

**BY-LAWS OF THE NORTHWEST MISSOURI SCHOOL COUNSELOR
ASSOCIATION, INC.**

Revised – September 25, 2009

**ARTICLE I
NAME AND ORGANIZATION**

Section 1

The name of this organization shall be the Northwest Missouri School Counselor Association.

Section 2

The Association shall function as a district of the Missouri School Counselor Association.

**ARTICLE II
PURPOSES**

Section 1

The purposes of the Association shall be to promote school counseling on the local, state, and national levels.

Section 2

Its purposes shall be to furnish better communication among the workers of this area, to help improve and advance the guidance services of this section, to encourage the professionalism of the workers in the field, and to stimulate interest in guidance.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1

There will be six types of individual memberships in the Association, namely: professional, regular, student emeritus, affiliate and sustaining.

A. Professional Membership: To be eligible for professional membership, an individual shall:

1. be engaged in school guidance work or in the training, preparation, or supervision of counselors and have at least fifty (50) percent of his/her time devoted to these activities.
2. be certified by the State Department of Elementary and Secondary Education as having attained the specific requirements for the guidance position he/she holds. If the position is not certified by the State Department of Elementary

and Secondary Education, the requirements will be considered attained by virtue of satisfactorily completing a master's degree in counseling from a regionally accredited college or university, with a minimum of 30 semester hours of equivalent of graduate credit in courses relating to counseling.

- B. Regular Membership: To be eligible for regular membership, an individual shall:
1. be engaged in school guidance work with at least fifty (50) percent of his/her time devoted to these activities or be educated and/or certified as a counselor, but not currently employed.
 2. be certified by the State Department of Elementary and Secondary Education, as attaining the specified required for the guidance position he/she holds. If the position is not certified by the State Department of Elementary and Secondary Education, the requirements will be considered met by virtue of satisfactorily completing a minimum of fifteen (15) graduate semester hours in guidance-related course work from a regionally accredited college or university.
- C. Student Membership - Students who are devoting at least half time to training and preparation for guidance work shall be eligible for student membership upon presenting statement from their major advisor. Student members shall be entitled to a fifty- (50) percent reduction in dues.
- D. Emeritus Membership - To be eligible for emeritus membership, an individual shall:
1. Have held membership in the Association.
 2. Be retired
 3. No dues will be assessed.
- E. Affiliate Membership - Any person interested in school counseling, not eligible for any other type membership may become an affiliate member upon approval of the Governing Board.
- F. Sustaining Membership - Any individual representing an organization desiring to contribute to the support of the activities of the Association may seek an annual sustaining membership upon payment of the prescribed fee and approval of the Governing Board.

Section 2

Rights and Privileges

- A. Professional, regular, and emeritus members may vote in the elections of this Association.
- B. Only professional and affiliate members may be eligible to hold office in this Association.

Section 3

Dues of the Association shall be governed by the following:

- A. The amount of dues for individual members, district organizations, and fees for sustaining members shall be established by the Governing Board, subject to vote of the membership at the Association's business meeting.
- B. All members paying dues between July 1 and June 30 shall be considered paid until July 1 of the succeeding year.
- C. The annual dues of this organization shall be fifteen dollars (\$15.00) payable at the fall meeting or will be accepted during the current year.

Section 4

Severance of Membership

- A. Any membership may for just cause, be dropped from the Association after a hearing before the Governing Board and by vote of the Board. Said member shall have right to appeal, upon request, before the full membership of the Association.

ARTICLE IV OFFICERS AND ELECTIONS

Section 1

Officers and Terms of Office

- A. The elected officers of this association shall be a President, President-elect, Secretary, Treasurer and five Vice-Presidents (Elementary, Middle/Junior High, Secondary, Post-Secondary, and Multi-level.)
- B. The officers must be professional or affiliate members in good standing of the State and District Association.
- C. The term of office for the President, President-Elect and Secretary shall be one year. The President-elect shall succeed to the office of President; the Secretary shall succeed to the office of President-elect and President respectively.
- D. The term of office for the Treasurer shall be 3 years. Shall the Treasurer be unable to complete the term; the vacancy shall be filled by appointment of the President, subject to Governing Board approval.

Section 2

Nominations and Elections of Officers

- A. The President-Elect, the Secretary, Treasurer, and the Vice presidents shall be nominated by a nominating committee, appointed by the President, which shall report at the spring meeting of the Northwest Missouri School Counselor Association.
- B. Nominations from the floor will be accepted.
- C. The officers shall officially begin their duties as of July 1.
- D. Vacancies - If the presidency should become vacant, the President-elect shall complete the remainder of the term in addition to his/her own prescribed term of office. Vacancies in the office of President-elect, Secretary, Treasurer and Vice-presidents (occurring between annual meetings) shall be filled through election by the Governing Board. Mail balloting may be authorized by the President.

