BY-LAWS OF THE CONNECTICUT SCHOOL COUNSELOR ASSOCIATION
A Charter Division of the American School Counselor Association

Revised: 12/1/17

ARTICLE I – NAME, MISSION AND PURPOSE

SECTION I NAME
The official name of this organization shall be the Connecticut School Counselor Association (CSCA) – a Chartered Division of the American School Counselor Association (ASCA), and shall be so identified in all communications pertaining to the Association. CSCA is an organization representing certified school counselors who work in school districts and other educational settings and institutions.

SECTION II MISSION
The mission of CSCA is to promote excellence in professional school counseling and to ensure the academic achievement, post-secondary/career readiness and social/emotional development of all students.

SECTION III PURPOSE
The purpose of the Association shall be to represent school counselors. This purpose may be accomplished through:

a. Initiating and supporting the improvement of school counseling programs.
b. Developing and distributing supportive information for the delivery of school counseling programs.
c. Promoting and publishing research relative to school counseling.
d. Developing and promoting legislation and policy regarding the work of school counselors and educational programs.
e. Upholding and encouraging continuous improvement in the standards for the education of school counselors.
f. Promoting the continuing professional development of school counselors.
g. Promoting ethical standards and practices for school counselors.
h. Encouraging cooperation and collaboration with appropriate associations, agencies, and community groups regarding school counseling.

SECTION IV SCHOOL COUNSELOR DEFINED
The term “school counselor,” wherever used herein shall include all persons completing the requisite periods of professional preparation in and employment at any level of education in school counseling.

ARTICLE II – MEMBERSHIP

SECTION I MEMBERSHIP
A member must elect and maintain membership in CSCA and must also meet requirements of CSCA as outlined in Section II.
SECTION II  TYPES OF MEMBERSHIP
The Association shall include six types of memberships: Professional School Counselor, Retired School Counselor, Emeritus Membership, Other Professionals, Graduate Student, and Business Partners.

A. PROFESSIONAL SCHOOL COUNSELOR MEMBERSHIP
   1. The member must be certified as a school counselor employed in the State of Connecticut in that capacity
   2. Or be employed as a supervisor of school counselors
   3. Or be employed as a counselor educator in a graduate program that prepares school counselors.
   4. Devoting at least 50% of the time in activities relating to school counseling, whether directly or in a supervisory capacity.
   5. Professional member must hold a master’s degree or higher from an accredited college or university with a minimum of 30 semester hours or equivalent of graduate courses related to counseling.

B. OTHER PROFESSIONALS MEMBERSHIP
   1. Other Professional members shall include persons whose interests and activities are consistent with those of the Association, but are not qualified for Professional membership.

C. RETIRED SCHOOL COUNSELOR MEMBERSHIP
   1. Member must be retired in their professional career and have been a member of CSCA for the immediate five successive years before retirement. Members not reaching the age of 65 shall pay the same dues as students.

D. GRADUATE STUDENT MEMBERSHIP
   1. The member must be a graduate student, who is currently enrolled in a college or university in Connecticut and in a planned program of counselor education and working toward a degree or certification as a counselor. This member must be certified by his/her major professor at time of application and renewal as meeting this requirement.
   2. No person shall be eligible to continue as a student member who has held that status for a total of three years or who is otherwise eligible to become a professional member or regular member.

E. EMERITUS MEMBERSHIP
   1. A retired member having reached the age of 65 years and having been a member of CSCA for the immediate five successive years and meeting the qualifications for Emeritus membership may be nominated to the Board of Directors for an Emeritus Membership. Nominations will be voted on in the next Governing Board meeting.
   2. Emeritus members shall be exempt from the payment of dues to the Association, but shall retain all other rights and privileges of dues paying members.

E. BUSINESS PARTNERS
   1. Business Partners are organizations, agencies, and other professionals whose activities are not consistent with those of the Association, but wish to stay informed about and involved in the Association’s events.

