

**BYLAWS OF THE
LATINO MENTAL HEALTH ASSOCIATION OF NEW JERSEY**

ARTICLE I. NAME

The name of the organization shall be The Latino Mental Health Association of New Jersey (LMHANJ), formerly known as The Latino Psychological Association of New Jersey, hereinafter referred to as the Association.

ARTICLE II. PURPOSE

The purpose of this Association shall be to serve as an advocacy group with regard to the education of mental health professionals in the advancement of mental health research, training and treatment relevant to Latinos in the State of New Jersey. To support the mission, the objectives of the Latino Mental Health Association of New Jersey are to:

- Generate, promote, and advance Latinx mental health in New Jersey and the United States;
- Cultivate relevant and effective science, practice, education, and training in order to build knowledge, foster research, and/or promote culturally competent delivery of services;
- Promote and encourage the efforts of professionals that have demonstrated a sustained commitment and dedication to Latinx mental health through exceptional research, practice, and/or education and training efforts that have contributed to the mental health disciplines and/or to the health and well-being of Latinx communities;
- Cultivate and promote open communication with members and leaders of Latinx communities organizations, institutions, and society at large for our mutual education and understanding;
- Promote awareness and understanding of issues and concerns that Latinx mental health professionals and/or students might have related to their personal, educational and/or professional experiences;
- Encourage and assist in the advancement of science, knowledge, research, practice, education, service, and training that educates, informs, and influences public knowledge and awareness of Latinx mental health as well as public/institutional policy-makers that may be relevant to and/or affects the Latinx community at the state and local levels.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility. The Association shall consist of the following classes of members:

- **Professional:** Any individual who possesses a terminal degree in a mental health field that leads toward licensure (e.g., Marriage and Family Therapist, Psychiatrist, Psychologist, Professional Counselor, Social Worker) and is committed to advancing the field of Latinx mental health. Professional Members may vote on all relevant matters and serve as elected officers and committee members.
- **Early Career Professional:** Any individual who possesses a terminal degree in a mental health field that leads toward licensure (e.g., Marriage and Family Therapist, Psychiatrist, Psychologist, Professional Counselor, Social Worker) and is within the first **two** years of their career. Early Career Professional Members may vote on all relevant matters and serve as elected officers and committee members.
- **Graduate Students:** Any individual currently enrolled in a graduate program in mental health (e.g., counseling, human services, nursing, pre-medicine, psychology, social work) and who is committed to advancing the field of Latinx mental health. Graduate student members may vote on all relevant matters, serve as an elected officer in the Office of Student Representative, and serve on committees.
- **Undergraduate Students:** Any individual currently enrolled in an undergraduate graduate program in mental health (e.g., counseling, human services, nursing, pre-medicine, psychology, social work, etc.) and who is committed to advancing the field of Latinx mental health. Undergraduate student members may vote on all relevant matters, serve as an elected officer in the Office of Student Representative, and serve on committees.
- **Lifetime Members:** Any individual who possesses a terminal degree in a mental health field that leads toward licensure (e.g., Marriage and Family Therapist, Psychiatrist, Psychologist, Professional Counselor, Social Worker) and is committed to advancing the field of Latinx mental health. Lifetime members pay one price and enjoy the membership benefits for a lifetime. Lifetime members may vote on all relevant matters and serve as elected officers and committee members.

Section 2. Rights and Responsibilities.

- All individuals holding membership status in the Association, regardless of membership category, are expected to conduct themselves in a manner consistent with the highest caliber of cultural competence, ethical practices and standards. Moreover, it is the duty and responsibility of each individual to be familiar with, understand, agree to adopt, and practice such Ethical Codes and Standards that govern the individual's profession, organization, institution, foundation, and/or community.

- A member may be dropped from membership for conduct which in any way is unethical or tends to injure the Association or to adversely affect its reputation, or which is contrary to, or destructive of its objectives. A member must report to the Executive Board immediately if they are convicted of a felony, expelled from a professional organization on ethical or professional grounds, or who have lost a license to practice.
- The Association will not admit as a member any individual who has been convicted of a felony, expelled from a professional organization on ethical or professional grounds, or who has lost a license to practice. An individual whose application for membership has been denied for any of these reasons may petition the Executive Board for admission to the Association as a member by following the established appeal process provided by the Executive Board. The Executive Board has sole discretion to grant or deny such an application for membership. Final decisions would require a simple quorum of the Executive Board. The Executive Board will ensure confidentiality to the extent possible in all procedures and decision making processes related to the incident reported.

