BYLAWS

The Alabama School Counselor Association

Approved June 2026

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 an affiliate of the Alabama Counseling Association (ALCA).

SECTION 2. The purposes of the Association shall be:

a. To foster professional relationships among school counselors and counselors in other settings.
b. To support school counselors providing services to students, preschool to postsecondary.
c. To advocate for the appropriate role of school counselors and assume an active role in helping others understand and improve stated services.
d. To develop working relationships with state and local school administrators, educational associations, and state agencies.
e. To advance the profession of school counseling in order to maximize the academic, career, and foundational wellness development of students.
f. To promote The Alabama Model and the American School Counselor Association's National Model among all school counselors.
g. To publish educational and professional material.
h. To provide intentional and relevant professional development opportunities.

ARTICLE II. MEMBERSHIP

SECTION 1. Types of Membership

This Association shall include three (3) types of membership: Active, Retired, and Student. ALSCA membership is managed by the ALCA office.

SECTION 2. Requirements of Membership

In order to qualify for membership, an individual must meet the following requirements for the membership being sought:

a. Active Membership is open to credentialed counselors who are actively engaged in counseling activities (professional) or individuals with aligned interests who are not eligible for another type of membership (regular).
b. Retired Membership is open to former Association members in retirement. These members are entitled to reduced annual dues.
c. Student Membership is open to graduate students who are not employed full-time in a counseling-related position, are actively engaged in a counselor education program, and are not eligible for another type of membership. These members are entitled to reduced annual dues.

SECTION 3. Rights and Privileges

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

SECTION 4. Dues

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

SECTION 5. Severance of Membership
A member may be removed from membership for the following reasons:

a. nonpayment of dues
b. revocation of license or credential
c. for any conduct that tends to injure the Association, adversely affect its reputation, or that is contrary to its mission according to the Bylaws of the Association and/or ASCA's Ethical Standards for School Counselors.

SECTION 6. Verification
The Executive Director and/or the Chair of the Board may request proof of eligibility for any of the membership categories.

SECTION 7. Nondiscrimination
The Alabama School Counselor Association does not knowingly engage in or support activities that discriminate on any basis as addressed in federal guidelines and ASCA's Ethical Standards for School Counselors.

ARTICLE III. OFFICERS AND BOARD OF DIRECTORS

SECTION 1. Officers
The officers of ALSCA shall be the Chair of the Board, Assistant Chair of the Board, Secretary, Treasurer, and the Executive Director of the organization.

SECTION 2. Powers and Functions

a. The Board of Directors shall conduct the governance of ALSCA but shall not take any action contrary to the Bylaws adopted by the Board of Directors.
b. The Board of Directors shall create policies to carry out the mission of ALSCA.
c. The Executive Director shall conduct the operations, business affairs, and executive functions of the Association in between its official meetings, but shall not take any action contrary to decisions or policies adopted by the Board of Directors.

SECTION 3. Board of Directors

a. The voting members of the Board of Directors shall consist of nine (9) members elected at large from among eligible voting members of the Association.
b. The Chair of the Board shall be elected by the Board of Directors to serve a one (1) year term in accordance with ALSCA's Operating Policies.
c. The Assistant Chair of the Board shall be elected by the Board of Directors to serve a one (1) year term to assist the Chair of the Board and to serve as the Chair of the Board in the Chair's absence, in accordance with ALSCA's Operating Policies. The Assistant Chair of the Board shall automatically become the Chair of the Board upon the death or resignation of the Chair of the Board. In the event the Assistant Chair of the Board should resign or be unable to complete the term, or the Chair of the Board's unexpired time, the Board of Directors will then elect a qualified member from the remaining Directors to fill the vacancy.
d. The Chair of the Board and the Assistant Chair of the Board shall be elected annually at the last scheduled closed meeting of Directors. Elections will be scheduled by the current Chair of the Board and the Executive Director.
e. The number of Directors who shall be elected by the ALSCA membership each year will be determined by the number of Directors who are completing a three (3) year term and in order to maintain nine (9) members of the Board of Directors.

f. The term of office for any elected Director shall coincide with the fiscal year of ALSCA. Directors must be employed full-time in school counseling in Alabama in a school, school district, or the Alabama State Department of Education (ALSDE), as a full-time faculty member in a school counselor education program, or be retired from an aforementioned position currently residing in Alabama.
g. Directors must maintain membership in ALSCA and ASCA throughout the entirety of their term. No annual dues shall be paid by the Association.

