

**BY LAWS**

**WISCONSIN COUNSELING ASSOCIATION**

**ADOPTED: 1978**

**AMENDED:**

**1979**

**1985**

**1996**

**2006**

## **Article I**

### **MISSION STATEMENT OF WCA**

The mission of the Wisconsin Counseling Association is to enhance the quality of life in society by promoting the development of professional counselors, advocating for the professional practices in the profession of counseling, and promoting respect for human dignity and diversity.

## **Article II**

### **PURPOSE AND OBJECTIVES**

#### Section 1. Purpose

- A. To promote and advance the interests of counseling and personnel services in the State of Wisconsin.
- B. To provide an organization through which those engaged in counseling and personnel services can exchange ideas, seek solutions to common problems, and stimulate their professional growth.
- C. To establish and improve standards of professional services in counseling and personnel services.
- D. To assume an active role in helping others in educational institutions and in the community to understand and improve counseling and personnel services.
- E. To conduct activities designed to promote the professional growth of counseling and personnel services.
- F. To disseminate information and to focus public attention on and promote legislation affecting counseling and personnel services in the state of Wisconsin.
- G. To encourage the formulation and growth of Chapters and Divisions.

#### Section 2. Objectives

The objectives of the Wisconsin Counseling Association are to cooperate and or federate with organizations interested in the human development profession and to federate with and coordinate associations through the American Counseling Association.

## **Article III**

### **Membership**

#### Section 1. Classes of Membership

- A. Membership shall be individual.
- B. Membership shall be open to all persons regardless of race, creed, color, sex, age, sexual orientation, disability, or ethnic origin.
- C. There shall be four classes of individual members.
  - a. Professional membership is available to any individual actively engaged in counseling, or personnel services.
  - b. Associate membership shall include persons whose interests and activities are consistent with those of the Association, but who are not qualified for Professional Membership.
  - c. Student membership is available to any person enrolled in an approved program in counseling and personnel services.
  - d. Retired membership is available for WCA members who have retired from the active practice of counseling.

#### Section 2. Members must agree to abide by the ACA and WCA Code of Ethics.

#### Section 3. Severance of membership

- A. A member may be dropped from membership for any conduct that tends to violate laws and the code of Ethics for ACA.
- B. A member shall be dropped from membership for the non- payment of dues.

**Article IV**  
**Board of Directors**

Section 1. Composition

- A. Board of Directors shall be composed as follows:
  - a. The elected officers, **secretary** and treasurer
  - b. One representative from each chapter and division
  - c. One member from each affiliate
  - d. One student representative from a counseling program.
  - e. Committee Chairs
- B. Elected officers on the Board of Directors will consist of President, President Elect, and Past President
- C. Secretary and Treasurer will be appointed positions by the President.

Section 2. Membership Requirement:

Elected officers of the Association shall be members of the Wisconsin Counseling Association and the American Counseling Association.

Section 3. Succession and Terms of Office:

- A. The President-Elect shall automatically succeed to the office of the President upon the completion of the President's term or upon the death or resignation of the President.
- B. Officers shall serve a one year term and may serve an additional term not to exceed three years.
- C. Terms of office begin on July 1, the start of the new fiscal year.
- D. The Student representative will serve for one year.

Section 4: Duties of Officers:

- A. The President shall preside at all meeting of the Association and serve as an Ex Officio member of all committees without voting privileges except for the Executive and Nomination Committee.
- B. The President shall appoint all members of the committees and form committees as needed and approved by the board of directors.
- C. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board of Directors. The President –Elect will plan the Leadership Training at the beginning of each new fiscal year.
- D. The Past President will assist the President as requested. The Past President will chair the nominations committee and present a slate of officers at the April meeting. He/She will provide an annual review of By Laws with the assistance of a group of WCA members.
- E. The Secretary shall keep records of the meetings of the Board of Directors and compose a directory of current members on the board.
- F. The treasurer/financial manager will submit an anticipated budget at the beginning of the fiscal year, pay bills in a timely manner, and submit quarterly reports to the Board of Directors for approval. Financial accountability reports to the state will be submitted as requested. The treasurer/financial manager will accept membership dues and submit the information on members to the membership committee.
- G. A Representative from the DPI will serve as an ex-officio member of WCA.

