

# Bylaws of the Southwest Missouri School Counselor Association

## Article I Name and Organization

- Section 1. The name of the organization shall be the Southwest Missouri School Counselor Association (SMSCA).
- Section 2. The association shall function as an autonomous body in recognition of the diverse interests of Southwest Missouri counselors; shall maintain membership as a district of the Missouri School Counselor Association, Inc.; shall function as an affiliate of the Missouri Counseling Association, Inc.; and will cooperate professionally and maintain liaison with other recognized educational bodies operating within Southwest Missouri.

## Article II Purposes

- Section 1. The mission of Southwest Missouri School Counselor Association is to promote quality in professional counseling.
- Section 2. The organization of SMSCA shall be guided by the strategic planning process.
- Section 3. The purpose of the Association shall be:
- a. To promote effective and relevant guidance and counseling programs responsible to the educational, personal, social, and career development needs of Southwest Missouri youth by:
    1. Encouraging the development of creative and experimental guidance programs and activities.
    2. Maintaining and improving professional standards in the field of guidance.
    3. Providing opportunities for counselors to be aware of legislation, services, and research that affect the youth of Southwest Missouri.
  - b. To promote guidance on the local, state, and national levels by:
    1. Uniting professional persons engaged in school guidance work into one organization.
    2. Disseminating information and focusing public attention on legislation in any way affecting the status of guidance work as a professional endeavor.
    3. Encouraging cooperation with other professional organizations which have similar aims and interests.

## Article III Membership and Dues

- Section 1. There shall be four types of membership in the Association, namely: regular, student, emeritus, and affiliate.
- a. **Regular Membership** – Any person whose primary responsibilities or interests are in the area of counseling and guidance or whose preparation or position qualified

the person for membership in one of the divisions of the American Counseling Association and is eligible for regular membership in the Association.

- b. **Student Membership** – Any student pursuing a degree in guidance and counseling shall be eligible for student membership upon presentation of a statement from the student’s advisor.
- c. **Emeritus Membership** – Retired members of the Association shall be emeritus members not requiring payment of dues. To be eligible, an individual shall:
  - 1. Have held membership in the Association for 15 years.
  - 2. Make application annually requesting approval by the Governing Board.
- d. **Affiliate Membership** – Any person interested in counseling, not eligible for any other type of membership, may become an affiliate member upon approval of the Governing Board.

Section 2. Rights and Privileges.

- a. Regular, student, and emeritus members may vote in the elections of the Association.
- b. Only regular members may be eligible to hold office in the Association.

Section 3. Dues.

- a. Membership dues shall be established by the Governing Board subject to vote of the membership at the fall business meeting.
- b. Dues for the Association shall be payable on or before October 1 of each year. All members paying dues after July 1 shall be considered paid until October 1 of the succeeding year.

## **Article IV Officers and Elections**

Section 1. Officers and Terms of Office.

- a. The elected officers of the Association shall be a President, President-Elect, five Vice-Presidents (Elementary, Junior High-Middle School, Secondary, Multi-Level, and Post Secondary), Secretary, and Treasurer.
- b. The officers must be regular members in good standing of the Association and members of the Missouri School Counselor Association.
- c. The term of office for the President and President-elect will be one year. The term of the office for Vice-Presidents, Secretary, and Treasurer will be two years. The President-Elect shall succeed to the office of President.
- d. Elections will be held during the annual fall business meeting.
- e. The elected officers will take office in July, at which time the previous year’s President-Elect shall become President.

Section 2. Nominations and Elections of Officers.

- a. Members who wish to be a candidate for office shall indicate their intent in writing to the Governing Board by April 1.
- b. The Nominating Committee will actively encourage the filing of candidates to insure competent and capable representatives.
- c. In the event there is not one candidate filing for each elective office, the Nominating Committee shall complete the slate of officers ensuring one candidate for each office.

