



BYLAWS
of
The Alabama School Counselor Association

**(Revised: November 2018; November 2009; November 2006;
November 2005; November 1996; November 1991)**

ARTICLE 1. NAME AND PURPOSES

SECTION 1. The name of the organization shall be the Alabama School Counselor Association (ALSCA), a division of the American School Counselor Association (ASCA) and the Alabama Counseling Association (ALCA).

SECTION 2. The vision of the Alabama School Counselor Association is to encourage, enhance, and promote the work of the professional school counselor as a vital link in the educational experience of students. The major focus is to assist students, preschool through postsecondary, in maximizing their academic, career, and personal/social/emotional 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 professional school counselors for providing services to students, preschool to postsecondary.
- 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, educational associations, and state agencies.
- e. To advance the profession of counseling in order to maximize the academic, career, and personal/social growth of each individual.
- f. To promote the American School Counselor Association's National Model among all professional school counselors.
- g. 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 membership, an individual must meet the following requirements for the membership being sought.

- a. **Active Professional Membership.** This type of membership is for a certified/licensed school counselor who belongs to both the Alabama Counseling Association and the Alabama School Counselor Association. These members must submit proof of academic/professional credentials upon request.
- b. **Retired Membership.** This type of membership is for former Active Professional Members who have retired. These members are entitled to reduced annual dues.
- c. **Student Membership.** This type of membership is for graduate students who are actively engaged in a counselor education program, but who are not eligible to become an Active Professional Member. These members are entitled to reduced annual dues. These members must submit proof of enrollment in a counselor education program upon request.
- d. **Affiliate Membership.** This type of membership is for any person interested in, employed in, or retired from the field of counseling, who is not eligible for another type of membership.

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 to serve as a member 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 a regular meeting of the Association.
- b. The dues-paying period for membership in the Association shall be based on the individual's membership anniversary date.

SECTION 5. Nondiscrimination

The Alabama School Counselor Association will not engage in activities that discriminate on the basis of race, color, sex, religion, creed, national origin, affectional or sexual orientation, disability, or age.

ARTICLE III. OFFICERS

SECTION 1. Officers and Terms of Office

- a. The elected officers of the Association shall be: President, President Elect, President-Elect Elect, Immediate Past President, Secretary, Treasurer, and Historian.
- b. All elected officers of the Association are expected to be members in good standing of the American School Counselor Association at the time of election and during their term of office. Nominees must submit proof of membership upon request.
- c. Officers shall be elected annually either by paper or electronic ballot. Election results will be publicized to the Association.
- d. Elected officers shall serve from May 1-April 30.
 - a. The President, President-Elect, President-Elect Elect, Immediate Past President, Secretary, and Historian shall serve a one-year term.
 - b. The Treasurer shall serve a two-year term.

SECTION 2. Duties of Officers

- a. The President shall preside at all business meetings and shall serve as chairperson of the Governing Board. The President shall be an ex-officio member of all standing and special committees. The President shall appoint all Vice-Presidents and committee chairpersons, except elected officers who chair committees as outlined in Article V.
- b. The President-Elect shall assist the President in the performance of duties. The President-Elect shall perform the duties of the President in the absence of the President. The President-Elect or designee shall be responsible for program selection.
- c. The President-Elect Elect shall assist the President-Elect in the performance of duties. The President-Elect Elect shall perform the duties of the President-Elect in the absence of the President-Elect. The President-Elect Elect shall fulfill the Vice-President position for the level of job setting at the time of election.
- d. The Immediate Past President shall perform duties as directed by the Governing Board, including serving as the Nominations and Elections Committee Chair.
- e. The Secretary shall keep the minutes of all meetings of the Association and the Governing Board.
- f. The Treasurer shall receive all funds and disburse them in accordance with the current Policies and Procedures Handbook and in communication with the President.

- g. There shall be five (5) appointed Vice-Presidents: Preschool/Elementary, Middle/Junior High, High School, Counselor Educator, and Counselor Supervisor.
- h. The Historian shall be responsible for documenting the Association's events and activities. The Historian shall also serve as Chairperson of the Publicity Committee.

