

## **CONSTITUTION**

### **Article I – Name**

The name of this organization shall be Westmoreland School Counselor Association.

### **Article II – Mission Statement**

The purpose of this organization shall be to bring professional school employees together in an association to:

- A. Develop and improve school counseling services.
- B. Cooperate with other educators to advance education as a whole.
- C. Promote the professional growth and status of school counselors.
- D. Establish and maintain helpful professional relationships to facilitate the exchange of ideas and to maximize the educational and personal growth of students.

### **Article III – Membership**

The membership shall include Professional, Associate, Student, and Retired members. It shall be the responsibility of all members to submit a yearly membership application no later than the second meeting of the school year.

#### Section I Professional Members

- A. This person must hold a valid certification to serve as a school counselor.
- B. This person must be employed as an elementary, secondary, or college counselor, or supervisor of school counseling services at the district, regional, or state level.
- C. This person must hold a valid certification to serve as a school counselor, but may be currently unemployed as such.
- D. Professional members shall be responsible for payment of annual dues on or before the second meeting of the year.

#### Section II Student Members

- A. This person must be a certified graduate student or intern enrolled at least half-time in a course of study designed to prepare him or her for school counseling employment. A student member shall not be eligible to vote nor hold an elected office.
- B. Student members shall be welcomed free of charge.

Section III Retired Members

- A. This person may be eligible for retired membership if he/she has been a member for two (2) years immediately preceding retirement. A retired member shall be eligible to vote but may not hold an elected office.
- B. Retired members shall be eligible for a lifetime membership rate equal to the annual membership rate preceding their retirement year.
- C. Retirees shall notify the Association in writing to discontinue their membership.

Section IV Associate Members

Definition: Those individuals who exhibit or by nature of their employment, contribute to the welfare of school students and act in a “counseling” role.

- A. Associate members shall be permitted to join the Westmoreland School Counselor Association.
- B. Associate members shall hold all rights and privileges of membership exclusive of voting and holding elected office.
  - 1. Associate members shall be responsible for payment of annual dues on or before the second meeting of the year.
  - 2. Associate memberships shall not be shared or transferred should a change to an Associate member’s job/professional status occur as the membership is held by the individual person not the organization.
  - 3. Associate membership may be limited as determined by the Executive Board and the Board of Governors.

**Article IV – Officers**

Section I The officers of the Association shall be: a president, president-elect, past-president, vice-president, recording secretary, membership secretary, and a treasurer. This shall constitute the WSCA Executive Board.

Section II A Board of Governors shall be established by the WSCA Executive Board to be used in an advisory capacity by the WSCA officers. The Board of Governors shall consist of:

- One (1) Past President
- One (1) WSCA Member-at-large
- One (1) WSCA Retired Counselor
- One (1) WSCA Associate Member

The Board of Governors shall hold a yearly term, along with the president.

Section III The Executive Board and Board of Governors shall meet a minimum of two (2) times/year.

## **Article V – Duties of Officers**

- Section I      The president shall preside at all meetings of the Association, shall be chairman of the Board of Governors, shall appoint all committees, and shall perform all duties as usually pertain to his/her office. The president shall also appoint a member-at-large to serve on the Board of Governors during the president’s term of office.
- Section II     The vice-president shall perform the duties of the president in abstention and shall plan and coordinate meetings including speakers, agendas, sponsors, and venues.
- Section III    The recording secretary shall keep the minutes of each meeting of the Association and the minutes of meetings submitted by the recording member of each standing committee.
- Section IV    The membership secretary shall carry on the correspondence of the Association and shall keep the membership roll up-to-date with current contact information. He/she shall send the newsletter and other notifications to the membership.
- Section V     The treasurer shall receive funds, pay obligations, keep an itemized record of receipts and expenditures, and make a report of same at each meeting of the Association. The treasurer’s accounts shall be closed and audited internally at the close of each fiscal year (July 1-June 30). The final report of the treasurer and auditors shall be made at the first business meeting of the new fiscal year. Two (2) WSCA members are to be appointed by the WSCA Board of Governors to perform the internal audit. The treasurer will also be the one-person point-of-contact between the association and the web site manager.
- Section VI    The past-president shall serve as an advisor to the president and shall be responsible for the election of officers.
- Section VII   The president-elect shall work with the vice-president in program planning.
- Section VIII   The Member-At-Large will serve as a liaison between the general membership and the Executive Board and Board of Governors. The Member-At-Large will act in an advisory capacity on the WSCA Board of Governors to advise the officers and shall assist in committee work as necessary.