SECTION 4. Elections of Board of Directors

a. Candidates must be employed full-time in school counseling in Alabama in a school, school district, or the ALSDE, as a full-time faculty member in a school counselor education program, or be retired from an aforementioned position currently residing in Alabama.
b. Candidates must have been employed for at least three (3) years as a school counselor or school counselor educator at the time of nomination.
c. Candidates must be a member of ALSCA and ASCA. Candidates must have been a member of ALSCA for at least three (3) consecutive years at the time of nomination and have actively served as an ALSCA volunteer. ALSCA volunteer experience includes serving as: an ALSCA mentor, an Assistant Chair or committee member, a volunteer at an ALSCA professional development event, or as an elected or appointed officer of the Association.
d. Candidates shall meet additional qualifications required by ALSCA's Operating Policies. Candidates whose eligibility changes at any time during the election process must notify the Executive Director and/or the Elections Committee Chair.

SECTION 5. Meetings

a. The Board of Directors shall have regularly scheduled monthly meetings, either in-person or by electronic means in which all individuals can hear one another. Meetings of the Board of Directors may be called by the Executive Director, Chair of the Board, or by majority vote of the Board.
b. Two-thirds (⅔) of the members of the Board of Directors must be present to constitute a quorum.
c. Each member of the Board of Directors shall have one (1) vote. Decisions of the Board of Directors shall be made by a simple majority vote except in cases involving issues that require a greater majority, as defined in the Bylaws and Operating Policies of the Association.
d. Members of the Board of Directors are required to attend all meetings and other functions in accordance with the Bylaws and Operating Policies of the Association. SECTION 6. Vacancies
a. In the event of a vacancy in the office of Chair of the Board, the Assistant Chair of the Board assumes the office of Chair of the Board.
b. In the event of a vacancy in the office of Assistant Chair of the Board, the Board of Directors shall select an Assistant Chair of the Board to fill the unexpired term.
c. In the event of a vacancy in an office of a Director, the Board of Directors may fill the unexpired term, but is not required to fill the vacancy.
d. The Board of Directors shall have the authority to fill any vacancy for which there are no other provisions.

SECTION 6. Vacancies

e. In the event of a vacancy in the office of Chair of the Board, the Assistant Chair of the Board assumes the office of Chair of the Board.
f. In the event of a vacancy in the office of Assistant Chair of the Board, the Board of Directors shall select an Assistant Chair of the Board to fill the unexpired term.

g. In the event of a vacancy in an office of a Director, the Board of Directors may fill the unexpired term, but is not required to fill the vacancy.
h. The Board of Directors shall have the authority to fill any vacancy for which there are no other provisions.

SECTION 7. Removal from Office

a. An elected member of the Board of Directors may be removed from office, for cause, by a majority vote of the Board of Directors. At the discretion of the Board of Directors, a due process committee may be appointed to review any charges and to make recommendations. If utilized, this committee shall complete its assignment and submit a final written report within thirty (30) days after appointment.
b. A Director who becomes ineligible to serve on the Board shall be allowed three (3) months to regain eligibility. If a Director is ineligible to serve on the Board for three (3) months, the Director shall be asked to resign. Directors who know they cannot or will not regain eligibility within three (3) months shall be asked to resign immediately upon becoming ineligible.
c. An appointed member may be removed from office, for cause, by majority vote of the Board of Directors.

