large. Because the number of committees will fluctuate through the years as needed and some committees will have co-chairs, the Board of Directors' numbers will change as well. However, FLCA will always have no fewer than 5 board members.

Directors are elected annually on a staggered schedule by the full membership, including chairs of committees. Directors winning by a majority of the voting members of the full membership will take office at the beginning of the fiscal year (January).

### **Board of Director vacancies.**

In the event a board of director is no longer able to serve out her or his term, the Structure/Sustainability Committee will solicit a replacement. Approval of the replacement will occur with a simple majority of the current Board of Directors. The new Board of Director will finish out the original person's term.

### **Removal of a Board member.**

In the event it is deemed necessary to remove a board member, majority vote at an executive board meeting will decide. Notification will be given to board members two weeks in advance of the vote.

### **Terms of office.**

Each director will serve for two years and may serve for three consecutive terms. Any dues-paying member is eligible to serve.



### **Meetings of the Board of Directors**

Board meetings are held every other month via a virtual platform, with a minimum of 4 meetings per year. Additional board meetings may be called, as needed, upon consensus of the Executive Board. Committee chairs will be required to designate a committee member representative if they will be absent. Any board member missing more than 50% of the regularly scheduled board meetings within the year may be asked to resign. Resignation will not affect their membership in FLCA, however.

### **Quorum.**

A quorum will consist of simple majority of the number of filled Board seats. If a quorum exists when a meeting starts, business and voting may continue to take place even if a Director leaves the meeting early.

In order to conduct business in a timely fashion, it may be necessary to take **action outside of a regular meeting**. In this case, all members of the Board of Directors will be contacted via email for their input and/or their vote.

A minimum of one face-to-face or virtual **annual board retreat** will be held each year in order to facilitate the mission and vision of FLCA. Although attendance is not required, all board members are strongly encouraged to attend.

## **ARTICLE V Executive Board of Directors**

Family Life Coaching Association has a Chair, Vice Chair, Treasurer, Secretary, and one Board of Director member-at-large serving on its Executive Board. The Executive Board meets at a minimum every other month to discuss issues and prepare agendas for the larger board. All five members have executive board voting rights, with simple majority deciding any vote. Grant monies will be distributed via consensus of the Executive Board with no member of the Board or membership-at-large personally benefitting from grant funds that are unrelated to the business of FLCA.

The **Chair** serves to head the organization's direction and lead the operations of FLCA. The Chair is to manage all business, meetings, and services of FLCA. She or he will preside at meetings, ensure the business of FLCA is being completed, and foster communication between board members, committees, FLCA members as well as other appropriate associations, agencies, or entities.

The **Immediate Past Chair** provides advice and leadership to the Chair and Board of Directors regarding past practices and other matters to assist the current Chair and the Board in governing the Association. This position performs the duties of the current Chair in the absence or disability of the Chair.



The **Vice Chair** serves to support and make decisions with the Chair regarding the direction of the organization and may or may not succeed the Chair at the end of his/her term. She or he will chair meetings in the Chair's absence. The Vice Chair will help identify direction and will make recommendations to the Chair and Executive Board.

The **Treasurer** maintains records of the organization's finances and reports the ongoing financial status to the board bi-monthly and to the membership annually. The treasurer collects and assures deposit of monies collected. The Treasurer seeks outside financial assistance when appropriate.

The **Secretary** records board meeting minutes, shares them with the board, and communicates directly with the members regarding board operations and various other topics. She/he is also responsible for handling any formal correspondence within FLCA as well as with other associations, agencies, or entities.

The **Board of Director Member-at-Large** will assist the Executive Board in whatever capacity is necessary, depending on the particular issues and needs the Executive Board may have at the time.

## **ARTICLE VI Committees**

FLCA committees may be created and dissolved by the Executive Board and a simple majority vote of the Full Board, as needed to support our mission and vision. Generally, they will cover areas such as advocacy, conference and event planning, membership, fundraising, marketing, professional enrichment, research, and oversight of standards, structure and more.

Committee responsibilities are defined in the Handbook and in the "Board and Committees" document.

Committees meet on a regular basis, according to their membership availability and committee needs. Committee progress is reported prior to each Board of Director meeting as well as quarterly for the full membership. Minutes and details of committee meetings are kept by the committee chair(s). Committee members in good standing attend no less than 50% of the committee meetings.

Committee chairs are decided by a majority of the voting members of the full membership and serve as chair for a two-year term. Committee chairs may serve three consecutive terms.

Committees may be created or dissolved according to need of the organization. Either process will be initiated by the Executive Board and decided by a simple majority vote of the full Board.



## **ARTICLE VII**

### **Indemnification and Insurance**

FLCA indemnifies each person made (or threatened to be made) a party to any civil, criminal administrative, arbitrated or investigative proceeding. FLCA may also purchase insurance against any liability.

## **ARTICLE VIII**

### **Non-discrimination Policy**

The Family Life Coaching Association operates from a research-based, strengths-based, and bioecological family science perspective, actively working to be inclusive of all families, regardless of how family is defined. FLCA embraces all who are seeking to improve family life and does not discriminate on the basis of national origin, ethnic origin, race, color, gender, gender identity or expression, age, ability or disability, religious or spiritual beliefs, marital status or citizenship.

## **ARTICLE IX**

### **Bylaw Amendments**

These bylaws may be amended at any time by a two-thirds majority of the Board of Directors either in person or via an email process following a regular meeting or board retreat.

These bylaws are kept on record by FLCA and shared with the board of directors and membership as needed.

These bylaws are subject to change without the need to file amendments to the articles of incorporation, submitted to the state of North Carolina.