

**By-Laws
Of
THE VIRGINIA SCHOOL COUNSELOR ASSOCIATION
ADOPTED BY MEMBERSHIP, 1977
REVISED BY EXECUTIVE BOARD 1992, 1996, 1999, 2000, 2004, 2006, 2010,
2012, 2014, 2016 & ADOPTED BY MEMBERSHIP**

ARTICLE I: NAME AND PURPOSES

Section 1. The name of the Association shall be the Virginia School Counselor Association (VSCA), a chartered state chapter of the American School Counselor Association (ASCA).

Section 2. The purposes of the Association shall be:

- a. To foster a close personal and professional relationship among school counselors and with counselors in other settings.
- b. To advance the profession of counseling in order to maximize the educational, academic, college and career readiness, and social/emotional growth of each individual.
- c. To improve the standards of school counseling and the relationships with other student services for students in elementary, middle/junior high, secondary, and post secondary settings.
- d. To assume an active role in helping the public to understand and improve the named school counseling services.
- e. To develop, implement, and/or foster interest in college and career development programs.
- f. To publish outcome-based, educational and professional materials.

ARTICLE II: MEMBERSHIP

Section 1. Types of Membership.
This Association shall include five types of membership: Professional, Regular, Emeritus, Student and Affiliate.

Section 2. Requirements of Membership.
In order to qualify for one of the five types of membership, an individual must meet the following requirements for the membership being sought.

- a. Professional Membership.
A Professional Member must be employed as a school counselor, or otherwise must devote at least 50 percent of the time in activities related to school counseling whether directly or in a supervisory capacity. A Professional Member must hold a master's degree from an accredited college or university, with a minimum of 30 semester hours, or equivalent of graduate credit in courses related to counseling, and must be employed in school counselor related activities. The member must hold a school counselor or guidance certificate or license, if such certificate is available from those states where the member is employed. Any person who has attained status as a Professional Member shall retain that status for all purposes. Any such person shall not be eligible for an elected office of the Association if the election occurs more than two years after any such person discontinues employment or supervisory activity in school counseling.

b. Regular Membership.

A Regular Member shall be employed as a counselor, or otherwise must devote at least 50 percent of the time in activities related to counseling whether directly or in a supervisory capacity, and hold a bachelor's degree from an accredited college or university, with a minimum of 15 semester hours or equivalent, of graduate credit in courses related to counseling.

c. Emeritus Membership.

Emeritus Members, as voted by the Executive Board, shall enjoy all privileges of membership but shall be exempt from the payment of dues.

- (i) A person has been a member for at least 20 years and has attained age 65
- (ii) A person has served as President of the Association
- (iii) A person is currently representing School Counselors at the Virginia Department of Education.

d. Student Membership.

A Student Member must be engaged in a planned program of school counselor education designed to result in a degree or certification as a school counselor. No person shall be eligible to be or continue as a Student Member who is otherwise eligible to become a Professional Member or Regular Member.

e. Affiliate Membership.

Any person interested in counseling, not eligible for any other type of membership, may become an Affiliate Member.

Section 3. Counselor Defined.

The term "School Counselor" wherever used herein, shall include persons engaged for the requisite periods of study or employment at any level of education

or employment related to school counseling.

Section 4. Dues.

Dues shall be set by the Executive Board for all categories of members and approved by vote of the membership.

Section 5. Rights and Privileges.

Professional, Regular, Emeritus, and Student Members shall be eligible to vote, indicate motions of parliamentary proceeding, and shall be eligible for elective office or appointment to the Board.

Section 6. Severance of Membership.

a. A member may be dropped from membership for any conduct that tends to injure the Association, or adversely affect its reputation, or which violates principles stated in the VSCA By-Laws. A Committee on Ethics shall consider any charges made over the signature of six VSCA members who are in good standing. A member shall be permitted to resign from membership, whether the charges are true, subject, however, to the right of any accused member to appeal to the Executive Board from any final decision of the Committee on Ethics. Any member charged with engaging in misconduct shall be given the opportunity to file an appeal to and have a hearing before the Executive Board, whose decision shall be final.

b. A member may be dropped from membership for failure to pay dues.