SECTION 8. Compensation and Reimbursement of Expenses

a. Elected members of the ALSCA Board of Directors shall not receive any compensation for services, but necessary expenses shall be paid in accordance with ALSCA's Operating Policies.
b. Elected members of the ALSCA Board of Directors shall not benefit financially or materially from their service on the Board of Directors, in accordance with ALSCA's Operating Policies.
c. The expenses of the Executive Director, Board of Directors, Coordinators, and Liaisons that are directly related to Association business may be paid by Association funds, within the limits of the approved operational budget.

SECTION 9. Conflicts of Interest

a. Board of Directors and Board-appointed representatives must avoid conflicts of interest.
b. When the Board is to decide upon an issue about which a Director has an unavoidable conflict of interest, that Director shall abstain without comment from both the deliberation and the vote.
c. Directors must disclose their involvements with other organizations and vendors that might produce a conflict.

ARTICLE IV. ADDITIONAL POSITIONS AND DUTIES

SECTION 1. Executive Director

a. The Executive Director shall be appointed by the Board of Directors.
b. The duties of the Executive Director shall be determined by the Board of Directors and contractual obligations shall be reviewed on an annual basis.
c. The Executive Director shall attend all meetings, but shall not be a voting member of the Board of Directors.
d. The Executive Director shall maintain membership in ALSCA and ASCA.

SECTION 2. Coordinators and Liaisons

a. The Board of Directors may appoint Coordinators and Liaisons to serve in a volunteer or contracted capacity, in order to further the mission of ALSCA.
b. Coordinators and Liaisons may not serve on the Board of the Directors, but may be invited to meetings as a non-voting participant.
c. Coordinators and Liaisons shall maintain membership in ALSCA.

SECTION 3. Additional Appointments

a. The Board of Directors shall appoint a Secretary and Parliamentarian from the At-Large Directors to serve a one (1) year term.
b. The Assistant Chair of the Board of Directors shall serve as the Treasurer.
c. The Board of Directors shall appoint Standing Committee Chairs, as outlined in the Bylaws and Operating Policies of the Association.
d. The Board of Directors may appoint other positions as needed.

ARTICLE V. COMMITTEES

SECTION 1. Standing Committees

a. Standing committees will carry on the work of ALSCA. Standing committees will be chaired by a voting member of the Board of Directors, unless otherwise specified, and as outlined in the Bylaws and Operating Policies of the Association.
b. New standing committees may be established by a majority vote of the Board of Directors.
c. Existing standing committees may be disbanded by a majority vote of the Board of Directors.

SECTION 2. Standing Committee Terms and Membership

a. A standing committee chair, assistant chair, or member may be removed, with just cause, at any time if the Board of Directors determines it to be in the best interest of the Association.
b. All standing committee members, including assistant chairs, must be current members of ALSCA.
c. The members of standing committees will be selected and approved by committee chairs.
d. Terms of committee members are voluntary.

SECTION 3. Ad Hoc Committees

With the exception of standing committees, the Chair of the Board, with the approval of the Board of Directors, shall appoint all committee chairpersons to accomplish specific tasks within specific timeframes. Committee chairs will submit written reports to the Board of Directors, as requested. If membership on a committee includes individuals who are not members of the Board of Directors, that committee shall function only as an advisory committee and shall not conduct any function reserved for the Board.

SECTION 4. Reports

All standing committee chairs shall complete and submit a committee report at least once per quarter to the Chair of the Board in addition to an annual report that shall be submitted to the Executive Director at least two (2) weeks prior to the last scheduled meeting of the fiscal year.

ARTICLE VI. BUSINESS AFFAIRS OF THE ASSOCIATION

SECTION 1. Fiscal Year

The fiscal year shall begin May 1 and end the following April 30.

SECTION 2. Property of the Association

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 Executive Director and the Board of Directors 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 Code or corresponding provisions of the Internal Revenue Laws.