ARTICLE IV. DUES

- Dues, and any changes in dues, shall be proposed by the Executive Board whenever necessary and shall be voted upon in the same manner as provided for the amending of these Bylaws.
- On request, the Executive Board may reduce the annual dues of a member who has fully retired from professional employment and who, at the time of retirement, was a member in good standing of the Association.
- A new member must validate membership by the payment of dues.

ARTICLE V. CONTENT & CONDUCT OF MEETINGS

- The conduct of the Executive Board and general membership meetings shall be in accordance with standard parliamentary procedures.
- The order of business shall be that which is customary to good parliamentary procedures.
- At the discretion of the Executive Board, when a significant issue is to be presented at the general membership meeting, the nature of the issue will be announced by electronic mail to the membership at least ten days in advance of the business meeting.

ARTICLE VI. QUORUM

- The voting members present at a regular business meeting of the general membership shall constitute a quorum for the transaction of business. If those present constitute less than one-fourth of the voting membership, any action taken at such a meeting could be presented for reconsideration by electronic mail ballot to the voting membership providing there is a written request to the Executive Board by at least five percent of the voting membership within thirty days following the meeting.
- A simple majority of the Executive Board shall constitute a quorum for the transaction of its business. In exceptional circumstances, where a simple majority is not reached, those present may review the items on the agenda and make recommendations to the Executive Board via electronic mail.

ARTICLE VII. AFFILIATE GROUPS

- The Executive Board shall have the authority to affiliate with other organizations.

ARTICLE VIII. AMENDMENTS

- The By-Laws may be amended
 - at a regular business meeting of the general membership by a favorable two-thirds vote of the voting members present, providing written notice of such amendments have been emailed to all members at least ten days prior to the meeting, or
 - by electronic ballot provided a favorable vote is received from two-thirds of the respondents within 14 days of the date of the mailing to the voting members.

ARTICLE IX. OFFICERS

Section 1. Composition

- The officers of the Association shall be: President, President-Elect, President Emeritus, Secretary, Treasurer, Member Engagement Chair, Graphic Designer, Communications Chair, and Member-at-Large.

Section 2. Office Term

- Should a vacancy occur, the President shall appoint an interim officer with approval of the Executive Board. Officers may be removed from office for failure to fulfill their duties and responsibilities or misconduct, by a majority vote of the Executive Board. Prior to any removal, officers shall be given notice and an opportunity to be heard by the Executive Board.

- The President-Elect, President and President Emeritus shall each serve a 1-year term and the other Officers shall serve two year terms.

Section 3. Duty of Officers

Section 3a. Office of the President: Must possess a terminal degree in a mental health field that leads toward licensure, has shown dedication to the Association or has held other executive board experience, and is a member in good standing. This person will have a well-established reputation as a leader and advocate for Latino mental health.

The President shall:

- Serve a one year term of office, or until a successor assumes the office;
- Represent and be the primary/official spokesperson for the Association;
- Develop agendas and priorities for the Association with the advice and consent of the Executive Board and ensure that all Association activities, initiatives, and/or projects are clearly defined, accomplishable within designated time-frames, are the responsibilities of specific persons and are effectively implemented;
- Propose to add “Alongside the Past Emeritus and President Elect, convene a yearly Strategic Planning meeting which serves as a forum for discussing and setting strategic goals, objectives, and initiatives for the association for the upcoming year;
- Authorize, with the advice and consent of the Executive Board, the development, production, including, but not limited to, the year’s vision or review, programs done, number of members, fiscal summary, etc.;
- Negotiates and enter into contracts with external vendors with the advice and consent of the Executive Board;
- Appoint all relevant committee chairs;
- Alongside President Emeritus and President Elect serve as the Executive Board’s primary liaison to regional/state-level mental health associations, and share outcomes with the Executive Board.

Section 3b. Office of the President-Elect: Must possess a terminal degree in a mental health field that leads toward licensure, has served on the Executive Board for at least two years or has comparable experience on a related board, and is a member in good standing. This person will have an established reputation as a leader and advocate for Latinx mental health and/or issues or concerns relevant to Latinx mental health, psychosocial well-being, education, training, etc.. In performing the duties and executing the responsibilities of the office, the Association President-Elect shall:

- Serve a one year term of office, or until a successor assumes the office;
- Assume the duties and responsibilities of the Association President, should the President be unable to do so;
- Be available on a regular basis to the Association President and/or Executive Board for consultation, cooperation, and/or collaboration on current and/or developing issues/concerns that may affect the Association;
- Manage and coordinate those activities, projects, and initiatives identified/assigned by the Association President, including but not limited to Conference Planning, Annual Gala, Elections and Membership Drives;
- Actively lead and participate in membership-related activities, including but not limited to maintaining accurate membership records, coordinating with the Member Engagement Chair to develop strategies for member retention and growth;
- Coordinate and facilitate the Association's visibility and presence on groups, task forces, and commissions established by other organizations, institutions, foundations, and/or government agencies examining or addressing issues/concerns of relevance or interest to the Association;
- Alongside the President and President Emeritus, serve as the Executive Board's primary liaison to regional/state-level mental health associations, and share outcomes with the Executive Board;
- Manage and coordinate the effective transition of officers in consultation and collaboration with the Past President.