SECTION III  RIGHTS AND PRIVILEGES
Professional, Other, Student, and Retired, and Emeritus members may vote on all matters coming before the Association. Only Professional or Retired or Emeritus members who held Professional membership before retirement shall be eligible to hold office in the Association or serve as members of the Governing Board with the exception of a student liaison who should be a current intern in a university school counseling program.
SECTION IV SEVERANCE OF MEMBERSHIP
A. A member may be dropped from membership for nonpayment of dues, loss of school counseling license or for violation of ASCA and CSCA Codes of Ethics.
B. CSCA is committed to a policy of equal opportunity for all qualified persons. CSCA does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

SECTION V DUES
Membership dues shall cover the period of one year from the time that the member paid the annual fee.

ARTICLE III – OFFICERS

SECTION I GOVERNING BOARD
Officers of the Association shall be five at-large directors, secretary, treasurer, counselor educator vice president, and six regional vice presidents. All of these officers shall serve as voting members of the board. Therefore, there are 14 voting members on the Governing Board.

SECTION II BOARD OF DIRECTORS
A. The voting members of the Board of Directors shall consist of five at-large Directors, secretary and treasurer.
B. The Chairman of the Board shall be an elected Director on the Board of Directors who is selected by the members of the Board of Directors to serve a one-year term as Chairman of the Board. The performance of the Chairman will be reviewed annually and he/she can serve unlimited terms if the Board of Directors agrees.
C. At-large Directors shall be elected by the CSCA membership to serve a three-year term to take actions or to make decisions on behalf of the members in accordance with ASCA policies and procedures that address Governance.
D. Directors shall not serve more than two terms on the Board of Directors, unless unopposed after the 2nd term.
E. The Treasurer will be a voting member of the board and will serve at the discretion of the Board of Directors with no term limits.
F. The Secretary will be a voting member of the board and will serve at the discretion of the Board of Directors with no term limits.
G. The term of office for any elected Director shall coincide with the Fiscal Year of ASCA.
H. Directors must be employed full-time in school counseling in a school, school district or State Department of Education or as a full-time faculty in a school counselor education program.
I. Directors must hold a valid school counselor license or certificate issued by the State of Connecticut Department of Education.
J. Must attend 10 out of 11 Board of Directors and Governing Board meetings annually
SECTION III VICE PRESIDENTS
There shall be six regional vice-presidents and one counselor educator vice president. A person elected to a position of vice-president shall be employed as a counselor in the work setting/location that he/she is representing and hold office for two years.

SECTION IV SECRETARY
The secretary shall be appointed by the Board of Directors with the approval of the Governing Board and shall serve at its pleasure.

SECTION V TREASURER
The treasurer shall be appointed by the Board of Directors with the approval of the Governing Board and shall serve at its pleasure.

SECTION VIII ELECTIONS
Officers shall be chosen in the manner specified by the By-Laws of the Association in Article VII.

ARTICLE IV – GOVERNING BOARD

SECTION I FUNCTIONS
The Governing Board shall be the agency through which the general administrative and executive functions of the Association shall be carried out. The Chairman of the Board of Directors shall be the Chairman of the Governing Board.

SECTION II MEMBERSHIP
The Governing Board shall be composed of the elected and appointed officers as enumerated in Article III, Section I and the level outreach liaisons, state department of education liaison, the CCA/CACES liaison and the graduate student liaison.

SECTION III POWERS
The Governing Board shall meet as such times as may be designated by either the Chairman of the Board of Directors or three members of the Governing Board.

