

VOLUSIA SCHOOL COUNSELOR ASSOCIATION

A NON-PROFIT, PROFESSIONAL ORGANIZATION

BYLAWS

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ARTICLE I: NAME AND MISSION

ARTICLE I, SECTION 1. The name of this association shall be The Volusia School Counselor Association (VSCA). VSCA is organized in accordance with its Articles of Incorporation and Bylaws.

ARTICLE I, SECTION 2. The mission of the Volusia School Counselor Association is to be a collective voice for Volusia County school counselors and provide them with opportunities that build their knowledge, skills, network and resources in the development of comprehensive school counseling programs.

ARTICLE 1, SECTION 3. The purposes of the Volusia School Counselor Association (VSCA) are:

I-3a. To promote and preserve sound comprehensive school counseling practices in the public and private schools, institutions of higher learning, and community agencies of Volusia County.

I-3b. To stimulate professional growth of its members.

I-3c. To foster high standards of professional conduct.

I-3d. To collaborate with administrators and community agencies.

I-3e. To provide leadership and promote the implementation of services.

I-3f. To promote comprehensive school counseling programs in all schools according to the Student Progression Plan, ASCA National Model, and FSCA standards.

ARTICLE II: MEMBERSHIP

ARTICLE II, SECTION 1. Types of Membership. This Association shall include four types of membership: Professional, Retired, Student and Affiliate.

ARTICLE II, SECTION 2. Membership Requirements.

II-2a. Professional Members are school counseling professionals who hold a Master's degree or higher in counseling, or who meet the minimum qualifications set forth by the Florida Department of Education for certification in Guidance and Counseling, and are employed as school counselors, supervisors of school counselors or counselor educators. Professional Members are eligible to vote on all matters that come before the organization and stand for and hold elected office.

II-2b. Retired Members are school counseling professionals or professional members in retirement. Retired members are eligible to vote on all matters that come before the organization and stand for and hold elected office.

II-2c. Student Members are Master's degree students enrolled in a program that prepares school counselors. Student members are not eligible to vote on all matters that come before the organization or stand for and hold elected office.

II-2d. Affiliate Membership is available to individuals interested in school counseling, not eligible for any other type of membership. Affiliate members are not eligible to vote on all matters that come before the organization or stand for and hold elected office.

ARTICLE II, SECTION 3. Dues for the Association shall be recommended annually by the Executive Board, payable on an annual basis.

ARTICLE II, SECTION 4. Nondiscrimination. The Volusia School Counselor Association does not knowingly engage in or support activities that discriminate on any basis as addressed in ASCA's Ethical Standards for School Counselors or ACA's Code of Ethics.

## ARTICLE III: OFFICERS OF THE ASSOCIATION

### ARTICLE III, SECTION 1. Officers and Terms of Office

III-1a. Officers of the Association shall be President, President-elect, Past President, Secretary, Treasurer, Legislative Liaison, Communications Chair, New Counselor Chair, Membership Chair, Hospitality Chair, Elementary School Representative, Middle School Representative, and High School Representative

III-1b. All officers of this Association shall be elected from among the active membership of this Association and FSCA and shall serve a two-year term, with the exception of school level chairs which serve one year terms.

III-1c. The President may appoint a parliamentarian when needed.

III-1d. The President-elect shall automatically become President of the Association at the expiration of the President's term, or upon the death or resignation of the President.

III-1e. A President shall not be a candidate to succeed himself/herself in office. However, a President-elect succeeding to the office of President by reason of death or resignation of the President shall serve his/her full two year term as President, in addition to serving the unexpired term of the resigned or deceased President.

### ARTICLE III, SECTION 2. Nomination and Election of Officers.

III-2a. There shall be established a nomination committee appointed by the President. A chairperson will be chosen by the committee members.

III-2b. The nomination committee shall conduct the election of officers. The nomination committee shall submit the proposed procedures for carrying out the election to the Executive Board for its approval.

### ARTICLE III, SECTION 3. Duties of Officers

III-3a. The President shall be the chief elected officer of the Association and shall preside at all meetings of the association; shall appoint the chairperson of all committees, draft the monthly agenda, submit accounting reports to FSCA or ASCA when asked except as otherwise specified in the By-laws; shall be an ex-officio member of all committees. The President will be expected to attend the FSCA conference and the association will pay registration, if funds are available.

III-3b. The President-elect shall perform the duties of the President in the absence of or incapacity of the President; shall automatically become President of the Association at the expiration of the President's term.

III-3c. The Past President shall serve as a voting member of the Executive Board and Advisor to the President.

III-3d. The Secretary shall record the minutes of the meetings and distribute them as directed. Maintain all correspondence and send thank-you notes to sponsors and speakers. Become the official record keeper of all VSCA records and submit annual reports to FSCA and ASCA when requested by such.

III-3e. The Treasurer shall be responsible for the collection of dues, expends funds as approved by the Executive Board. All funds shall be deposited in a bank acceptable to the Executive Board and convenient to the Treasurer for the payment of operating expenses.

III-3f. The Communications Chair shall maintain the VSCA website, Twitter account, submit quarterly newsletters, and advertise VSCA events.

III-3g. The Legislative Chair shall keep up on governmental changes concerning our profession, attend opportunities for advocacy in Tallahassee, and share information with members.

III-3h. The New Counselor Chair shall coordinate new counselor orientation, mentors for new counselors, and other items that are helpful for new counselors in our profession.

III-3i. The Membership Chair shall coordinate all efforts to recruit new members and efforts to find out what our current members desire from the organization or those who are not members would like in order to make joining more worthwhile.

III-3j. The Hospitality Chair shall coordinate the scheduling and logistics of VSCA events.

III-3k. The Elementary, Middle, and High School Representatives are the only positions on the board that are one year terms. They are filled by the individuals who win the award for those positions and the person serves on the board for the next academic year. They are the voice for the level that they serve at and are responsible for reaching out to their colleagues, whenever needed, for feedback and ideas.

III-3l. Officers of the Association shall serve as the Executive Board of this Association.

ARTICLE IV: OPERATIONAL STRUCTURE

ARTICLE IV, SECTION 1. Standing Committees:

IV-4a. Committees may be appointed by the President as needed.

ARTICLE V: BYLAWS

ARTICLE VI, SECTION 1. The Bylaws consistent with this constitution shall be adopted with a majority vote of the members actually voting.

ARTICLE VI, SECTION 2. Proposals to amend the Bylaws may be initiated by the Executive Board or any member of the Association. Such proposals must be submitted to the Secretary in writing for distribution to all the members of the Association, and a vote will be taken after copies of such proposed amendments have been made available to all members.

ARTICLE VI: PROCEDURES

ARTICLE VI, SECTION 1. Shared decision making process shall govern all proceedings with the president acting as the chairperson.

ARTICLE VI, SECTION 2. VSCA awards / nominations occur on a yearly basis. Only current professional VSCA members are eligible to win School Counselor of The Year and they must be in their 3<sup>rd</sup> year of practice, or beyond. VSCA awards are viewed as preliminary for FSCA awards and winners are eligible and highly encouraged to apply at the state level. Board members may be nominated and apply but must recuse themselves from the reviewing the category they are nominated in. All current professional members are invited to attend / vote at award selection meetings.