

Adapted-10/01
Revised-10/04
Retyped-04/05
Amended-10/06
Retyped-9/07
Retyped-11/10

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.

96. **SECTION 3:** The President-Elect shall act in place of
97. the President at all meetings which the President is
98. unable to attend; shall assist the President as
99. needed; shall oversee the preparation of the annual
100. Budget for presentation and approval at the annual
101. business meeting of the division; shall perform such
102. additional duties as provided in these Bylaws or as
103. directed by the President; and shall assume the
104. Presidency upon completion of her/his term as
105. 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.