

BYLAWS of the Alabama School Counselor Association

(Revisions presented to the Alabama School Counselor Association Members, November 1996)

ARTICLE 1

NAME AND PURPOSES

SECTION 1.

The name of the organization shall be the Alabama School Counselor Association, a division of the American School Counselor Association, affiliated with the American Association for Counseling and Development.

SECTION 2.

The primary goal of the Alabama School Counselor Association is to encourage, enhance, and promote the work of the school counselor as a vital link in the educational experience of students. The major focus is to assist students, preschool through post secondary, in maximizing their educational, vocational and personal/social growth and development. The purposes of the Association shall be of equal importance.

- a. To foster a closer personal and professional relationship among school counselors and with counselors in other settings.
- b. To improve the standards of counseling and guidance services for students, preschool through post secondary schools.
- c. To assume an active role in helping others understand and improve stated services.
- d. To develop a close working relationship with state and local school administrators, education associations, and state agencies.
- e. To advance the profession of counseling in order to maximize the educational/academic, occupational, and personal/social growth of each individual.
- f. To publish educational and professional material.

ARTICLE II
MEMBERSHIP

SECTION 1. Types of Membership.

This Association shall include four types of membership: Active Professional, Retired, Student, and Affiliate.

SECTION 2. Requirements of Membership.

In order to qualify for one of the four types of memberships, an individual must meet the following requirements for the membership being sought.

- a. Active Professional Membership. An Active Professional Member shall be a certified (or otherwise approved) school counselor who belongs to the Alabama Association for Counseling and Development.
- b. Retired Members. Members in retirement shall be entitled to reduced annual dues and shall maintain all the privileges of an individual membership.
- c. Student Membership. A Student Member must be engaged in a planned program of counselor education designed to result in a degree or certificate as a counselor. No person shall be eligible to be or continue as a student member who has held that status for a total of three years or who is otherwise eligible to become an Active Professional Member.
- d. Affiliate Membership. Any person interested in counseling not eligible for any other type of membership may become an Affiliate Member.

SECTION 3. Rights and Privileges.

Active Professional, Student and Retired members may vote on all matters coming before the Association. Only Active Professional Members shall be eligible to hold office in the Association or serve as members of the ASCA Delegate Assembly.

SECTION 4. Dues.

- a. The annual dues for members of the Association shall be recommended by the Governing Board and approved by the membership at the Annual Conference.
- b. The dues paying period for membership in this Association shall be based on the individual's anniversary date.

SECTION 5. Nondiscrimination.

There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, sex, affectional or sexual orientation, disabling condition, or age.

ARTICLE III

OFFICERS

SECTION 1. Officers and Terms of Office.

- a. The elective officers of the Association shall be: President, President Elect, Immediate Past President, Secretary, and Treasurer.
- b. All elective officers of the Association shall be members in good standing of the American School Counselor Association at the time of election and during their term of office.
- c. Officers shall be elected annually by ballot at the ALCA Annual Conference. The results shall be announced in the next issue of "The Alabama School Counselor." Officers (with the exception of the treasurer) shall serve one year, May 1 - April 30.
- d. Absentee ballots shall be obtained, upon request, from the Immediate Past President, during the first two weeks of December.
- e. The Treasurer shall serve for two years.
- f. The President Elect shall assume the office of President for a one year term at the completion of the one year term as President Elect.

SECTION 2. Duties of Officers.

- a. The President shall preside at all business meetings and shall serve as chairperson on the Governing Board. The President shall be ex-officio member of all standing and special committees. The President shall appoint all committee chairpersons, except elected officers who chair committees as outlined in Article V, and the Historian.
- b. The President Elect shall assist the President in the performance of his/her duties. The President Elect shall perform the duties of the President in the absence of the President. The President Elect shall be the Program Committee Chairperson.
- c. The Immediate Past President shall perform such duties as may be directed by the Governing Board and shall chair the Nominations and Elections Committee and serve as Parliamentarian.
- d. The Secretary shall keep the minutes of all meetings of the Association and the Governing Board and such other duties are incidental to this office.

- e. The Treasurer shall receive all funds and disburse them with the approval of the President in accordance with the *Policies and Procedures Handbook (1993 ed.)* and the current bylaws.
- f. The Parliamentarian shall be the Immediate Past President. The Parliamentarian shall advise the President on all official business of the Association.
- g. There shall be four appointed Vice-Presidents at-large. They shall be responsible for generating interest and activities within the following four work settings: preschool/elementary, middle/junior high, secondary, and postsecondary.
- h. The Historian shall keep copies of all publications of the Association and serve as Chairperson of the Publicity Committee.

ARTICLE IV

GOVERNING BOARD

SECTION 1. Composition.

The Governing Board shall be composed of the elective officers, the Immediate Past President, and the chairpersons of standing committees not chaired by elected officers. The President of the Association shall be the Chairperson of the Governing Board.

SECTION 2. Powers and Functions.