Section 3c. Office of the President Emeritus: Must possess a terminal degree in a mental health field that leads toward licensure, has served on the Executive Board for at least some portion as President, and is a member in good standing. In performing the duties and executing the responsibilities of the office, the **President Emeritus** shall:

- Serve a one year term of office, or until a successor assumes the office;
- Alongside the Association President, plan a yearly Strategic Planning Meeting and facilitate the orientation of new officers to the Executive Board.
- Oversee the coordination, management implementation and reporting of the annual election cycle;
- Be available on a regular basis to the Association President and/or Executive Board for consultation, cooperation, and/or collaboration on current and/or developing issues/concerns that may affect the Association;
- Manage, coordinate, and assess special projects and initiatives identified/assigned by the President, with advice and consent of the Executive Board and as deemed necessary;
- Alongside the President and President Elect, serve as the Executive Board's primary liaison to regional/state-level mental health associations, and share outcomes with the Executive Board;
- Manage and coordinate the effective transition of officers in consultation and collaboration with the Presidential Team and oversee how Bylaws are reviewed on an annual basis;

Section 3d. Office of the Secretary: Must possess a terminal degree in a mental health field and is a member in good standing. In performing the duties and executing the responsibilities of the office, the Secretary shall:

- Serve a two year term of office, or until a successor assumes the office;
- Serve as the Executive Board's primary/official recorder of Executive Board meeting deliberations, discussions, and actions, as well as prepare official summaries of deliberations and discussions for other meetings and/or gatherings when so directed by the Executive Board;
- Provide and submit meeting minutes and/or summaries to the designated electronic folder;
- Have access to the Association's designated email account and be responsible for responding to general inquiries received via email. Additionally, the Secretary shall bring important emails to the attention of specific board members as necessary, ensuring timely communication and coordination with the Association.

Section 3e. Office of the Treasurer: Must possess a terminal degree in a mental health field and is a member in good standing. This individual ideally will have experience in accounting and budgeting. In performing the duties and executing the responsibilities of the office, the Treasurer shall:

- Serve a two year term of office, or until a successor assumes the office;
- Receive payment of member dues and maintain financial records related to dues payment;
- Work closely with the Executive Board to develop and monitor the Association's budget, enduring alignment with strategic goals and objectives;
- Oversee the preparation and presentation of financial reports to the Executive Board on a regular basis, and to the General Membership, when applicable;
- Receive and distribute Association funds;
- Oversee the organization's financial transactions, including banking activities and cash management;
- Maintain records of financial transactions and tax documents and ensure compliance with all applicable financial regulations, laws and reporting requirements, including filing tax returns and other financial disclosures as required by law;
- Maintain accurate and complete financial records, including but not limited to income and expenses;
- Ensure that association expenditures are within budget as approved by a majority of the Executive Board;
- Correspond and work with an accountant on annual Association tax returns and filing of said reports;
- Perform other financial duties relevant to the work of the Association;
- In coordination with the President-Elect, monitor annual membership renewals to ensure dues payments align with membership goals;
- Oversee and organize fundraising initiatives aimed at bolstering support for awards,

scholarships and other designated funds.

Section 3f. Office of Member Engagement Chair: Must possess a terminal degree in a mental health field and is a member in good standing. In performing the duties and executing the responsibilities of the office, the Member Engagement Chair shall:

- Serve a two year term of office, or until a successor assumes the office;
- Develop and implement member engagement strategies that promote participation in events, programs, and initiatives;
- Establish and maintain communication with state universities and colleges to foster partnerships and promote the Association's events and opportunities to students;
- Participate in events where the Association is invited to represent its mission, engage with the community, and promote mental health awareness and resources;
- Recruit and train student ambassadors from various universities to promote the Association's mission and initiatives;
- Collaborate with Communications Chair to promote member benefits and opportunities through various channels, including social media and email campaigns;
- Bring forth nominations and Identify potential award winners highlighting early career professionals;
- Spearhead initiatives consistent with the Executive Board's strategic planning goals.

