

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 branch
4 Division of the Wyoming Counseling Association.

5 **SECTION 2:** The mission of the division is to promote
6 excellence in the profession of school counseling and
7 the academic, career, and personal/social development
8 of all students.

9 **SECTION 3:** The purpose of the division shall be to
10 represent school counseling. This purpose may be
11 accomplished through:
12 a. Initiating and supporting the improvement of
13 school counseling programs;
14 b. Upholding and encouraging continuous improvement
15 in the stands for the education of school counselors;
16 c. Promoting the continuing professional development
17 of school counselors;
18 d. Promoting ethical standards for school counselors;
19 e. Encouraging cooperation and collaboration with
20 appropriate associations, agencies, and community
21 groups regarding school counseling;
22 f. Fostering close personal and professional
23 relationships among school counselors and with mental
24 health professionals in other settings; and
25 g. Promoting the dissemination of research and
26 supportive information relative to school counseling.

27 **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 **ARTICLE 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 purposes of the annual business
62 meeting shall be to define the policies of the
63 division by adoption and/or amendment of Bylaws,
64 policies, or resolutions; to adopt the annual division
65 budget; to recruit officers and level representatives
66 for spring election; and to handle other matters as needed
67 or specified in these Bylaws.

ARTICLE IV: WYSCA OFFICERS

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

78 **SECTION 2:** The President shall be chief executive
79 officer of the division and Chair of the WySCA
80 Executive Committee; shall appoint, with the approval
81 of the Executive Committee, all members to committees
82 unless otherwise specified in these Bylaws; shall hold
83 ex-officio membership on all such committees; and
84 shall perform such additional duties as provided in

85 these Bylaws or as directed by the membership at the
86 annual business meeting. The President shall serve as
87 a voting member of the Wyoming Counseling Association
88 Executive Committee or shall appoint another member of
89 the WySCA Executive Committee to serve in his/her
90 place.

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

103 **SECTION 4:** Upon completion of the term of office, the
104 President shall serve as Past President for one year.
105 The Past President shall serve as Chair of the
106 Nominating Committee and shall perform such additional
107 duties as provided in these Bylaws or as directed by
108 the President.

109 **SECTION 5:** Four Level Representatives shall be
110 elected from among the membership of the division.
111 The levels shall be Elementary, Middle/Jr. High,
112 High School and Post-Secondary. The term of
113 these Representatives shall be one year.
114 Representatives shall choose from among
115 themselves individuals to serve as Secretary
116 and Treasurer of the division.

117 **SECTION 6:** The Secretary shall record the official
118 Minutes of all division meetings and shall perform
119 such additional duties as provided in these Bylaws or
120 as directed by the President. The Secretary shall
121 serve a one year term and may serve consecutive terms.

122 **SECTION 7:** The Treasurer shall oversee all financial
123 and membership records of the division; shall assure
124 the receipt and expenditure of funds in accordance
125 with the Budget approved at the annual business
126 meeting; shall communicate the financial activities of
127 the division to the membership at the annual business
128 meeting; shall work closely with the Wyoming
129 Counseling Association Treasurer; and shall perform
130 such additional duties as provided in these Bylaws or
131 as directed by the President. The Treasurer shall

132 serve a one year term and may serve consecutive terms.

133 **SECTION 8:** Any monies raised by the division, from
134 any source, must be deposited with the Wyoming
135 Counseling Association. These monies belong to the
136 division and shall not be “at risk” or subject to
137 forfeiture under any circumstances. Additionally, WCA
138 shall not have the authority to expend any of these
139 monies without express written authority from the
140 division Treasurer or President.

141 **SECTION 9:** The WySCA Executive Committee shall
142 consist of the three elected officers and the four
143 level representatives. The Executive Committee
144 shall have responsibility for the formulation and
145 recommendation of policies to the annual business
146 meeting; shall carry on the business of the division
147 between annual business meetings; and shall be
148 responsible for overseeing all aspects of the
149 financial management of the division. This Committee
150 shall be authorized to make any decisions which are
151 consistent with the policies and Bylaws of the
152 division. The Executive Committee shall meet at least
153 twice per year.

154 **SECTION 10:** All division delegates to regional or
155 national functions shall be members in good standing
156 of the Wyoming School Counselor Association, the
157 Wyoming Counseling Association, and the American
158 School Counselor Association.

159 **ARTICLE V: AMERICAN SCHOOL COUNSELOR ASSOCIATION**

160 **SECTION 1:** The Wyoming School Counselor Association
161 shall meet the minimum requirements for affiliation as
162 set forth in the American School Counselor Association
163 Bylaws.

166 **SECTION 2:** The WySCA Executive Committee is empowered
164 to appoint delegate(s) to the ASCA Delegate Assembly
165 or to other regional conferences. Such delegates(s)
166 should include the President and additional
167 delegate(s), as authorized, and/or such alternate(s)
168 as may be suitable or necessary, as long as such
169 delegate(s) match the criteria set forth by the WySCA
170 and the ASCA.

171 **SECTION 3:** The division’s delegate(s) to the ASCA
172 Delegate Assembly or to the regional conferences are
173 empowered to take action for the division, not
174 otherwise specifically authorized, if it is not in
175 conflict with the interests or policies of the
176 division.

177 **SECTION 4:** Contributions towards the necessary
178 expenses of delegate(s) may be made only with the
179 approval of the majority of the members attending the
180 WySCA annual business meeting.

181 **ARTICLE VI: DISSOLUTION**

182 **SECTION 1:** Upon dissolution of the division, none of
183 its property or assets shall be distributed to any of
184 the members, and all such property and assets shall be
185 transferred to the Wyoming Counseling Association.

186 **ARTICLE VII: RULES OF ORDER**

187 **SECTION 1:** Robert’s Rules of Order, Revised, shall
188 govern the proceedings of the division, except where
189 otherwise specified in these Bylaws.

190 **ARTICLE VIII: AMENDMENTS**

191 **SECTION 1:** Except as provided in Section 2 of this
192 Article, amendments to these Bylaws may be made only
193 at the annual business meeting of the division. Any
194 amendments shall be presented in writing and may be
195 adopted by a two-thirds (2/3) majority of the votes
196 cast.

197 **SECTION 2:** If in the judgment of the division’s
198 Executive Committee assembled, action upon a proposed
199 amendment is necessary before the next annual business
200 meeting, it may be taken through a mail ballot vote
201 following presentation of the amendment in writing to
202 all members of the division. If two-thirds (2/3) of
203 the members returning ballots within the succeeding
204 thirty days vote affirmatively, the amendment shall be
205 adopted.

206 **SECTION 3:** All amendments to these Bylaws shall be
207 reported in writing by the division secretary to the
208 President of the American School Counselor Association
209 and the President of the Wyoming Counseling
210 Association.