Section 3

Duties of Officers

- A. The President shall be chief executive officer of the Association; shall preside at all regular, special, and Governing Board meetings; shall appoint all committee chairs and committee members, unless specified by legislative action; shall be an ex-officio member of all committees; and shall carry out such duties and functions appropriate to the office.
- B. The President-Elect shall serve in place of the President at all Association and Governing Board meetings when the President is unable to attend and shall assist the President in planning programs and shall serve as Parliamentarian and program chair.
- C. The Secretary shall keep the records of all Association meetings (regular, special, and Governing Board); shall assist in conducting official correspondence; shall carry out other such duties and activities appropriate to the office; and shall preserve the papers and documents pertaining to the office of Secretary.
- D. The Treasurer shall be responsible for the collection and disbursement of Association funds; shall in conjunction with the appropriate persons keep a current list of active dues-paying members and districts; and shall submit a written financial report at each Governing Board meeting and at each regular business meeting. The Treasurer shall preserve the papers and documents pertaining to the office and deliver them to an elected successor free of all encumbrances. The Treasurer shall fill out forms for 501.
- E. Vice-Presidents shall be members of the Program Committee under the direction of the President and shall be responsible for generating interest and activities among the members at their respective levels.

ARTICLE V MEETINGS

Section 1

Special meetings of the Association may be called at any time by the President with the approval of a majority of the Governing Board.

Section 2

Notice of meeting shall be sent to each member at least thirty (30) days prior to the date of such meeting.

Section 3

The voting members present at any Association meeting of which written notice has been duly given shall constitute a quorum for the transaction of business.

ARTICLE VI GOVERNING BOARD

Section 1

The immediate Past-president, President, President-elect, Secretary, Treasurer, Vice-Presidents, and (Standing) Committee Chairpersons shall constitute the Governing Board.

Section 2

This Governing Board shall be charged with the responsibilities of planning, coordinating, and executing the activities of this organization.

Section 3

The Governing Board shall formulate and recommend policies to the membership and shall carry on such business as required in accordance with these by-laws.

Section 4

Meetings of the Governing Board shall be called by the President or by a majority of the members of the Board. Ten days notice of a board meeting shall be given to each member, and such notice shall, as far as practicable, contain a statement of the business to be transacted at such meeting.

Section 5

One-third of the voting members of the Board shall constitute a quorum for the transaction of business.

Section 6

Voting members of the Governing Board shall be all elected officers, District Association Vice-presidents, the immediate Past-president, and Standing Committee Chairpersons. All voting members of the Governing Board shall be members of the Association.

ARTICLE VII DISTRICT ASSOCIATION

Section 1

The state of Missouri shall be divided into geographic service areas organized as district associations.

Section 2

The district of Missouri School Counselors Association shall be:

Northwest District shall consist of the counties of Andrew, Atchison, Buchanan, Caldwell, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway, Platte, Ray, and Worth, with the exception of the school districts of Excelsior Springs, Liberty, North Kansas City, Park Hill, Kearney, Platte City, Smithville, and Richmond in Ray County.

Section 3

District Association requirements are:

- A. Serving the professional needs of counselors in the area.
- B. Developing and filing with the district Governing Board a set of by-laws that are not in conflict with the Missouri School Counselor Association By-laws and incorporating a district governing body to fulfill responsibilities to its members and MSCA.
- C. Having continuous geographic boundaries containing a minimum of 50 individuals eligible for professional, regular, or emeritus membership.
- D. Ensuring that membership in any District Association shall not be contingent upon membership in any state education organization.
- E. Providing a way for the District Association to affiliate and function cooperatively with local and/or district educational organizations.

Section 4

Formation of District Associations:

Petitions for new District Association status must be submitted to the Governing Board and will be subject to by-law amendment procedures in Article X.

