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Bylaws

Wyoming School Counselor Association

1. ARTICLE 1: NAMES AND PURPOSES

2. **SECTION 1:** the name of the division shall be the
3. Wyoming School counselor Association (WySCA), a branch
4. division of the Wyoming Counseling Association.

5. **SECTION 2:** The mission of the division is to promote
6. excellence in the profession of school counseling and
7. the academic, career, and personal/social development
8. of all students.

9. **SECTION 3:** The purpose of the division shall be to
10. represent school counseling. This purpose may be
11. accomplished through:
12. a. Initiating and supporting the improvement of
13. school counseling programs;
14. b. Upholding and encouraging continuous improvement
15. in the standards for the education of school counselors;
16. c. Promoting the continuing professional development
17. of school counselors;
18. d. Promoting ethical standards for school counselors;
19. e. Encouraging cooperation and collaboration with
20. appropriate associations, agencies, and community
21. groups regarding school counseling;
22. f. Fostering close personal and professional
23. relationships among school counselors and with mental
24. health professionals in other settings; and
25. g. Promoting the dissemination of research and supportive
26. information relative to school counseling.

27. ARTICLE II: MEMBERSHIP

28. **SECTION 1:** Membership shall be open to any Wyoming
29. Counseling Association member in good standing. Any
30. member who also holds membership in the American
31. School Counselor Association shall be eligible to hold
32. office in the division.

33. **SECTION 2:** A member shall be dropped from membership
34. at such time as his/her membership in the Wyoming
35. Counseling Association ceases or upon failing to pay
36. her/his annual WySCA dues.

37. **SECTION 3:** Adherence to the American School
38. Counselor Association's Ethical Standards for School
39. Counselors shall be a condition of membership.
40. Members may be disciplined or expelled from membership
41. for violation of ASCA's Ethical Standards for School
42. Counselors.

43. **SECTION 4:** The division does not knowingly engage in
44. or support activities which discriminate on the basis
45. of race, color, sex, religion, national origin,
46. sexual orientation, age, disability, marital status,
47. or economic status; nor shall any organization which
48. does so discriminate be affiliated with the division.

49. **SECTION 5:** The annual membership dues shall be an
50. amount determined by a majority of those members
51. present at the division's annual business meeting.
52. The membership year runs from November 1 through
53. October 31.

54. **ARTICLE III: MEETINGS**

55. **SECTION 1:** A minimum of one business meeting
56. shall be held yearly either in conjunction with the
57. Wyoming Counseling Association's Annual Conference
58. or at the Spring Conference for School Counselors.

59. **SECTION 2:** Those members present and voting at the
60. annual business meeting shall constitute a quorum for
61. the transaction of business.

62. **SECTION 3:** The purpose of the annual business
63. meeting shall be to define the policies of the
64. division by adoption and/or amendment of the Bylaws,
65. policies, or resolutions; to adopt the annual division
66. budget; to recruit officers and level representatives
67. for fall election; and to handle other matters as needed

68. or specified in these Bylaws.

69. **ARTICLE IV: WYSCA OFFICERS**

70. **SECTION 1:** The officers of WSCA shall be a
71. President, a President-Elect, a President Elect-Elect and
72. the immediate Past President. The term of office shall
73. be one year and shall run from May 1 through April 30th.
74. All officers of the division shall be members
75. in good standing of the Wyoming Counseling Association
76. and the American School Counselor Association.
77. Individuals serving as WySCA President-Elect-Elect,
78. President-Elect or President may not also be serving
79. a current term as an elected officer in the Wyoming
90. Counseling Association.

81. **SECTION 2:** The President shall be chief executive officer
82. of the division and Chair of the WySCA Executive Committee;
83. shall appoint, with the approval of the Executive Committee,
84. all members to committees unless otherwise specified in these
85. Bylaws; shall hold ex-officio membership on all such
86. committees; and shall perform such additional duties as
87. provided in these Bylaws or as directed by the
88. membership at the annual business meeting. The
89. President shall serve as a voting member of the
90. Wyoming Counseling Association Executive Committee
91. or shall appoint another member of the WySCA
92. Executive Committee to serve in his/her place.

93. **SECTION 3:** The President-Elect shall act in place of
94. the President at all meetings which the President is
95. unable to attend; shall assist the President as
96. needed; shall oversee the preparation of the annual
97. Budget for presentation and approval at the annual
98. business meeting of the division; shall perform such
99. additional duties as provided in these Bylaws or as
100. directed by the President; and shall assume the
101. Presidency upon completion of her/his term as
102. President-Elect. The President-Elect shall also
103. assume the Presidency in case of a vacancy in the
104. office of President.

105. **SECTION 4:** The President Elect Elect shall act in
106. the place of the President Elect at all meetings which
107. the President Elect is unable to attend; shall assist the
108. President or President Elect as needed; shall perform
109. such additional duties as provided in these Bylaws or
110. As directed by the President or President-Elect; and

111. shall assume the position of the President-Elect upon
112. completion of his/her term as President Elect Elect.
113. The President Elect Elect shall also assume the role of
114. President Elect in case of a vacancy in the office of
115. President Elect.