ARTICLE III: OFFICERS

Section 1. Officers and Terms of Office.

a. The officers of VSCA shall be President, President-Elect, Immediate Past President, six Vice Presidents, and

Secretary.

b. All officers of the VSCA shall be elected at large from among eligible members of VSCA.

c. The President-Elect shall automatically become President of the Association one year after the commencement of the term of office as President-Elect, or upon the death or resignation of the President. In the event a President-Elect should resign or be unable to complete the term, or fill the President's un-expired term, the immediate Past-President of the Executive Board shall assume the position of chairperson of the Executive Board until the Executive Board appoints a qualified member to fill any such vacancy.

d. The immediate Past-President shall serve for one year following the expiration of the term of President.

e. The Secretary shall be elected for a two year term, one year as Secretary-Elect and one year as Secretary.

f. There shall be six Vice-Presidents elected at large. They shall be responsible for generating interest and activities within the following six work settings: elementary (including pre-school), middle/junior high, secondary, supervisor, counselor educator, and graduate student. The Student Vice-President shall be enrolled as a graduate student in a school counseling program at the time of election.

Vice-Presidents shall be elected for two year terms, one year as Vice-President-Elect and one year as Vice-President.

g. An elected officer shall not be a candidate for re-election to the same

office, except that a President-Elect succeeding to the office of President shall serve the full term as President, in addition to serving whatever may remain of the unexpired term of the resigned or deceased President. The immediate Past-President shall not be eligible for any elected position on the Executive Board during the three years immediately following the term of office.

h. The term of office for any elected officer shall coincide with the fiscal year of the Association.

Section 2. Nominations and Elections of Officers.

a. The President-Elect, Secretary-Elect, and six Vice-Presidents-Elect (elementary, middle, secondary, supervisor, counselor educator, and student) shall be elected annually by electronic ballot, by all members in good standing.

b. To be eligible for any elective office, a candidate must be a member in goodstanding. Any person appointed to office shall be allowed to complete that term of office.

c. A candidate for office should be employed in a school counselor position *at that respective level* at the time of the election; the graduate student candidate should be enrolled in a school counselor education program at the time of election.

d. Each year, the President-Elect shall issue a call to all members of the Association for nominations of officers for the following year.

e. The President-Elect shall determine the eligibility of, and shall select from the nominees, names of candidates for placement on the elections ballot for each of the following positions: President-

Elect, Secretary-Elect, and six Vice-Presidents- Elect. Should an insufficient number of nominations be submitted to fill the ballot, the committee shall select, in consultation with the Executive Board, the names of qualified members consenting to have their names placed on the election ballot.

f. If any officer elected should be unable to assume office by the beginning of the VSCA Association's fiscal year or to complete a term of office, the next ranking candidate on the election return shall assume that position. The Executive Board shall have the authority to fill any vacancy for which there are no other provisions.

Section 3. Duties of Office.

a. During the term of office, the President shall serve as the presiding officer of the VSCA Association. The President, with approval of the Executive Board, shall appoint the Treasurer and all committees, and perform such duties as are incidental to the office, or as directed by the Executive Board.

b. The President-Elect shall perform such duties as may be directed by the President and/or Executive Board and shall serve as chairperson of nominations and elections.

c. The immediate Past-President shall perform such duties as may be directed by the Executive Board and shall serve as a member of the Conference Planning Committee.

d. The Vice-Presidents of the Association shall be responsible specifically for generating interest and activities within their respective work settings.

e. The Secretary shall keep the records of all the meetings of the Association and shall perform such other duties as are incidental to the office.

f. The Secretary-Elect shall fulfill duties as designated by the President and/or the Executive Board.

Section 4. Removal from Office.

An elected officer or member of the Executive Board may be removed from office, for cause, by a two-thirds majority vote of the Executive Board.

Section 5. Compensation and Expenses of Officers.

None of the elected officers of the Association shall receive any compensation for their services, but their necessary expenses may be paid as provided by the Executive Board.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1: Composition.

a. The Executive Committee shall be comprised of all of the elected members of the Executive Board.

b. The Treasurer will be an ex-officio member without a vote.

ARTICLE V: EXECUTIVE BOARD

Section 1. Composition of Executive Board.

a. The Executive Board shall be composed of the elected VSCA officers, the Treasurer, and appointed committee chairpersons.

b. Voting members of the Executive Board shall be all of the Board members elected to office, and anyone appointed to

the Board to fill a vacancy due to the resignation of an elected Board member.

c. Committees of the Association - Both standing and special committees may be created to promote the purposes of the Association and shall consist of members of the Association.

d. Standing Committees may consist of the following: Membership, Government Relations, By-laws, Ethics, Social Justice/Human Rights, Professional Recognition, Public Relations/ Inter-professional Relations, Technology, Conference Planning Committee, and other committees as deemed necessary by the Executive Committee.

e. Descriptions of Committees:

Membership – focuses on issues related to membership recruitment, renewal, and services to members.

Government Relations – attends regional and state events related to government educational actions and advocates for school counseling at these events.

By-laws – Maintains the by-laws of the Association and ascertains adherence to the by-laws in the actions of the Association.

