

BYLAWS of the
Wyoming Counseling Association
(October 8, 1999)

**Article I
Name and Purpose**

Section 1. NAME

The name of the Association shall be the Wyoming Counseling Association, a branch of the American Counseling Association.

Section 2. MISSION

The Wyoming Counseling Association's mission is the enhancement of human development throughout the life span and the promotion of the counseling profession.

**Article II
Association/Fiscal Year**

Section 1. ASSOCIATION/FISCAL YEAR

The Association/Fiscal Year shall be from *October 1st through September 31st* of each year.

**Article III
Membership**

Section 1. CLASSES

Membership shall be of five (5) classes. Active, Student, Associate, Alumni, and Retired. Any Active member who also holds membership in the American Counseling Association shall be eligible to hold elective office in the Association. Any member who changes professional or occupational position shall be transferred to the class of membership applicable to the new position. Dues shall not be affected until the next membership year. The membership year shall be from January 1st through December 31st.

Section 2. ACTIVE

- a. Any Wyoming resident who is actively engaged in counseling or in a closely related field, and who holds a minimum of a bachelor's degree with some work toward a master's degree in an appropriate professional curriculum, is eligible for Active membership in the Wyoming Counseling Association. Any past member attending college to promote her/his education may continue as an Active member.

- b. An Active member in good standing shall have full membership privileges as provided in the Bylaws and by the Executive Committee including voting, holding elective and appointive office, and serving as a delegate of affiliated organizations and the Wyoming Counseling Association, except where prohibited.
- c. The annual membership dues for an Active member of the Association shall be an amount determined by a majority of those members present at a legally called business meeting of the Association.

Section 3. STUDENT

- a. Any student currently enrolled and seeking a degree in counseling or a closely related field is eligible for membership in the Wyoming Counseling Association.
- b. Student members shall be entitled to privileges as provided in these Bylaws or by the Executive Committee except the right to vote or hold elective office.
- c. The annual membership dues for a Student member of the Association shall be an amount determined by a majority of those active members present at a legally called business meeting of the Association.

Section 4. ASSOCIATE

- a. Any person or organization wishing to join the Wyoming Counseling Association who does not meet the requirements for any other membership classification is eligible for Associate membership. This membership allows that person or organization to benefit from all the privileges of membership except the right to vote or hold elective office.
- b. The annual dues for an Associate member of the Association shall be the same as the membership dues for Active members.

Section 5. ALUMNI

- a. Any past member of the Wyoming Counseling Association who resides outside the State of Wyoming is eligible for Alumni membership.
- b. Alumni members shall be entitled to the privileges as provided by the Bylaws or by the Executive Committee except the right to vote or hold elective office.
- c. The annual dues for an Alumni member of the Association shall be one-half (1/2) the amount of the membership dues for active members.

Section 6. RETIRED

- a. Any retired person who, prior to retirement, was an Active member in good standing of the Wyoming Counseling Association shall, upon request, be granted Retired membership.
- b. Retired members shall be entitled to the privileges provided in these Bylaws or by the Executive Committee except the right to vote or hold elective office.
- c. The annual membership dues for a Retired member of the Association shall be an amount determined by a majority of those Active members present at a legally called business meeting of the Association.

Section 7. FAILURE OF DUES PAYMENT

Any member failing to pay his/her dues by January 1st shall cease to belong to the Association, and his/her name shall be dropped from the membership rolls.

Section 8. MEMBERSHIP STANDARDS

- a. Adherence to the American Counseling Association Code of Ethics and Standards of Practice shall be a condition of membership for all classes.
- b. The Association shall not deny membership to individuals on the basis of race, color, national origin, creed, sexual orientation, age, handicap, marital status, or economic status; nor shall any organization which so denies membership be affiliated with the Association.

Section 9. LIMITATIONS

Membership privileges shall be limited to activities occurring on or after the first day of membership as identified by payment of dues.

Article IV Meetings

Section 1. ANNUAL MEETING

There shall be an annual business meeting, the time and place of such meeting to be determined by the Executive Committee. Special meetings may be convened in the same manner.