## **Article VI – Election of Officers**

- Section I      The slate of officers shall be prepared by the Past-President who will work with the WSCA Executive Board and Board of Governors) prior to the third (3<sup>rd</sup>) Association meeting of the year. The election shall take place during the

fourth (4<sup>th</sup>) Association meeting of the year. Nominations from the membership floor or by petition shall be heard prior to the election.

Section II The president shall be elected each year. The vice-president, treasurer, membership secretary, and recording secretary shall be elected every other year on the odd years (2016-2017, 2018-2019, etc.).

### **Article VII - Meetings**

Section I Four (4) regular meetings shall be held annually. The specific dates shall be determined by the president-elect and vice-president.

### **Article VIII - Committees**

Section I There shall be four (4) standing committees of the Association:  
A. Executive Board  
B. Board of Governors  
C. Career and College Fair Committee  
D. Scholarship Committee

Section II The duties of the Executive Board shall be to expedite the business of the Association, to promote its general welfare and to plan programs for the Association meetings.

Section III The duties of the Board of Governors shall be to act in an advisory capacity to the Executive Board, to staff committees as necessary, and to recommend the establishment of ad hoc committees as necessary.

Section IV The duties of the Career and College Fair Committee shall be to make the complete preparation for an annual career and College Fair. The committee shall be comprised of a chairperson and co-chairperson from WSCA. The chairperson and co-chairperson will be in charge of enlisting the assistance of counselors from all local school districts to conduct tasks for the Career and College Fair prior to the event and for the evening of the event.

Section V The Scholarship Committee Chair shall be appointed by the President. The committee shall consist of no more than six (6) counselors of the previous year's scholarship winner(s) and any active association member willing to volunteer for the committee (excluding a family member/relative of a prospective applicant). In the event there is no award(s) from the previous year, an all-volunteer Scholarship Committee of the active membership (excluding a family member/relative of a prospective applicant) will review the applications for their merit. Current year's candidates may access the application via the web site. They shall also operate and hold a raffle at each Association meeting in order to raise money for a scholarship fund. Scholarships shall be awarded at the last meeting of the year. The amounts

of scholarships shall be determined by the amount of scholarship funds available and as voted upon by the professional membership.

Section VI All committees shall be appointed “with power” to take all steps necessary to carry out their duties.

### **Article IX - Dues**

Section I The annual dues shall be determined by the WSCA Executive Board under the advisement of the WSCA Board of Governors at a meeting held prior to the first general meeting of the Association. The dues shall be payable by the second meeting of the fiscal year. If dues are not paid, WSCA membership will be discontinued for the current year.

Section II Retirees may elect to pay a lifetime membership equal to the annual membership rate the year preceding their retirement year.

Section III The fiscal year shall be from July 1-June 30.

### **Article X - Amendments**

This constitution may be amended at any regular meeting of the Association by two-thirds majority vote of the members present. Members shall be notified in advance of the revisions.

## **WESTMORELAND SCHOOL COUNSELOR ASSOCIATION CONSTITUTION**

Adopted:	January 21, 1954
Revision submitted:	November 1, 1959
Revision adopted:	December 9, 1959
Revision submitted:	April 20, 1976
Revision adopted:	May 17, 1976
Revision submitted:	February 10, 1977
Revision adopted:	April 13, 1977
Revision adopted:	April 25, 1979
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