116. **SECTION 5:** Upon completion of the term of office,
117. the President shall serve as Past President for one year.
118. The Past President shall serve as Chair of the Nominating
119. Committee and shall perform such additional duties as
120. provided in these Bylaws or as directed by the President.

121. **SECTION 6:** Five Level Representatives shall be
122. Elected from among the membership of the division.
123. The levels shall be Elementary, Middle/Jr. High,
124. High School, Post-Secondary and a Student. The term of
125. these Representatives shall be one year. Board representatives
126. shall choose from among themselves individuals to serve
127. As Secretary and Treasurer of the division.

128. **SECTION 7:** The Secretary shall record the official
129. Minutes of all division meetings and shall perform
130. such additional duties as provided in these Bylaws or
131. as directed by the President. The Secretary shall
132. serve as one year term and may serve consecutive terms.

133. **SECTION 8:** The Treasurer shall oversee all financial
134. And membership records of the division; shall assure
135. the receipt and expenditure of funds in accordance
136. with the Budget approved at the annual business
137. meeting; shall communicate the financial activities of
138. the division to the membership at the annual business
139. meeting; shall work closely with the Wyoming
140. Counseling Association Treasurer; and shall perform
141. such additional duties as provided in these Bylaws or
142. as directed by the President. The Treasurer shall
143. serve a one year term and may serve consecutive terms.

144. **SECTION 9:** Notification of any monies raised by the division,
145. from any source, must be reported to the Wyoming
146. Counseling Association. These monies belong to the
147. division and shall not be "at risk" or subject to
148. forfeiture under any circumstances. Additionally, WCA
149. shall not have the authority to expend any of these
150. monies without express written authority from the
151. division Treasurer or President.

152. **SECTION 10:** The WySCA Executive Committee shall

153. consist of the four elected officers and the five
154. level representatives and with the approval of the President,
155. the membership chair who will be an ex-officio member of
156. the Executive Committee with no voting priv. The Executive Committee
157. shall have responsibility for the formulation and
158. recommendation of policies to the annual business
159. meeting; shall carry on the business of the division
160. between annual business meetings; and shall be
161. responsible for overseeing all aspects of the
162. financial management of the division. This Committee
163. shall be authorized to make any decisions which are
164. consistent with the policies and Bylaws of the
165. division. The Executive Committee shall meet at least
166. twice per year.

167. **SECTION 11:** All division delegates to regional or
168. National functions shall be members in good standing
169. of the Wyoming School Counselor Association, the
170. Wyoming Counseling Association, and the American
171. School Counselor Association.

172. **ARTICLE V: AMERICAN SCHOOL COUNSELOR ASSOCIATION**

173. **SECTION 1:** The Wyoming School counselor Association
174. Shall meet the minimum requirements for affiliation as
175. Set forth in the American School counselor Association Bylaws.

176. **SECTION 2:** The WySCA Executive Committee is empowered
177. to appoint delegate(s) to the ASCA Delegate Assembly
178. or to other regional conferences. Such delegates(s) should include
179. the President and additional delegate(s), as authorized,
180. and/or such alternate(s) as may be suitable or necessary,
181. as long as such delegate(s) match the criteria set forth by
182. The WySCA and the ASCA.

183. **SECTION 3:** The division's delegate(s) to the ASCA
184. Delegate Assembly or to the regional conferences are
185. empowered to take action for the division, not otherwise
186. specifically authorized, if it is not in conflict with the
187. interests or policies of the division.

188. **SECTION 4:** Contributions towards the necessary expenses
189. of delegate(s) may be made from the general treasury only
190. with the approval of the Executive Committee or with the
191. approval of the majority of the Association as represented in
192. the annual business meeting.

193. **ARTICLE VI: DISSOLUTION**

194. **SECTION 1:** Upon dissolution of the division, none of
195. its property or assets shall be distributed to any of
196. the members, and all such property and assets shall be
197. transferred to the Wyoming Counseling Association.

198. **ARTICLE VII: RULES OF ORDER**

199 **SECTION 1:** Robert's Rules of Order, Revised, shall
200. govern the proceedings of the division, except where
201. otherwise specified in these Bylaws.

202. **ARTICLE VIII; AMENDMENTS**

203. **SECTION 1:** Except as provided in Section 2 of this
204. article, amendments to these Bylaws may be made only
205. at the annual business meeting of the division. Any
206. amendments shall be presented in writing and may be
207. adopted by at two-thirds (2/3) majority of the votes cast.

208. **SECTION 2:** If in the judgment of the division's
209. Executive Committee assembled, action upon a proposed
210. amendment is necessary before the next annual business
211. meeting, it may be taken through a mail ballot vote
212. following presentation of the amendment in writing to
213. all members of the division. If two-thirds (2/3) of
214. the members returning ballots within the succeeding
215. thirty days vote affirmatively, the amendment shall be
216. adopted.

217. **SECTION 3:** All amendments to these Bylaws shall be
218. reported in writing by the division secretary to the
219. President of the American School counselor Association
220. and the President of the Wyoming Counseling
221. Association.