Section 2. NOTICES

Written notice of the annual business meeting shall be provided to all members at least thirty (30) days in advance of any meetings.

Section 3. QUORUM

The active members present at any such meetings of which notice has been given shall constitute a quorum for the transaction of business.

Section 4. PURPOSE

The purpose of the annual business meeting shall be to define the policies of the Association by adoption and/or amendment of Bylaws, policies, or resolutions; to adopt the annual budget presented by the Executive Committee; and to handle other matters as specified by these Bylaws.

Article V Officers of the Association

Section 1. OFFICERS

The officers of this Association shall be a President, President-Elect, Secretary, and Treasurer and the immediate Past-President.

Section 2. THE PRESIDENT

The President shall be the chief executive officer of the Association and Chair of the Executive Committee; shall preside at meetings of the Association and the Executive Committee; shall appoint, with the approval of the Executive Committee, all members to committees unless otherwise specified in these Bylaws; shall hold ex-officio membership on all such committees; and shall transmit a written annual report to the President of the American Counseling Association.

Section 3. THE PRESIDENT-ELECT

The President-Elect shall act in place of the President at all Association or Executive Committee meetings in which the President is unable to attend; shall serve as the Program Committee Chair; shall assist the President as needed; shall prepare the annual business meetings of the Association; and shall assume the presidency upon completion of his/her term as President-Elect. The President-Elect shall also assume the presidency in case of a vacancy in the office of President.

Section 4. THE SECRETARY

The Secretary shall record the official minutes of all meetings of the Association and of the Executive Committee and shall oversee registration for the annual meeting. The Secretary shall also perform such additional duties as provided in these Bylaws or as directed by the President or the Executive Committee.

Section 5. THE TREASURER

The Treasurer shall oversee all financial and membership records of the Association; shall insure the receipt and expenditure of funds in accordance with the budget approved at the annual business meeting and directives established by the Executive Committee; and shall communicate the financial activities of the Association to the Executive Committee and at the annual business meeting. The Treasurer shall be an appointive office appointed by the President with the approval of the Executive Committee.

Section 6. VACANCIES

A vacancy in any office, with the exception of the presidency, occurring between regular elections shall be filled by nomination and election by remaining members of the Executive Committee. Nominations and election may be by mail ballot at the discretion of the President. The officer so elected shall serve until the next regular election.

Section 7. THE PAST-PRESIDENT

Upon completion of the term of office, the President shall serve as Past-President for one year. The Past-President shall serve as Chair of the Nominating Committee. The Past-President shall also serve on the Program Committee.

Section 8. TERMS OF OFFICE

Each elected officer shall serve for a one-year term and no member is eligible to be elected as an officer for more than two consecutive full terms in the same office. An elected officer's term of office shall be from November 1st through October 31st, with a minimum two-week training period with the preceding officers.

Section 9. REQUIREMENT FOR OFFICE

All officers of the Association shall be members of the Wyoming Counseling Association and the American Counseling Association.

Section 10. DELEGATES

All Association delegates to regional or national functions shall be members of the Wyoming Counseling Association and the American Counseling Association.

Article VI Elections

Section 1. NOMINATIONS BALLOT

- a. The Nominating Committee shall prepare a nominating ballot indicating the offices to be filled for the ensuing year and mail this nominating ballot to all voting members by August 1st.
- b. The nominating ballot shall include the position of President-Elect and Secretary.
- c. The poll for nominations shall close September 1st and at that time the Committee shall summarize the results of the nominating ballot and shall prepare their recommendations for the election ballot for the coming year.
- d. Immediately after September 1st, the Nominating Committee shall submit to the Secretary of the Association, the names of the candidates for each office or position to be filled except for the office of President, for which the name of the President-Elect may be listed alone. In the event that fewer than two members have been nominated for any office, the Nominating Committee shall make every effort to secure at least two candidates for the office to be filled. In selecting these candidates, the Committee shall take into account the results of the nominating ballot but shall be empowered to use its own judgment to complete the ballot. The Nominating Committee also shall determine that all nominees are Active members in good standing with the Wyoming Counseling Association and the American Counseling Association.

