

LOUISIANA SCHOOL COUNSELOR ASSOCIATION BYLAWS

ARTICLE I

NAME

The name of the association shall be the Louisiana School Counselor Association (LSCA), a State Division of the American School Counselor Association (ASCA), and a Division of the Louisiana Counseling Association (LCA).

ARTICLE II

PURPOSE

The purposes of the association shall be:

1. To foster a close personal and professional relationship among school counselors in Louisiana, public and private, and with counselors in other settings.
2. To advance the profession of school counseling in order to maximize college and career readiness of Louisiana students by promoting the educational/academic, career, and personal-social growth of each individual student.
3. To improve the standards of school counseling and the relationships with other pupil personnel services for students in elementary, middle and/or junior high, secondary and post-secondary settings.
4. To assume an active role in helping people to understand and improve such services.
5. To develop, implement, and foster interest in career development programs.
6. To publish scientific, educational, and professional materials.

ARTICLE III

MEMBERSHIP

Section 1. Types of Membership:

This association shall include five (5) types of membership: Professional, Associate, Honorary, Retired, and Student.

Section 2. Requirements of Membership:

In order to qualify for one of the six types of memberships, an individual must meet the following requirements for the membership being sought.

- a. Professional Membership. A Professional Member must be employed as a school counselor, school counselor supervisor, or professor of counseling in a graduate program that prepares school counselors, or otherwise must devote at least 50 percent of the time in activities related to school counseling whether directly or in a supervisory capacity. A Professional Member must hold a Master's Degree in School Counseling or related areas.

- b. Associate Membership. An Associate Member is one who has formerly served as a school counselor or one who is a school counselor who does not meet the requirements for Professional Membership. Persons who are or who have been engaged in work contributing to a school's comprehensive counseling program may also become an Associate Member upon the recommendation of a Professional Member. Associate Members shall enjoy all privileges except that of holding elective office.
- c. Honorary Membership. An Honorary Member may be voted into the association for exceptional meritorious service to the state school counseling program and/or LSCA upon the recommendation of the Governing Board and a two thirds vote of the membership in attendance at any regular meeting of the association, or by means of honorary award by the President. Honorary Members pay no dues and hold no elective office.
- d. Retiree Membership. A Retiree Member is one who upon retirement held or qualified for Professional Membership. Retired Members shall pay one-half (1/2) of the annual dues of Professional Members. Retired Members shall enjoy all privileges of the association.
- e. Student Membership. A Student Member is one who is a full time student at an accredited college or university who is pursuing a degree in school counseling or a higher degree. Student Members shall pay one-half (1/2) of the annual dues of Professional Members. Student Members shall enjoy all privileges of the association.
- f. Sustaining Membership. A Sustaining Member is any person, company, or corporation interested in school counseling, but does not qualify for any other type of membership.

Section 3. Dues:

Dues for all categories of membership shall be established in accordance with LSCA policies that address membership.

Section 4. Rights and Privileges:

All members shall receive the rights and privileges accorded their membership categories. Professional and retired members may vote on all matters coming before the association, shall be eligible to serve as members of the LSCA delegate assembly and shall be eligible for election to the Governing Board of LSCA.

Section 5. Severance of Membership:

- a. A member may be dropped from membership for any conduct that tends to injure the association or adversely affect it or which violates principles stated in the bylaws or ethical standards of LSCA, LCA, ASCA, or ACA. Any member charged with engaging in such conduct shall be given the opportunity

to present evidence through witnesses or other methods, the opportunity to file an appeal and have a hearing before the Governing Board, whose decision shall be final.

- b. A member may be dropped from membership for nonpayment of dues.
- c. Non-discrimination. There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, sex, sexual orientation, disabling condition or age.

ARTICLE IV

OFFICERS

Section 1. Officers.

The officers of the association shall be a President, a President-elect, a President-elect-elect, the Immediate Past President, an Elementary Vice-President, a Middle/Junior Vice-President, a Secondary Vice-President, a Post Secondary Vice-President, a Secretary, a Treasurer, and a Parliamentarian.

Section 2. Selection and Terms of Officers.