ARTICLE VIII COMMITTEES

Section 1

The following shall be standing committees of the Association:

- A. Program Committee (shall be chaired by the President-elect). This committee shall be responsible for the preparation and planning of all programs. The committee will perform duties as delegated by the Governing Board.
- B. Membership Committee shall encourage qualified guidance personnel to become members of the Association. The committee shall assist the Treasurer in maintaining membership rolls, including the roll of retired members and shall perform other services, which are deemed appropriate by the Governing Board.
- C. Advocacy Committee shall promote counseling through establishing liaison relations with outside agencies, school boards, administrators, etc., and through developing and/or publicizing counseling programs, strategies and materials.
- D. Publication/Research Committee shall oversee and coordinate the publications of the Association and encourage research by the Association and its members.
- E. Government Relations Committee shall study current legislation of state and national scope that affects counselors in Missouri; correspond and direct members to correspond, with our representatives in government; become knowledgeable about pertinent legislative matters and keep the Association informed; and develop a coordinated program to promote beneficial legislation.
- F. Nominations and Elections Committee shall provide for the nomination and election of the officers of the Association
- G. Finance Committee shall develop a budget to be submitted to the Governing Board of revision and adoption.
- H. By-laws Committee shall make a continuous study of the Association by-laws and recommend changes to the Governing Board.
- I. Resolutions Committee shall solicit and evaluate pertinent resolutions to be presented to the Governing Board for eventual vote.
- J. Human Rights Committee shall coordinate human rights concerns of the Association, bring awareness to the Association of human rights areas being neglected, act as human rights advocates, and develop necessary position papers on human rights issues.

- K. Professional Recognition Committee shall solicit nominations to include outstanding school counselor(s)/advocate/director to the field of guidance. The committee shall select winners using criteria approved by the Governing Board, present awards at the spring business meeting, publicize the awards, and submit credentials of award recipients to MSCA.
- L. Career Guidance Committee shall coordinate career guidance interests and clarify career guidance concerns of the Association, act as career guidance advocates, and develop necessary materials to keep the membership informed of career guidance issues.
- M. Technology Committee shall provide a variety of resources that will help school counselors effectively integrate technology into current programs. They shall maintain the NWMSCA website, help organize technology workshops, review new software, and maintain a list of useful websites to share with other counselors.
- N. Critical Incident Response Committee shall plan, organize, and evaluate crisis intervention for counselors within NWMSCA, and they will maintain a current crisis team calling tree for school district access and for usage within the NWMSCA area. This calling tree and map shall be submitted to the directory chairperson.
- O. Newsletter Editor Committee shall assist in the NWMSCA goal of improved public relations by providing the NWMSCA membership with at least three newsletters per year.
- P. Historian Committee shall preserve NWMSCA documents, compile yearly NWMSCA history, and maintain NWMSCA president's plaque.
- Q. Ethics Committee shall keep the membership apprised of up-to-date information regarding ethics in the field of counseling.
- R. Promotions Committee shall develop items of interest which promote NWMSCA and counseling, and they develop, organize, and market the sale of promotional items.
- S. Scholarship Committee shall publicize and receive applications for the annual NWMSCA scholarship awarded to a student enrolled in a counselor education program. This committee shall select the winner of the scholarship, notify the winner of the award and encourage their attendance at the spring NWMSCA meeting.
- T. Mentoring Committee shall work with the Department of Elementary and Secondary Education and the Missouri School Counselors Association to identify and provide support and information to protégés in our district.

Section 2

Special committees may be created by the discretion of the president and/or Governing Board.

Section 3

All committees shall submit a report of their activities to the members at each regular business meeting.

Section 4

Members of any one or all Standing Committees may be selected for a one-year term.

**ARTICLE IX
BUSINESS AFFAIRS**

Section 1

The parliamentary authority of this Association shall be the most recently revised addition of Robert's Rule of Order.

Section 2

Administrative policies must be approved at business meetings of the Governing Board.

Section 3

The fiscal year shall commence on July 1 of each calendar year.

Section 4

The budget shall be submitted and approved at the fall business meeting of the Association.

Section 5

The Treasurer shall pay normal expenses of the Association, as authorized by the President. Payment for unusual expenses must be authorized by the Governing Board.

**ARTICLE X
AMENDMENTS**

Section 1

Amendments to the by-laws may be acted upon at the annual business meeting.

- A. Amendments may be proposed by the Governing board or with the signature of fifty (50) professional members. An amendment shall be submitted in writing to the Governing Board. The Governing Board shall notify the membership of the

amendment not less than fifteen (15) days prior to the Association business meeting (may appear in the district newsletter). An amendment must receive a majority vote for passage.

- B. Absentee ballot procedures shall be provided for amendments.
- C. An amendment presented in writing at an association business meeting shall be adopted by at least four-fifths (4/5) vote of the members present.

Section 2

If, in the judgment of the Governing Board, action upon a proposed amendment is desirable before the next Association's business meeting, it may be taken through a mail ballot following presentation of the amendment in writing to all members of the Association. If fifty (50) percent of the members return ballots within the succeeding thirty (30) days, the amendment shall be adopted by a majority vote.