Section 2. ELECTION BALLOT INSTRUCTIONS

The Secretary or designee shall prepare a ballot, carrying in alphabetical order the names of the candidates for each office to be filled. A brief summary of the professional activities of each candidate shall accompany the ballot.

Section 3. MAILING OF THE ELECTION BALLOT

An election ballot shall be mailed to each voting member by September 2nd of each year.

Section 4. CLOSING DATE

The closing date for counting election ballots shall be September 15th of each year and at that time the ballots shall be counted by the Secretary and the Nominating Committee and the results announced to the members.

Section 5. NOTIFICATION

All elected officers shall be notified of their election by the Secretary or designee. Notification shall also be sent, as promptly as possible, to the President of the American Counseling Association.

Article VII
Committees and Duties

Section 1. EXECUTIVE COMMITTEE

- a. The Executive Committee shall have the responsibility for the formulation and recommendation of policies to the annual meeting of the Association. It shall also carry on business of the Association between annual meetings of the Association and shall be responsible for overseeing all financial aspects of the Association. This committee shall be authorized to make any decision consistent with the policies of the Association. The Executive Committee shall meet at least twice per year.
- b. The Executive Committee shall include the officers of the Association and the President or a designee of each Branch Division of the Association. The Branch Division Presidents, or designee, shall be members in good standing of the Wyoming Counseling Association, the Branch Division, and the corresponding National Division.
- c. No elected member of the Executive Committee may serve for more than two consecutive full terms in the same office.
- d. The Executive Committee members present shall constitute a quorum for the transaction of business.

Section 2. NOMINATING COMMITTEE

A Nominating Committee of not less than three members shall be responsible for the nomination of officers as described in these Bylaws. The immediate Past-President shall, whenever possible, chair the Nominating Committee.

Section 3. PROGRAM COMMITTEE

A Program Committee of not less than three members, including the President-Elect who shall serve as Chair, shall organize a program for the annual meeting.

Section 4. LICENSURE STANDARDS COMMITTEE

- a. A Licensure Standards Committee shall:
 1. Serve as consultants to the person appointed to the Mental Health Professions Licensure Board to represent “counselors” and review all applicants for counselor licensure within the guidelines established by the Licensure Board.
 2. Develop a list of nominees to be approved by the Executive Committee for transmission to the Governor of the State of Wyoming when vacancies for counselor representative to the Licensure Board occur.
 3. Make recommendations to the Association and the Licensure Board on matters of licensure policy.
- b. Membership of this Committee shall include the “counselor” representative to the Licensure Board – ex-officio, an Association Past-President, and two Active members. These three members shall, whenever possible, serve staggered three year terms. Members of this committee shall be limited to two consecutive terms.
- c. All members of this committee, including the “counselor” representative to the Licensure Board, shall be Active members in good standing of the Wyoming Counseling Association and the American Counseling Association.

Section 5. AWARDS COMMITTEE

- a. An Awards Committee consisting of not less than three members shall obtain nominees for the various Association awards and shall oversee the awards process.
- b. If more than one nomination is received for a specific award, the Executive Committee shall determine the recipient.
The Association may bestow the following on an annual basis:
 1. Outstanding Service Award
 2. J.R. MacNeel Award
 3. F.L. Sievers Human Service Award
 4. Bob Porter Service Award
 5. Human Rights Award
 6. Richard R. Means Elementary/Middle School Counselor of the Year Award
 7. Richard R. Means Secondary School Counselor of the Year Award
- c. The qualifications for these awards shall be approved by the Executive Committee and publicized to the membership.

Section 6. AUDIT COMMITTEE

- a. An Audit Committee consisting of not less than three members, including the Association Treasurer, shall audit the Association's financial records.
- b. The Audit Committee shall meet to audit the financial records of the Association immediately following the end of the fiscal year. The Audit Report shall be made to the Executive Committee, with copies available upon request, to the membership of the Association.

Section 7. SPECIAL COMMITTEES

Special committees deemed necessary may be authorized by the President or Executive Committee.