- a. The Governing Board shall have the power to act for the Association in the interim between meetings of the Association in accordance with the bylaws and *Policies and Procedures Handbook (1993 ed.)* of the Association established at regular meetings. The voting members of the Governing Board who are present shall be eligible to transact business.
- b. The Governing Board shall have the power to fill vacancies in its offices occurring between regular meetings of the Association except in the office of President. If the President should be unable to complete the term, the office shall be elected. A President Elect appointed by the Governing Board shall not assume the office of President upon completion of the term as President Elect. A President shall be elected at the next regularly held election.
- c. The Governing Board shall meet at such times as may be designated by either the President or three members of the Governing Board. A quorum consists of 51 % of voting members (elective officers and standing committee chairpersons.)

ARTICLE V
COMMITTEES

SECTION 1. Standing Committees.

The standing committees of the Association shall be: Professional Recognitions, Budget and Finance, Bylaws, Government and Interprofessional Relations, Membership, Nominations and Election, Program, Publicity, Public Relations, Newsletter Editor, and the four appointed Vice-Presidents. A standing committee member shall serve for a period of one year following the time at which the appointment is announced with the exception of the Government and Interprofessional Relations Chairperson who shall serve for three years.

SECTION 2. Standing Committees.

Standing Committee Chairpersons appointed by the President shall meet with the Governing Board approval.

- a. The Professional Recognitions Committee shall recommend to the Governing Board criteria for awards, solicit nominations for the awards, select winners, present awards at the annual conference, and publicize the winners.
- b. The Budget and Finance Committee shall maintain financial records of the Association and shall recommend to the Governing Board a proposed budget for the annual operations of the Association. The committee shall be composed of the President, President Elect, Immediate Past President, and the Treasurer who shall serve as chairperson.
- c. The Bylaws Committee shall review, revise, and propose amendments annually to the bylaws when deemed appropriate. The bylaws shall be published from time to time and shall be available to any member upon request to the committee chairperson.
- d. The Government and Interprofessional Relations Committee will actively pursue liaison and support legislation which reflects the aims and goals of the Association. The committee will serve as the official liaison between the Association, national, state, and locally elected officials and other agencies.
- e. The Membership Committee shall promote interest in membership in the Association among all eligible persons in the state.
- f. The Nominations and Elections Committee will solicit nominations in the summer issue of "The Alabama School Counselor," members to be considered for office. The committee shall then submit a slate of nominees for election as stated in Article III. The Immediate Past President shall serve as chairperson of the committee.

- g. The Program Committee shall plan all official programs of the Association. The chairperson of the Program Committee shall be the President Elect.
- h. The Publicity Committee shall keep scrapbooks, records, and other material of historical significance to the Association. The chairperson shall be the Historian.
- i. The Public Relations Committee shall publicize and promote public relations including all activities for National School Counselor week through the news media, AICA Quarterly, and "The Alabama School Counselor."
- j. The Newsletter Editor shall publish four (4) newsletters per year and support and contribute to the ALSCA Governing Board.
- k. The four (4) appointed Vice-Presidents shall be responsible for generating interest and activities within their specific work settings.

SECTION 3.

The President shall have the power to appoint special committees as deemed necessary. A special committee shall serve until in the opinion of the President the purpose of said committee is accomplished.

SECTION 4. Reports.

All committees shall have at least one regular meeting of the committee and report to the Governing Board upon request.

ARTICLE VI

MEETINGS

SECTION 1.

The Association shall have at least one regular meeting each year. It may be held in conjunction with the ALCA Annual Conference. Other meetings may be scheduled as needed, giving the Association proper notice.

SECTION 2.

Business of the Association shall be conducted at regular or called meetings of the Association.

SECTION 3.

Active members present at any regular or called meeting shall constitute a quorum for the transaction of the business of the Association.

ARTICLE VII

NATIONAL REPRESENTATION

SECTION 1.

The President and President Elect shall be the Association's official delegates to the national division of the American School Counselor Association. If one or both are unable to attend the national meeting, the Governing Board shall designate an alternate(s) and certify this in writing to the American School Counselor Association Credentials Committee.

ARTICLE VIII

AMENDMENTS

SECTION 1.

These by laws may be amended at any regular meeting of the Association by a majority vote of the members present. Proposed amendments may be initiated by the Governing board or by petition of 50 members in good standing. Such proposed amendments shall be submitted in writing to each member of the Association at least fifteen days prior to a regular meeting.

ARTICLE IX

PARLIAMENTARY AUTHORITY

SECTION 1.

The parliamentary authority for the meetings of the Association shall be *Robert's Rules of Order, Newly Revised*, as from time to time amended. A Parliamentarian shall be present at official meetings of the Governing Board and the Association.

ARTICLE X

POLICY HANDBOOK

SECTION 1.

The Association's Policies and Procedures Handbook (1993 ed.) shall be reviewed annually by the Bylaws Committee which will recommend revisions as necessary to the Governing Board for approval.

ARTICLE XI
DISSOLUTION

SECTION 1.

In the event that the Alabama School Counselor Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all of its property shall be transferred to such organization(s) as the Governing Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided, however, that such organization(s) shall be exempt under Section 502 (c) (3) of the Internal Revenue Laws.