- d. Candidates for all offices may be nominated from the floor at the fall meeting just prior to the voting.
- e. Voting shall be by secret ballot to fill offices for which more than one candidate files.
- f. Vacancies – If the Presidency shall become vacant, the President-Elect shall complete the remainder of the unexpired term in addition to his/her own prescribed term of office. Vacancies in the office of President-Elect, Vice Presidents, Secretary, and Treasurer occurring between annual meetings shall be filled through election by the Governing Board. Mail balloting may be authorized by the President. If elected officers no longer meet the eligibility standards for Regular membership, they may fulfill the term of office for which they were elected with approval of the Governing Board.

Section 3. Duties of the Officers.

- a. The **President** shall be chief executive officer of the Association, shall preside at all regular, special, and Governing Board meetings; shall appoint with Governing Board approval all committee members, unless specified by legislative actions; shall be ex-officio member of all committees; and shall carry out such duties and functions appropriate to the office.
- b. The **President-Elect** shall serve in place of the President at all Association and Governing Board meetings when the President is unable to attend and shall serve as chairperson of the Program Committee.
- c. The **Vice Presidents** shall be members of the Program Committee under the direction of the President-Elect. Vice Presidents shall be responsible for generating interest and activities among Association members at their respective levels.
- d. The **Secretary** shall keep the records of all Association meetings (regular, special, and Governing Board); shall assist in conducting official correspondence; shall carry out other such duties and activities appropriate to the office; and shall preserve the papers and documents pertaining to the office of Secretary.
- e. The **Treasurer** shall be responsible for the collection and disbursement of Association funds; shall in conjunction with the appropriate persons keep a current list of active dues-paying members; and shall submit a written financial report at each Governing Board Meeting and at the annual business meeting. The Treasurer shall preserve the papers and documents pertaining to the office and deliver them to an elected successor free of all encumbrance.

## **Article V Meetings**

Section 1. There shall be an annual business meeting of the Association in October.

Section 2. Special meetings of the Association may be called at any time by the Board.

Section 3. Notice of meetings shall be sent to each member at least ten days prior to the date of such meeting.

Section 4. The voting members present at any Association meeting of which written notice has been duly given shall constitute a quorum for the transaction of business.

## **Article VI Governing Board**

- Section 1. The Governing Board shall formulate and recommend policies to the membership, and shall carry out such business as required in accordance with these Bylaws.
- Section 2. The Governing Board shall have four regular meetings. Special meetings may be called by the President or by a majority of the voting members of the Governing Board.
- Section 3. One-third of the voting members of the Board shall constitute a quorum for the transaction of business.
- Section 4. Voting members of the Governing Board shall be elected officers, the Immediate Past President, and Standing Committee Chairpersons. The Governing Board may grant voting rights to Special Committee Chairs. All voting members of the Governing Board shall be members of the Association.

## **Article VII Executive Committee**

- Section 1. The Executive Committee of the Governing Board shall act for the Governing Board during the intervals between its meetings, but within the limits of any decisions or policies adopted by either the SMSCA membership or the Governing Board.
- Section 2. An Executive Committee meeting may be called as needed by the President or by the majority of the voting members of the Executive Committee.
- Section 3. Voting members of the Executive Committee shall be the immediate Past President, President, President-Elect, Secretary, and Treasurer.

## **Article VIII Committees**

- Section 1. The following shall be standing committees of this Association:
- a. **Program Committee**, chaired by the President-Elect, shall be responsible for the preparation and planning of all programs. The committee will perform duties as delegated by the Governing Board.
  - b. **Membership Committee** shall encourage qualified guidance personnel to become members of the Association. The committee shall assist the Treasurer in maintaining membership rolls and shall perform other services which are deemed appropriate by the Governing Board.
  - c. **Interprofessional Relations Committee** shall engage in such projects as will enhance the professional status of the Association and its members by establishing liaison relations with other organizations that will benefit SMSCA.
  - d. **Publications Committee** shall oversee and coordinate the publications of the Association. The committee shall consist of the newsletter editor and additional members to be appointed by the President as needed.