SECTION 3. Annual Meeting

a. The Association shall have at least one (1) regular meeting each year. Other meetings may be scheduled as needed upon giving the Association proper notice.
b. Business of the Association shall be conducted at regular or called meetings of the Association.
c. Active and retired members present at any regular or called Association meetings shall constitute a quorum for the transaction of business of the Association.

SECTION 4. Annual Operational Budget

The Executive Director will prepare and present the proposed operational budget for the following fiscal year. The Finance Committee and the Board of Directors shall review and approve the budget for the following fiscal year prior to the last scheduled closed meeting of the Board of Directors.

SECTION 5. Financial Review

All financial records of the Association will be submitted to the Finance Committee upon completion of the fiscal year. Upon completion of its review, the Executive Director will be responsible for submitting the documents to the approved financial consultant/accountant for tax and reporting purposes.

SECTION 6. Oversight

The Executive Director shall oversee all fiscal matters of the Association and shall report to the Finance Committee Chair and Board of Directors.

ARTICLE VII. INDEMNIFICATION

SECTION 1. The Association shall indemnify the Executive Director, each member of the Board of Directors, Coordinators, Liaisons, and each of its officers as described in these Bylaws for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in the Bylaws, in a manner and to the extent permitted by applicable law.

SECTION 2. The Association shall indemnify each of its directors and officers, as aforesaid, from and against any and 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 action or proceedings, or an appeal therein, imposed upon or asserted against him or her by reason of being or having been such a director or 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 that he or she acted in good faith for the purpose which he or she reasonably believed to be in the best interests of the Association and, in the case of criminal action or proceeding, in addition, had no reasonable cause to believe that his or her conduct was unlawful. This indemnification shall be made only if the Association shall be advised by its Board of Directors acting (1) by quorum consisting of Board of Directors members who are not parties to such section or proceedings upon a finding that, or (2) if a quorum under (1) is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that, the Board of Directors or officer has met the foregoing applicable standard of conduct. If the undergoing determination is to be made by the Board of Directors, it may rely as to all questions of law on the advice of independent legal counsel.

SECTION 3. Every reference herein to a member of the Board of Directors or officer of the Association shall include every member and officer thereof or former member and officer thereof. This indemnification shall apply to all judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as above-stated. The right of indemnification herein provided shall be in addition to any and all rights to which any ALSCA member or officer might otherwise be entitled and the provisions hereof shall neither impair nor adversely affect such rights.

ARTICLE VIII. NATIONAL REPRESENTATION

The Board of Directors shall appoint two (2) representatives to attend the ASCA Business Meeting, Elevate, and Annual Conference. The representatives shall be submitted to ASCA following the published guidelines and by the requested deadline. The Board may choose to send additional non-voting representatives. Representatives will be determined and expenses will be paid following the procedures outlined in ALSCA's Operating Policies.

ARTICLE IX. AMENDMENTS

SECTION 1. Adoption and Amendment

a. These Bylaws may be amended at any regular meeting of the Board of Directors.
b. All amendments must be proposed in writing to the Board of Directors. Proposed amendments may be initiated by the Board of Directors, the Bylaws and Operating Policies Review Committee, or by petition of fifty (50) members in good standing.

SECTION 2. Publication

The Bylaws of the Association shall be made available on the ALSCA website and in print, upon request.

ARTICLE X. PARLIAMENTARY AUTHORITY

The Parliamentarian or designee shall be present at official meetings of the Board of Directors and the Association.

ARTICLE XI. OPERATING POLICIES

The Association's Operating Policies shall be updated throughout the year by the Executive Director. The Operating Policies shall be reviewed annually by the Bylaws and Operating Policies Review Committee which will recommend revisions as necessary to the Executive Director and Board of Directors.

Revised

June 2026
Board of Directors Meeting

November 2024
Affiliate Meeting (Montgomery, Alabama)

November 2023
Affiliate Meeting (Birmingham, Alabama)

November 2018
Affiliate Meeting (Birmingham, Alabama)