Section 3g. Office of the Communications Chair. Must possess a terminal degree in a mental health field and is a member in good standing. This individual ideally will have experience in copywriting and messaging. In performing the duties and executing the responsibilities of the office, the Communications Chair will give voice to the organization across various platforms (i.e. social media, newsletters, website, etc.) ensuring cohesive and impactful messaging that resonates with diverse audiences. The Communications Chair shall:

- Serve a two year term of office, or until a successor assumes the office;
- Write, edit, and post high-quality content for social media, websites, press releases, newsletters, and announcements that align with the organization's brand and objectives, increasing Association visibility and engagement;
- Act as the primary point of contact for social media engagement and overall messaging;
- Strategize and oversee the Association's social media presence, including planning and scheduling posts, in collaboration with Graphic Designer;
- Coordinate communication projects (i.e. Conference and Gala programs) and collaborate with Graphic Designer and Executive Board to execute communication strategies effectively;
- Maintain consistent communication with Graphic Designer to ensure continuity with Association's initiatives;
- A stipend is offered for the role, as determined by the Board Treasurer based upon the Association's financial standing.

Section 3h. Member-at-Large. Must possess a terminal degree in a mental health field and is a member in good standing. The Member-at-Large actively contributes to the strategic planning and decision-making processes of the Association. The Member-at-Large shall:

- Serve a two year term of office, or until a successor assumes the office;
- Serve as a co-chair for the Conference Committee, ensuring that committee efforts align with the Association’s mission and strategic goals;
- The Member-at-Large is expected to actively support Association’s priorities, and build collaborative relationships with other board members, ensuring a well-rounded contribution to the organization’s goals;
- Serve on the conference committee as a co-chair;
- Assist in developing the conference theme, objectives, and goals, ensuring alignment with the Association’s mission and audience needs;
- Collaborate with the Executive Board to curate and structure the conference agenda, identifying and securing keynote speakers, facilitators, sponsors, vendors, and volunteers;
- Collaborate with the Executive Board, Graphic Designer and Communications Chair, providing guidance and support throughout conference-related tasks, and ensuring a cohesive planning process;
- Contact stakeholders, including sponsors, partners, and guests, to foster relationships and secure resources essential for the conference’s success;
- Assist with logistical aspects, including venue selection, technology requirements, and on-site management, to guarantee a smooth event experience;
- Assist with continuing-education process, including relevant communications with CE providers;
- Conduct post-conference evaluations, gathering feedback from attendees, sponsors, and speakers to identify areas for improvement and inform future events.

Section 4. Appointed Positions.

The President shall appoint these roles, subject to the approval of the Executive Board. Any appointed position may be suspended or removed by a majority vote of the Executive Board, with or without cause.

Section 4a. Graphic Designer. May possess or be in the pursuit of a degree in marketing or related field experience. In performing the duties and executing the responsibilities of the office, the Marketing Chair shall:

- Be appointed by the Executive Board;
- Be contracted for two years, or until term is renewed or someone else is appointed;
- Create and manage high-quality, engaging content tailored for the website, newsletter, and various social media platforms;
- Ensure consistent and compelling brand messaging and imagery across all platforms. Any significant branding changes, such as a new logo or brand colors, must be approved with a majority vote of the Executive Board;
- Work closely with the Executive Board, namely the Communications Chair, to integrate marketing strategies with overall Association initiatives, increasing Association visibility and engagement;
- Collaborate with the Communications Chair on marketing efforts and outcomes;
- While Graphic Designer will communicate directly with Communications Chair to relay relevant information and progress on tasks, Graphic Designer is welcome to attend Board meetings;
- A stipend is offered for the role, as determined by the Board Treasurer based upon the Association's financial standing.

Section 4b. Gala Planning Team is responsible for planning and executing the annual gala in consultation with the Executive Board. Members shall include individuals who have experience with large-scale event planning, fundraising, logistic management, promotion, and outreach. This team will collaborate with an Executive Board member, who will serve as the liaison.

ARTICLE X - ELECTION OF OFFICERS

- Nominations will be requested from the membership in mid-fall, with a minimum of 7 calendar days provided for submissions;
- Members will receive information about each candidate and will have at least 7 calendar days to cast their votes through an electronic ballot;
- The new Executive Board will be announced to the general membership no later than the first 7 days of the calendar year..

Excerpts of these bylaws were adopted or adapted from the bylaws of the American Psychological Association, the National Latinx Psychological Association and the New Jersey Psychological Association

Approved insert date:

- Approved October 2017
- Approved April 2019
- Propose to Approve December 2024