

# Constitution of the Burlington County School Counselors Association

Revised: September 2018

## **Article I: Name**

Our Association shall hereby be known as the Burlington County School Counselors' Association. We are associated with the New Jersey School Counselors' Association and the American School Counselors' Association.

## **Article II: Purpose**

The purpose of the Association shall be as follows:

- To foster a collegial and professional relationship among all levels of school counselors in Burlington County.
- To promote and to improve the Standards of school counseling in Burlington County in co-operation with the Standards of the State and National School Counseling Associations' Standards.
- To encourage collaborative relationships with other members of the educational community in elementary, middle, high schools and colleges throughout the county, state and country.
- To advance the profession of school counseling in order to maximize the academic, career, and personal/social goals of students in our schools.

## **Article III: Membership**

Regular membership shall be open to any person employed as a school counselor in public and private schools and colleges of Burlington County. Associate membership shall be open to those who are interested in and wish to advance the purposes of the B.C.S.C.A. Associate members may attend meetings but may not hold office or vote. Neither membership in, nor services provided by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

## **Article IV: Officers and Executive Board**

- A. President – Minimum term of 2 years
- B. President Elect – Minimum term of 2 years
- C. First Vice-President – Minimum term of 3 years
- D. Second Vice-President – Minimum term of 3 years
- E. Secretary – Minimum term of 3 years
- F. Treasurer – Minimum term of 3 years

- G. Immediate Past President – Minimum term of 1 year
- H. Executive Board – Minimum term of 3 years
- I. Members at Large

The Executive Board:

1. Shall have the responsibility of planning and arranging the details of the program and meetings of the organization
2. Shall elect a President bi-annually from among the members.
3. Shall appoint a Secretary and a Treasurer.
4. The President and the Executive Board shall select from its membership, candidates to fulfill the duties appropriate to the needs of the Association.
5. Shall not conduct business with fewer than five members present.

#### **Article V: Committees**

Standing Committees shall be Program, Awards and Publicity.

- A. These committees shall be appointed by the President, to be called upon to serve as needed.

#### **Article VI: Meetings**

- A. There shall be at least two general business meetings per year - Fall Breakfast and Spring Luncheon
- B. The Elementary/Middle School Counselors will meet at least three times a year
- C. The High School Counselors will meet at least three times a year
- D. The Executive Board will meet at least 5 times a year

#### **Article VII: Quorum**

- A. General Membership Requirements
  1. Twenty percent (20%) of the regular paid members shall constitute a quorum for the purpose of voting on association business
- B. Executive Board
  1. A majority of the executive board shall constitute a quorum for the transaction of association business.

#### **Article VIII: Dues**

- A. Dues of regular, associate and retired members shall be established by the Executive Board
- B. The yearly dues shall be collected from each member ~~regardless of the month in which s/he joins the Association~~ by January 31<sup>st</sup>. If a member takes leave of absence or is newly hired after January 31<sup>st</sup> dues shall be collected by the end of the fiscal year. The fiscal year is set as July 1 through June 30.

### **Article VIII: Amendments**

Proposed amendments to the Constitution must be:

- a. forwarded to the secretary in writing
- b. read or distributed by the Secretary at the next meeting of the Executive Board
- c. brought to a vote after discussion and accepted as part of this constitution by approval of two thirds of the Executive Board.

## **Burlington County School Counselors Association Bylaws**

### **Article I. Membership**

1. Regular membership is open to all full and part-time school counselors and retired school counselors
2. Associate membership is open to counselor interns and any persons interested in fostering the purposes of BCSCA
3. Only regular members have the right to participate in voting

### **Article II: Dues**

1. Regular and Associate membership dues is set at \$15.00 per year. The fiscal year for all levels of membership is July 1 through June 30th.
2. Retired membership is set at \$5.00 per year.

### **Article III: Duties of Officers and Executive Board**

#### **A. President**

1. Preside over both executive committee and regular meetings.
2. Establish committees (both regular and ad hoc) and appoint Chairs of standing committees.
3. Represent the Association at State, Regional and National meetings when applicable.
4. Serve as an ex-officio member of all committees.

#### **B. President Elect**

1. Serve as chairperson of the program committee.
2. Chair meetings in the absence of the president.
3. Immediately assume the office of presidency, if that office becomes vacant. If there is no president-elect, a special election shall be conducted by the executive committee under the direction of the immediate Past-President.
4. Serve as an ex-officio member of all committees.

- C. First Vice-President serves as Membership and Directory Chair
- D. Second Vice-President serves as College Fair Chair or Co-Chair
- E. Secretary
  1. Keep minutes of all Executive Board meetings.
  2. Email minutes to Executive Board members before the next meeting.
  3. Notify all members of meetings
- F. Treasurer
  1. Collect dues and maintain up-to-date records of paid members.
  2. Keep monies in a safe depository.
  3. Pay all approved bills
  4. Present a written report of the Association's financial status at each Executive Board meeting.
  5. Work with the membership and directory chair to keep up to date membership rolls.
- G. Immediate Past President serves as an experienced consultant to the president and the executive board.
- H. Executive Board
  1. To attend all regularly scheduled Executive Board meetings
  2. To be responsible for the establishment of the budget, dues, place and dates of meetings.
  3. To act between meetings in the interest of the membership, such action to be subject to approval by the membership at the next meeting.
  4. To conduct an annual audit of the treasury account.

#### **Article IV: Committees**

- A. Standing Committees: College Fair, Programs/Events, Awards, Publicity
- B. Special Committees: Formed at discretion of the President

#### **Article V. Adoption and Amendment of the Bylaws**

The executive board may propose bylaw changes. They are to be adopted by a majority vote of the membership. In the event of a lengthy time between general membership meetings, a majority vote of regular members by email will prevail. Two weeks notice will be considered sufficient time to vote.