- a. Members shall elect a President- Elect-Elect each year. This person will move into the position of President-elect the following year, President the next year, and Past-President the year after that.
- b. The four level Vice-Presidents will be elected for two year terms, with the Elementary and Secondary Vice-Presidents being elected in even years and the Middle and Postsecondary Vice-Presidents being elected in odd years.
- c. The Secretary, treasurer and the Parliamentarian shall be appointed by the President with the approval of the Governing Board, and shall serve concurrently with that President.
- d. The Immediate Past President shall serve for one year following the expiration of his/her term as President.
- e. The President-elect shall automatically become the President of the association one year after the commencement of the term as President-elect. The President-elect-elect shall automatically become the President-elect of the association one year after the commencement of the term of office. The term of all officers shall be July 1 through June 30, which shall coincide with the fiscal year of the association.

Section 3. Vacancies

- a. In the event of a vacancy in the office of President, the President-elect shall automatically become the President of the association. The President-elect

succeeding to the office of the President shall serve the full term as President in addition to serving whatever may remain of the unexpired term of the President left by the vacancy, and the President-elect-elect shall assume the position of President-elect and complete the unexpired term.

- b. In the event of a vacancy in the office of President-elect, the President-elect-elect shall automatically become the President-elect of the association the death or resignation of the President-elect. The President-elect-elect succeeding to the office of President-elect shall serve whatever may remain of the unexpired term of the President-elect left by the vacancy.
- c. In the event of a vacancy in any other office, the Governing Board may fill the unexpired term but is not required to fill the vacancy.
- d. The Governing Board shall have the authority to fill any vacancy for which there are no other provisions.

Section 4. Removal from Office

An elected officer or a member of the Governing Board may be removed from office, for cause, by two-thirds majority vote of the Governing Board. At the discretion of the Governing Board, a due process committee may be appointed to review all charges and to make recommendations. The committee shall complete its assignment and submit a written report within 30 days after appointment.

Section 5. Duties of the Officers.

- a. The President shall be the chief executive officer of the association, shall preside at all meetings of the association and the Governing Board, shall appoint a Secretary, a Treasurer, and a Parliamentarian with the approval of the Governing Board, shall appoint members of all Standing Committees and designate all Committee Chairmen except the Nominations and Elections Chair, will be an ex-officio member of all Committees, and will perform such other duties as are incidental to the office or as directed by the Governing Board. **The President shall appoint the Past Past President of LSCA or an active non-voting LSCA member to serve on the LCA Executive Board and fulfill the requirements of a Division President.**
- b. The President-elect shall in the absence of the President perform all duties of the President, shall serve as Program Chairman, shall assume the duties of the President in the next ensuing year, and shall perform all other duties as may be directed by the Governing Board.
- c. The President-elect-elect shall, in the absence of the President and President-elect preside over the Governing Board meetings and shall perform such other duties as may be directed by the Governing Board. The President Elect-Elect

serves as chairman of the Strategic/Long Range Planning Committee.

- d. The Immediate Past President shall perform such duties as may be directed by the Governing Board and shall be the chairman of the Nominations and Elections Committee.
- e. The four Vice-Presidents shall coordinate their programs with state programs, shall serve on the Membership Committee, and shall be responsible for generating interest and activities within their respective work settings.
- f. The Secretary shall keep the records of all meetings, shall submit a report at the business meeting, shall perform such other duties as are incidental to this office, and shall be an ex-officio member of the Governing Board.
- g. The Treasurer shall collect and disburse the funds of the association, shall submit financial statements as directed by the President or Governing Board, shall submit a complete fiscal report at the close of the fiscal year, shall work with the bookkeeper, and shall be an ex-officio member of the Governing Board. The Treasurer serves as the chairman of the Finance Committee.
- h. The Parliamentarian shall be present at all meetings of the association, shall be an ex-officio member of all committees including the Governing Board, shall advise the presiding officer on points of parliamentary law and give similar advice to members and the Governing Board upon request, and shall perform such other duties as are incidental to the office.
- i. The Post Secondary Vice-President will serve as the chairman of the Professional Development Committee.

ARTICLE V.

NOMINATIONS AND ELECTIONS

- Section 1. The Nominations and Elections Committee shall select, from the professional membership, candidates for each elected office.
- Section 2. The Nominations and Elections Committee shall submit to the President a list of certified candidates.
- Section 3. The Nominations and Elections Committee shall prepare and have ballots sent to all members in good standing thirty (30) days prior to the election.
- Section 4. Members in good standing may take part in the election process by casting their ballot either at the annual conference or by mail. If they participate by mail, their ballots must be returned to the chairperson of the Nominations and Elections Committee by the date designated.