Section 5: Duties of Board of Directors is to:

- A. Establish policies to govern the affairs of the Association
- B. Act on recommendations from the Executive Committee
- C. Act on reports of Divisions, Chapters, Affiliates, Standing committees, and such special committees as are responsible to the Board of Directors

- D. Adopt and amend Bylaws
- E. Grant and revoke Division, Chapter and Affiliate charters
- F. Exercise such other powers and functions, as may be necessary or desirable for the best interest of the Association, not in conflict with the Bylaws.
- G. Vote on business items and matters of importance. Voting members are Executive Committee, Secretary and Treasurer, Committee Chairs, Chapter and Division representatives, the grad student representative, and the counselor educator representative
- H. Appoint delegates to the American Counseling Conference. Delegates must be members of the American Counseling Association.

Section 6: Meetings of the Board of Directors

- A. The Board of Directors shall convene at least quarterly. The President may call additional meetings as necessary.
- B. The time and place of the meeting shall be fixed by the President
- C. It is not mandatory that the meetings be face to face with the board.
- D. An email vote for matters of importance may take place at the initiation of the President.
- E. Notice of the meetings shall be given to all members at least 14 days prior to a scheduled meeting.
- F. Written reports using the Knowledge Based Governance Procedure, will be submitted to the secretary for the distribution to the board one week prior to the meeting so that they may be approved on the consent agenda at the meeting.
- G. The President will forward discussion agenda items to the secretary for distribution at least seven days before the meeting.
- H. A quorum shall consist of a minimum of three members. A vote on business items will consist of ½ members present plus one.
- I. Business items of importance may be discussed via email or list serve outside of regular meeting times.
- J. If a representative of a Chapter or Division is unable to attend a meeting, a substitute from their group may be chosen to attend.
- K. Board members should notify the secretary of any anticipated absences.
- L. Any reports by absent members should be forwarded to the president for approval or discussion.

Section 7: Powers and Duties of Executive Committee

- A. The Executive Committee will consist of the President, President Elect, Past President.
- B. The executive committee shall act for the Board of Directors but within the limits of such written policies as may be established by the Board of Directors.

Section 8: Standing Committees:

- A. Committees to include but not exclusive, will be:
  - a. Licensure/Government Relations
  - b. Membership
  - c. Ethics
  - d. Professional Development
  - e. Communications
- B. Chairs of committees will submit quarterly reports, an anticipated budget prior to the start of the fiscal year and a quarterly article to the newsletter of WCA.
- C. Appointments for standing committee chairs are for three years. The President-elect shall propose chair-elect for each committee. These shall become chairs during the President-elect's term of office as President. They will then serve as Past-Chairs during the same President's term as Past President. These appointments are subject to approval by the Board of Directors.

- D. The President may appoint Committees, Commissions, and Task Forces as may be need to conduct the activities of the association.

**Article V**  
**Nominations and Elections**

Section 1: Election Committee

- A. The nominations and election committee may consist of the immediate Past President as chairperson and three members at large of the Association appointed by the Board of Directors. This committee shall present a slate of nominees for officers to the Board of Directors for their approval.
- B. This slate should be presented not less than six months prior to the beginning of the election year.

Section 2: Petition Procedure: any professional member of the Association may also be nominated for the elected offices upon submission of a petition signed by 25 professional or regular members. Chapters, Division or Affiliates may initiate such petitions as well.

Section 3: Election of Officers: The current Board of Directors will approve the slate of officers at the initial meeting of the fiscal year. Should more than one candidate file for a position of officer on the board, an election would occur with WCA membership in the spring prior to the start of the new fiscal year.

**Article VI**  
**Business Affairs of the Association**

Section 1: Budget

The Executive Committee and the Treasurer/Financial Manager shall prepare the budget for approval by the Board of Directors at the first meeting of the new fiscal year.

Section 2. Appropriation of Association Funds

No appropriations of Association funds shall be made except pursuant to the authority of the Board of Directors.

Section 3. Bonding and Auditing

Provisions for bonding of the Treasure/Financial Manager and auditing of financial affairs are pursuant to the authority of the Board of Directors.

Section 4. Association Year

The fiscal and governance year is consistent with the American Counseling Association.

**Article VII**  
**Parliamentary Authority**

Section 1. Rules of Order

Robert's Rules of Order, Newly Revised, 1970 Edition (by Henry Martin Robert), as from time to time amended shall govern the proceeding of the Association except where otherwise specified in the Bylaws.

**Article VIII**  
**Amendment**

Section 1. Procedures:

Proposals to amend the Bylaws may be initiated in writing by individual members of the Association. Such proposals must be submitted to members of the Board of Directors at least 30 days prior to a meeting of the Board. A two-thirds vote of the members of the Board of Directors present at the meeting shall be necessary for the adoption of amendments.

Section 2. Notification

Members of the Association shall be notified by mail or email of amendment to the Bylaws