- e. **Government Relations Committee** shall study current legislation that affects counselors; correspond (and direct members to correspond) with our representative in government; become knowledgeable about pertinent legislative matters and keep the Association informed; and develop a coordinated program to promote beneficial legislation.
- f. **Nomination and Elections Committee** shall provide for the nomination and election of officers of the Association.
- g. **Public Relations Committee** shall develop programs, strategies, and material which will promote school counseling with significant publics.
- h. **Finance Committee** shall develop a budget to be submitted for Governing Board revision and eventual adoption by the membership. The committee shall monitor the financial transactions for the Association and make recommendations regarding financial concerns of the Association. The members of the committee shall consist of the President, President-Elect, Immediate Past President, and Treasurer. The Treasurer shall serve as chairperson.
- i. **Bylaws Committee** shall make a continuous study of the Association Bylaws and shall recommend changes to the Governing Board.
- j. **Resolutions Committee** shall solicit and evaluate pertinent resolutions to be presented to the Governing Board for eventual vote by the membership.
- k. **Human Rights Committee** shall coordinate human rights concerns of the Association, bring awareness to the Association of human rights areas being neglected, act as human rights advocates, and develop necessary position papers on human rights issues.
- l. **Professional Recognition Committee** shall solicit nominations to include outstanding school counselor and outstanding contributor to the field of guidance. The committee will select winners using criteria approved by the Governing Board, present awards at the appropriate times, publicize the awards, and submit credentials of award recipients to MSCA.
- m. **Career Guidance Committee** shall coordinate career guidance interests and clarify career guidance concerns of the Association, act as career guidance advocates and develop necessary materials to keep the membership informed of career guidance issues.
- n. **Ethics Committee** shall coordinate ethics concerns of the Association, bring awareness to the Association of issues in ethics, and develop necessary standards that address these issues.
- o. **Research Committee** shall encourage research by the Association and its members.
- p. **Historian Committee** shall compile information about the Association and shall maintain a file of noteworthy events of the Association.
- q. **Critical Incident Response Committee** shall secure training in response to crises for the Association members and organize the members who are trained into a Crisis Response Team to assist in crises intervention when such intervention is requested.
- r. **Technology Committee** shall research technology applications that will assist the membership in communication, software applications, and Internet resources that will enhance the Association membership's effectiveness in delivering services to clients and its awareness of professional growth opportunities.

Section 2. Special committees may be created at the discretion of the President and the Governing Board.

Section 3. All committee chairpersons and members, except the Program and Nominations and Elections, may be selected for a maximum of 3 years.

## **Article IX Business Affairs**

Section 1. The parliamentary authority of this Association shall be the latest edition of *Robert's Rules of Order*.

Section 2. Administrative policies must be approved annually at the first meeting of the Governing Board. One of these policies must include consideration of all liaison personnel who will be invited to serve as ex-officio, non-voting members of the Governing Board.

Section 3. The fiscal year shall commence on July 1 of each calendar year.

Section 4. The budget shall be submitted and approved at the annual business meeting.

Section 5. The Treasurer shall pay normal expenses of the Association, as authorized by the President. Payment for unusual expenses must be authorized by the Governing Board.

Section 6. The President shall appoint annually an audit committee to review the financial records and to submit a written report to the Governing Board.

Section 7. The Governing Board may authorize short-term investment of Association funds.

Section 8. The Governing Board shall be authorized to employ such professional services as are needed and budgeted (such as executive secretary, clerical personnel, consultants, or printing services).

## **Article X Amendments**

Section 1. Amendments to the Bylaws may be acted upon at the annual meeting.

- a. Amendments may be proposed by the Governing Board or over the signature of 10 regular members. An amendment shall be submitted in writing to the Governing Board. The Governing Board shall notify the membership of the amendment not less than 20 days prior to the annual meeting. An amendment must receive a majority vote.
- b. An amendment presented in writing at the October meeting may be adopted by at least four-fifths vote of the members present.

Section 2. If, in the judgment of the Governing Board, action upon a proposed amendment is desirable before the next annual meeting, it may be taken through a mail ballot following presentation of the amendment in writing to all members of the Association. If two-thirds of the members returning ballots within 30 days vote affirmatively, the amendment shall be adopted.