Section 5. A plurality of votes cast will determine the winner.

Section 6. The Nominations and Elections Committee shall count the ballots and a written report submitted to the President who will report the election results to the Governing Board for acceptance and to the membership.

ARTICLE VI

GOVERNING BOARD

Section 1. The GOVERNING BOARD shall consist of the President, the President-elect, the President elect-elect, the Immediate Past President, the Elementary Vice-president, the Middle School Vice-president, the Secondary Vice-president, the Post Secondary Vice-president, the Secretary, the Treasurer, and the Parliamentarian. The Secretary, Treasurer and Parliamentarian are ex-officio members with no vote.

Section 2. The GOVERNING BOARD shall have the power to execute affairs of the association during the interim between its business meetings; shall approve the appointive officers and chairperson and members of committees; shall determine the amount of money to be expended by the association, but in no case will it incur debt; shall fill all vacancies occurring in any office; and shall approve the date, time, and place of the annual meeting (annual meeting held in conjunction with the Louisiana Counseling Association Conference.)

Section 3. The GOVERNING BOARD shall meet at the time and place of the annual meeting and at least one other time during the year, at the time and place designated by the President. Additional meetings may be called by the President or upon request by four (4) voting members of the Governing Board.

Section 4. a) A quorum is constituted by the presence of one-half (1/2) of the eight Governing Board voting members (4).

b). LSCA President may approve a proxy designated by the absent voting member of the Governing Board to establish a quorum.

Section 5. The GOVERNING BOARD shall be members in good standing with Louisiana School Counselor Association, Louisiana Counselor Association, and American School Counselor Association.

ARTICLE VII

COMMITTEES

Section 1. The COMMITTEES of the association shall consist of STANDING COMMITTEES and SPECIAL COMMITTEES appointed by the President with the approval of the Governing Board. All Committees shall

file a written report annually with the Governing Board. Special Committees shall serve until, in the opinion of the Governing Board, the purpose of said Committee is accomplished, with the exception of Nominations and Elections Chairperson. Committee chairpersons are required to attend the Governing Board meetings.

Section 2. STANDING COMMITTEES shall be:

- a. AUDIT: To review the financial status of the association twice per year and give a written report at the end of the fiscal year.
- b. AWARDS: Recommended to the Governing Board the criteria for awards, solicit nominations for the awards, select winners, present awards at the annual luncheon, and publicize names of the winners.
- c. BYLAWS: To review the Bylaws of this association annually and make recommendations to the Governing Board concerning any revisions.
- d. COUNSELOR ETHICS AND PROFESSIONAL STANDARDS: Review the ethics and professional standards of this association annually and report deviations, and assist the membership in understanding the association's Code of Ethics.
- e. FINANCE: Develop an initial operating budget for consideration, revision, and adoption by the Governing Board; implement the operation of the budget by monitoring income and expenditures, communicate with the LCA Governing Board on fiscal matters that involve LSCA; suggest financial policy statements and make fiscal recommendations to the Governing Board.
- f. GOVERNMENT RELATIONS: Represent LSCA on the LCA Legislative Relations Committee, communicate to LSCA Governing Board and members the need for legislative involvement, critique federal and state bills which influence school counseling, provide a legislative/government relations report for the Governing Board meetings, annual meeting of the membership and articles for publication in CAJUN COUNSELOR, arrange and/or encourage members to meet with legislators.
- g. MEMBERSHIP: Organize and implement methods and techniques to increase the membership of this association by such legitimate means as the committee deems proper. This committee shall consist of the four Vice-Presidents, plus others.
- h. NOMINATIONS AND ELECTIONS: To fulfill the duties as stated in Article IV, Section 3d and Article V of these bylaws. Announce the nominations and elections process in the CAJUN COUNSELOR, seek with the assistance of a

committee "appropriate and eligible" candidates (i.e. LSCA bylaws: "school counselor or supervisor of school counselors"), publish the nominees for offices in the Fall issue of CAJUN COUNSELOR with directions for voting by mail, set up display and conduct on-site balloting at the LCA annual conference, communicate with LSCA President and all candidates immediately after winners are determined; this is followed by letter of verification of the election and appreciation for participation to all candidates.