**Article VIII
Censure**

Section 1. RECALL

Any elected officer of the Association who is charged, by means of a petition to the Executive Committee signed by 10 per cent of the current membership, with not fulfilling those duties described in these Bylaws, shall be subject to a mail ballot referendum for recall. A two-thirds (2/3) vote of the active members returning ballots in favor of recall of the elected officer will result in removal from office.

Section 2. CENSURE, SUSPENSION OR EXPULSION

- a. Adherence to the American Counseling Association Code of Ethics and Standards of Practice shall be a condition of membership in the Association.
- b. The Executive Committee shall have the authority to censure, suspend, or expel any member for violation of the American Counseling Association Code of Ethics. Upon their request, charged members shall have the right to a due process hearing before the Executive Committee.

**Article IX
American Counseling Association**

Section 1. PARTICIPATION WITH ACA

The Wyoming Counseling Association shall meet the minimum standards for affiliation as set forth in the American Counseling Association's official Bylaws.

Section 2. APPOINTMENT OF DELEGATES

When a membership vote is not feasible, the Executive Committee is empowered to appoint Delegates to the American Counseling Association or to other regional conferences. Such Delegates should include the President, President-Elect, and additional Delegates as authorized and/or such alternates as may be suitable or necessary, as long as the Delegates match the criteria set forth by the Wyoming Counseling Association and the American Counseling Association.

Section 3. POWER OF DELEGATES

The Association's Delegates to the National Convention or to Regional Conferences are empowered to take action for the Association, not otherwise specifically authorized, if it is not in conflict with the interests or policies of the Association.

Section 4. DELEGATE EXPENSES

Contributions toward the necessary expenses of Delegates may be made from the general treasury only with the approval of the Executive Committee or with the approval of the majority of the Association as represented in the annual business meeting.

Article X Other Affiliations

Section 1. OTHER ORGANIZATIONS

The Executive Committee shall be responsible for recommending to the Association any plans for cooperation and/or affiliation with organizations having interests and objectives similar or supplemental to those of the Association. The officers shall promote and execute such plans as shall have the approval of the Association.

Article XI Branch Division

Section 1. BRANCH DIVISIONS

Any division of the American Counseling Association with fifteen or more active members residing within the State of Wyoming may establish a Branch Division of the Wyoming Counseling Association. A petition and bylaws must be submitted to the Executive Committee of the Wyoming Counseling Association. Upon acceptance of the petition and bylaws by the Executive Committee, this Division shall be recognized as a Branch Division of the Wyoming Counseling Association. Any Branch Division of the Association shall be free to conduct its affairs, but shall do so only in compliance with the Bylaws of the Association.

Section 2. OFFICERS

All officers of a Branch Division shall be members in good standing of the Wyoming Counseling Association, the Branch Division, and its corresponding National Division.

Article XII Dissolution

Section 1. DISPOSAL UPON DISSOLUTION

Upon dissolution of the Association, none of its property or assets shall be distributed to any of the members, and all such property and assets shall be transferred to such organization or organizations as the Executive Committee shall determine to have purposes and activities most nearly congruent with those of the Association, providing that such other organization or organizations shall be exempt under Section 501 (C) (3) of the Internal Revenue Code or corresponding provision of Internal Revenue Laws.

Article XIII Rules of Order

Section 1. RULES OF ORDER

Robert's Rules of Order, Revised, shall govern the protocol of all bodies of the Association, except where otherwise specified by these Bylaws.

Amendments

Section 1. RULES OF PROCEDURE

Except as provided in Section 2 of this Article, amendments to these Bylaws may be made only at the annual business meeting of the Association. Any proposed amendment or amendments, presented in writing to all Active members of the Association at least thirty days in advance of the annual business meeting, may be adopted by a two-thirds (2/3) majority of the votes cast.

Section 2. MAIL ADOPTION

If in the judgment of the Executive Committee, action upon a proposed amendment is necessary before the next annual business meeting, it may be taken through a mail ballot following presentation of the proposed amendment in writing to all Active members of the Association. If two-thirds (2/3) of the Active members returning ballots within the succeeding thirty days vote affirmatively, the amendment shall be adopted.

Section 3. ACA NOTIFICATION

All amendments to these Bylaws shall be reported in writing to the President of the American Counseling Association.

