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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
4.                   branch
5.                   division of the Wyoming Counseling Association.
  
6.                   **SECTION 2:** The mission of the division is to promote
7.                   excellence in the profession of school counseling and
8.                   the academic, career, and personal/social development
9.                   of all students.
  
10.                  **SECTION 3:** The purpose of the division shall be to
11.                  represent school counseling. This purpose may be
12.                  accomplished through:
13.                  a. Initiating and supporting the improvement of
14.                  school counseling programs;
15.                  b. Upholding and encouraging continuous
16.                  improvement
17.                  in the standards for the education of school
18.                  counselors;
19.                  c. Promoting the continuing professional development
20.                  of school counselors;
21.                  d. Promoting ethical standards for school counselors;
22.                  e. Encouraging cooperation and collaboration with
23.                  appropriate associations, agencies, and community
24.                  groups regarding school counseling;
25.                  f. Fostering close personal and professional
26.                  relationships among school counselors and with
27.                  mental
28.                  health professionals in other settings; and
29.                  g. Promoting the dissemination of research and
30.                  supportive
31.                  information relative to school counseling.
  
32.                  **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. **ARTICLES III: MEETINGS**

55. **SECTION 1:** The annual business meeting of the  
56. division shall be held in conjunction with the Wyoming  
57. Counseling Association's Annual Conference.

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

61. **SECTION 3:** The purpose of the annual business  
62. meeting shall be to define the policies of the  
63. division by adoption and/or amendment of the Bylaws,

64. policies, or resolutions; to adopt the annual division  
65. budget; to recruit officers and level representatives  
66. for fall election; and to handle other matters as needed  
67. or specified in these Bylaws.

68. **ARTICLE IV: WYSCA OFFICERS**

69. **SECTION 1:** The officers of WSCA shall be a  
70. President, a President-elect, a President elect-elect and  
71. the immediate Past President. The term of office shall  
72. Be one year and shall run from November 1 though  
73. October 31. All officers of the division shall be members  
74. in good standing of the Wyoming Counseling Association  
75. and the American School Counselor Association.  
76. Individuals serving as WySCA President-Elect-Elect,  
77. President-Elect or President may not also be serving  
78. a current term as an elected officer in the Wyoming  
79. Counseling Association.

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

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

102. assume the Presidency in case of a vacancy in the  
103. office of President.
104. **SECTION 4:** The President Elect Elect shall act in  
105. the place of the President Elect at all meetings which  
106. the President Elect is unable to attend; shall assist the  
107. President or President Elect as needed; shall perform  
108. such additional duties as provided in these Bylaws or  
109. As directed by the President or President-Elect; and  
110. shall assume the position of the President-Elect upon  
111. completion of his/her term as President Elect Elect.  
112. The President Elect Elect shall also assume the role of  
113. President Elect in case of a vacancy in the office of  
114. President Elect.
115. **SECTION 5:** Upon completion of the term of office,  
116. The 104 President shall serve as Past President for one  
year.  
117. The Past President shall serve as Chair of the Nominating  
118. Committee and shall perform such additional duties as  
119. provided in these Bylaws or as directed by the President.
120. **SECTION 6:** Five Level Representatives shall be  
121. Elected from among the membership of the division.  
122. The levels shall be Elementary, Middle/Jr. High,  
123. High School, Post-Secondary and a Student. The term of  
124. these Representatives shall be one year. Board  
representatives  
125. shall choose from among themselves individuals to serve  
126. As Secretary and Treasurer of the division.
127. **SECTION 7:** The Secretary shall record the official  
128. Minutes of all division meetings and shall perform  
129. such additional duties as provided in these Bylaws or  
130. as directed by the President. The Secretary shall  
131. serve as one year term and may serve consecutive terms.
132. **SECTION 8:** The Treasurer shall oversee all financial  
133. And membership records of the division; shall assure  
134. the receipt and expenditure of funds in accordance  
135. with the Budget approved at the annual business  
136. meeting; shall communicate the financial activities of  
137. the division to the membership at the annual business  
138. meeting; shall work closely with the Wyoming  
139. Counseling Association Treasurer; and shall perform  
140. such additional duties as provided in these Bylaws or

141. as directed by the President. The Treasurer shall  
142. serve a one year term and may serve consecutive terms.

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

151. **SECTION 10:** The WySCA Executive Committee shall  
152. Consist of the four elected officers and the five  
153. Level representatives. The Executive Committee  
154. Shall have responsibility for the formulation and  
155. Recommendation of policies to the annual business  
156. Meeting; shall carry on the business of the division  
157. Between annual business meetings; and shall be  
158. Responsible for overseeing all aspects of the  
159. Financial management of the division. This Committee  
160. Shall be authorized to make any decisions which are  
161. Consistent with the policies and Bylaws of the  
162. division. The Executive Committee shall meet at least  
163. Twice per year.

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

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

170. **SECTION 1:** The Wyoming School counselor Association  
171. Shall meet the minimum requirements for affiliation as  
172. Set forth in the American School counselor Association  
Bylaws.

173. **SECTION 2:** The WySCA Executive Committee is  
empowered  
174. to appoint delegate(s) to the ASCA Delegate Assembly  
175. or to other regional conferences. Such delegates(s)  
should include  
176. the President and additional delegate(s), as authorized,

177. and/or such alternate(s) as may be suitable or necessary,  
178. as long as such delegate(s) match the criteria set forth  
by  
179. The WySCA and the ASCA.

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

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

## 190. **ARTICLE VI: DISSOLUTION**

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

## 195. **ARTICLE VII: RULES OF ORDER**

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

## 199. **ARTICLE VIII; AMENDMENTS**

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

205. **SECTION 2:** If in the judgment of the division's  
206. Executive Committee assembled, action upon a proposed  
207. amendment is necessary before the next annual business  
208. meeting, it may be taken through a mail ballot vote

209. following presentation of the amendment in writing to  
210. all members of the division. If two-thirds (2/3) of  
211. the members returning ballots within the succeeding  
212. thirty days vote affirmatively, the amendment shall be  
213. adopted.

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