- i. **PROFESSIONAL DEVELOPMENT:** Will plan and coordinate professional development activities including the LSCA Summer Institute, and any other workshops or trainings as needed for LSCA members.
- j. **PROGRAM:** Coordinate all LSCA activities and programs including the LSCA track at the annual conference of the Louisiana Counseling Association, the annual business meeting, and all other LSCA activities associated with the LCA annual conference. These tasks will be completed with the LCA conference chairman and committees.
- k. **PUBLICATIONS:** Oversee and coordinate all publications of this association with the approval of the Governing Board.
- l. **PUBLIC RELATIONS/ADVOVACY:** Coordinate all public relations activities for the association (National School Counseling Week, etc.), encourage counselors to develop effective public relations and advocacy programs (distribute materials and ideas via CAJUN COUNSELOR and in workshops, etc.), keep informed about techniques in the public relations and advocacy field making suggestions to the Governing Board for their approval and use, act as spokesperson to introduce LSCA to local/state education agencies, counselor education and administrative classes at colleges and universities, and to legislators.
- m. **SOCIAL MEDIA:** Will maintain and update all LSCA Social Media sites including Twitter, Facebook, and other forms of Social Media.
- n. **STRATEGIC/LONG RANGE PLANNING:** Evaluate LSCA's Strategic Plan as to pertinence of concern to counseling and guidance, submit recommendations for revisions and/or additions to the LSCA Strategic Plan for consideration and action at the final Governing Board meeting of the year, disseminate the adopted LSCA Strategic Plan to the Governing Board members and submit for publication in CAJUN COUNSELOR.
- o. **TECHNOLOGY:** Will maintain and update the LSCA website, maintain a list of useful resources and websites, provide technology resources and provide technology workshops as needed to LSCA members.

ARTICLE VIII

MEETINGS

- Section 1. ANNUAL MEETING. There shall be an annual meeting of the membership at the conference held in conjunction with LCA, at which time a business meeting shall be conducted.
- Section 2. SPECIAL MEETINGS. These meetings may be called by the President with the approval of a majority of the Governing Board. Notices of such meetings shall be sent to each member at least fifteen (15) days prior to the date of such meeting.

ARTICLE IX

BUSINESS AFFAIRS of the ASSOCIATION

- Section 1. The fiscal year of this association shall be July 1 through June 30.
- Section 2. The amount of the annual dues of all members of this association shall be recommended by the Governing Board for approval by the general membership. Dues shall be paid annually through LCA and shall entitle one to membership twelve (12) months from date of payment. In order to join LSCA you must be a member of LCA.
- Section 3. In the event that this association should be dissolved, none of its property shall be distributed to any of the members. All of its property shall be transferred to such organization as the Governing Board shall determine to have purposes and activities most nearly consonant with those of this association, provided, however, that such organization(s) shall be exempt under Section 501 (c)(3) of the Internal Revenue Laws.

ARTICLE X

INDEMNIFICATION

- Section 1. The association shall indemnify each member of the Governing Board and each of its officers, as described in Article V for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these 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 LSCA's best interests 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 Governing Board acting (1) by quorum consisting of Governing Board 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 Governing Board or officer has met the foregoing applicable standard of conduct. If the undergoing determination is to be made by the Governing Board, 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 Governing Board 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 LSCA member or officer might otherwise be entitled and the provisions hereof shall neither impair nor adversely affect such rights.

ARTICLE XI

AMENDMENTS

Section 1. These bylaws may be amended at any regular business meeting of the Louisiana School Counselor Association by a two thirds vote provided the proposed amendment or amendments are submitted in writing to the membership thirty (30) days prior to the meeting where they will be considered.

Section 2. These bylaws may be amended by a unanimous vote at the annual business meeting if no prior notice has been given.

ARTICLE XII

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern all meetings of this association not otherwise specified in these bylaws.

Revised: October 1994
 General Membership Meeting
 Monroe, Louisiana

October 2002

General Membership Meeting

October 2003
General Membership Meeting
Monroe, Louisiana

October 2004
General Membership Meeting
Lafayette, Louisiana

October 2006
General Membership Meeting
Alexandria, Louisiana

October 2008
General Membership Meeting
Baton Rouge, Louisiana

September 2011
General Membership Meeting
Baton Rouge, Louisiana

September 2013
General Membership Meeting
New Orleans, Louisiana

October 2017
General Membership Meeting
Baton Rouge, Louisiana

A copy of these Bylaws is stored on disk and is available from the President.