ARTICLE IV. GOVERNING BOARD

SECTION 1. Composition

The Governing Board shall be comprised of the elected officers, the five (5) vice-presidents, and the chairperson of each standing committee. The President of the Association shall be the chairperson of the Governing Board.

SECTION 2. Powers and Functions

- a. The Executive Council of the Association shall be comprised of the elected officers.
- b. The Governing Board shall have the power to act for the Association, in between meetings, in accordance with the current Bylaws and Policies and Procedures Handbook.
- c. The Governing Board shall have the power to fill vacancies occurring between regular meetings of the Association, except in the offices of President, President-Elect, and Immediate Past President. If the President should be unable to complete the term, the President-Elect shall assume the role of President for the remainder of that term as well as the term for which elected. In this case, the Immediate Past President shall serve an additional term. If the President-Elect should be unable to complete the term, the President-Elect Elect shall assume the role of President-Elect for the remainder of that term. At the next election, the Association shall elect a President-Elect and a President-Elect Elect. If the Immediate Past President should be unable to complete the term, the Governing Board shall appoint a past president to complete the term.
- d. The Governing Board shall meet at such time as may be designated by either the President or three (3) members of the Governing Board.
- e. For matters that require a vote, a quorum consists of 51% of voting members.

ARTICLE V. COMMITTEES

SECTION 1. Standing Committees

The standing committees of the Association shall be: Budget and Finance, Bylaws; Communication, Elections, Government and Interprofessional Relations, Membership, Professional Development, and Professional Recognition. A standing committee chairperson and committee members 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 (3) years.

SECTION 2. Standing Committee Chairpersons

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

- a. 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 operation of the Association. The committee shall be composed of the President, President Elect, President-Elect Elect, Immediate Past President, and the Treasurer, who shall serve as chairperson.

- b. The Bylaws Committee shall review, revise, and propose amendments annually to the Bylaws when deemed appropriate. The Bylaws shall be published annually and shall be available to any member upon request to the committee chairperson.
- c. The Communications Committee will produce a newsletter a minimum of two (2) times a year and maintain a website, social media account(s), and public relations, including all activities related to National School Counselor Week. Advocacy for the profession will also be a responsibility of this committee.
- d. The Elections Committee will solicit nominations of 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.
- e. The Government and Interprofessional Relations Committee will actively pursue, liaise, 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 officers, and other agencies.
- f. The Membership Committee shall promote interest in and sustain membership in the Association among all eligible persons in the state.
- g. The Professional Development Committee shall plan the official workshops and programs of the Association.
- h. The Professional Recognition Committee shall recommend to the Governing Board criteria for awards, solicit nominations of the awards, select winners, present awards at the annual workshop, and publicize the winners.
- i. The four (4) appointed Vice-Presidents and the President-Elect Elect (1) shall be responsible for generating interest and activities within their specific work settings (preschool/elementary school, middle/junior high school, high school, counselor educator, and counselor supervisor).

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. Other meetings may be scheduled as needed upon 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 Association meetings shall constitute a quorum for the transaction of business of the Association.

SECTION 4. The Governing Board shall have quarterly meetings. Other meetings may be scheduled as needed, giving the Governing Board proper notice.

ARTICLE VII. NATIONAL REPRESENTATION

SECTION 1. The Immediate Past President and President shall be the Association's official delegates to the American School Counselor Association Delegate Assembly. If one or both are unable to attend or are not eligible to vote at the Delegate Assembly, the Governing Board shall designate an alternate(s) and certify this in writing to the American School Counselor Association.

ARTICLE VIII. AMENDMENTS

SECTION 1. These Bylaws 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 fifty (50) members in good standing. Such proposed amendments shall be provided in writing to each member of the Association at least fifteen (15) days prior to a regular meeting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

SECTION 1. The parliamentary authority of the meetings of the Association shall be the current edition of Robert's Rules of Order. The Parliamentarian or designee shall be present at official meetings of the Governing Board and the Association.

ARTICLE X. POLICIES AND PROCEDURES HANDBOOK

SECTION 1. The Association's Policies and Procedures Handbook 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 501(c)(3) of the Internal Revenue Laws.