Ethics – Ensures that the Association abides by the ethical standards of the American School Counselor Association and that practices of the Association are ethically sound.

Social Justice/Human Rights – Ensure that the actions of the Association are to benefit all members, with a specific emphasis on social justice, human rights and related advocacy.

Professional Recognition – Advertises, collects, and evaluates the applicants for awards at the annual conference; implements the Professional Recognition ceremony at the annual conference.

Public Relations/Inter-professional Relations – Acts as the liaison between the Association and other organizations and persons that are relevant to the work of school counselors and the business of the Association.

Technology – Maintains the website and related technology of the Association and provides expertise in the area of technology throughout the business of the Association.

Conference Planning – oversees the the coordination and execution of the Association’s annual conference.

Other Committees – The Executive Board may develop committees in specialty areas or to address issues related to the business of the Association.

Section 2. Powers and Functions.

a. The Executive Board shall conduct the business affairs of the Association, but shall not take any action contrary to decisions or policies adopted by the membership.

b. The Treasurer, who is appointed by the President and approved by the Executive Board, shall serve a two-year term.

c. The Treasurer shall validate monthly statements, submit a complete fiscal report to the Executive Board as soon as possible after the close of the fiscal year, and perform such other duties as may be directed by the President of the

Executive Board.

Section 3. Meetings.

- a. The Executive Board shall meet during the annual convention of the Association and at such other times as directed by the Executive Board.
- b. In lieu of calling a meeting, the President may submit questions to the Executive Board by electronic or conference call concerning emergency questions arising between the annual meetings of the Executive Board.
- c. There shall be an annual business meeting of the membership of the Association at a time determined by the President. Minutes of this meeting will be secured.

Section 4. Indemnification.

VSCA Association indemnities each governing board member from all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually, and necessarily incurred or imposed as a result of such actions or proceedings or an appeal therein, imposed upon or asserted against him or her by reason of being or having been such an officer and acting within the scope of his or her official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided in good faith for the purpose when he or she reasonably believed to be in the best interest of the association, and in the case of criminal action or proceedings upon a finding that or if a quorum under is not obtained with due diligence upon the opinion in writing of independent legal counsel, that the governing Board member has met the foregoing applicable standard of conduct if the undergoing determinations

to be made by the governing Board it may rely as to all questions of law on the advice of independent council.

ARTICLE VI: ASCA DELEGATE ASSEMBLY REPRESENTATIVES

Section 1. Selection of the Delegate Assembly Representatives.

- a. A representative of VSCA to the ASCA Delegate Assembly must be a Professional Member of ASCA and VSCA.
- b. The President, with the approval of the Executive Board shall submit to the Credential Chairperson of ASCA the names and addresses of its representatives to the Delegate Assembly. The President and President-Elect at the time of the ASCA Conference will typically serve as the VSCA delegates to Delegate Assembly.
- c. The time the names are sent to ASCA will depend on the schedule of the Delegate Assembly, which can change yearly.
- d. The number of voting delegates allocated to Virginia shall be determined by ASCA.
- e. The term of office for a representative shall coincide with the fiscal year.

ARTICLE VII: BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. Fiscal Year.

The fiscal year shall be from July 1st until June 30th.

Section 2. Property of the Association.

In the event the 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 Executive 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 501-C(6) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

Section 3. Membership Year.
The membership year shall be from July 1st until June 30th.

Section 4. Financial Policies.
VSCA will abide by the policies in the Financial Policies and Procedures handbook as approved by the VSCA Board.

Section 5. Parliamentary Authority.
The most recent edition of Robert's Rules of Order shall govern the proceedings of the Association not otherwise specified in the By-laws.

ARTICLE VII: ADOPTION AND AMENDMENT OF BY-LAWS

Section 1. Amendment and Adoption.
These By-Laws may be amended by majority vote of the membership after submission of the proposed amendment by either of the following methods:

a. An amendment shall be proposed in writing to the Executive Board not less than 90 days prior to the annual meeting of the membership. Copies of amendments proposed under the provision of the foregoing paragraph shall be made available electronically to the membership within 30 days.

b. An amendment first proposed at any

Executive Board meeting shall be voted upon by electronic ballot after 60 days following the date of proposal. The Executive Board's written recommendation shall accompany such a ballot.

Section 2. Publication.
The By-Laws of the Association shall be published in their entirety every three years and shall be available to any member upon request.

*Revised August 2009
Approved by Board 10/31/09
Approved by VSCA Membership 1/15/10
Revised with ASCA input 5/25/10
Approved by ASCA Delegate Assembly
6/20/10
Revised by VSCA Membership 4/27/12
Revised by VSCA Membership 11/20/14
Revised by VSCA Membership 11/18/16*