SECTION IV MEETINGS
A. The Governing Board shall conduct, manage, and control the business of the Association.
B. The Governing Board will have one Leadership Development Institute meeting per year and shall meet no fewer than four times each year as scheduled by the Chairman of the Board of Directors. The Board of Directors will have one Leadership Development Institute meeting per year and shall meet a minimum of five times in addition to the Governing Board meetings. Board members are expected to attend all meetings.
C. A Quorum shall consist of at least 50% of the voting members of the Governing Board. With a full board of 14 voting members, as defined in Article III, Section 1, a quorum is met when at least seven are present to vote.
ARTICLE V – BOARD OF DIRECTORS

SECTION I FUNCTION
The Board of Directors shall act for the Governing Board during intervals between its meetings but within the limits of any decisions or policies adopted by either the Governing Board or the general membership.

SECTION II MEMBERSHIP
The Board of Directors of the Governing Board shall consist of five at-large directors, a Treasurer and Secretary.

SECTION III ELIGIBILITY
The following credentials must be met to run for a position on the Board of Directors:
   A. Must have served as a regional Vice President, Liaison for 2 years, Committee Chair for 2 years, or on the Executive Board,
   B. Must have a track record of meeting goals in position, and
   C. Must have a track record of attending 4 out of 5 Governing Board meetings and/or 10 out of 11 Executive Board/Board of Directors meetings annually.

ARTICLE VI – DUTIES OF THE OFFICERS

SECTION I BOARD OF DIRECTORS
   A. Serve as voting members of the Governing Board and Board of Directors.
   B. During his/her term of office, the Chairman shall serve as (a) presiding facilitator of the Association, (b) member and Chairman of the Governing Board. He/she shall facilitate the distribution of tasks of the Board of Directors, appointment of all necessary committees, and appropriate liaison personnel and perform such other duties as are incident to his/her office or may be properly required of him/her by vote of the Governing Board.
   C. Maintain membership in ASCA and CSCA.
   D. Collaborate with and supervise the Executive Director
   E. Collaborate with and supervise the bookkeeper
   F. The Chairman and one additional Director will attend the ASCA Delegate Assembly and Conference yearly as a representative of CSCA.
   G. Attend a minimum of 10 out of 11 Board of Directors and Governing Board meetings
   H. Develop and present the yearly Leadership Development Institute for the Governing Board
   I. Serve as CSCA representative on an as-needed basis to state initiatives involving school counseling.
   J. Contribute to the website
   K. Facilitate the following committees: Financial, Conference, By-Laws, Strategic Planning
   L. Facilitate the Summer Leadership Academy, New School Counselor Orientation and/or any other special events if desired.
   M. Mentor/assist all level Liaisons, regional Vice Presidents and committees
   N. Communicate with interested board members
   O. Create the yearly Leadership Roster
   P. Create attendance rosters for all meetings
   Q. Write/coordinate newsletter articles
R. Contribute to monthly emails sent to membership
S. Schedule/coordinate all meetings and the conference (agendas, food, locations)
T. All duties and responsibilities will be distributed fairly and equally among the Board of Directors.

SECTION II  VICE-PRESIDENTS
A. Serve as voting members of the Governing Board. In the case where there are co-vice presidents for a position, they share one vote to represent their region.
B. Responsible for generating interest and activities within the area he/she is representing, respectively; counselor education and the six regions (Hartford County, Litchfield County, Fairfield County, New Haven County, Middlesex and New London Counties, Tolland and Windham Counties).
C. Attend a minimum of 4 out of 5 Governing Board meetings.
D. Serve as liaison between school counselors and the Governing Board.
E. Carry out assignments requested by the Chairman or the Governing Board.
F. Identify needs and concerns of counselors in relation to future programs and services.
G. Host a minimum of two events per year (Socials, Roundtables, Professional Development events etc.)
H. Submit annual plan of action (goals) and budget request.
I. Submit an end-of-year report on outcomes of action plan.
J. Update the Board of goal progress at every Governing Board meeting.

SECTION III  SECRETARY
A. Serve as a voting member of the Governing Board and Board of Directors
B. Keep the records of all meetings of the Association as well as those of the Governing Board and Board of Directors.
C. Conduct the official correspondence of the Association, issue calls and notices of meetings, and such other duties as may be determined by the Governing Board.

SECTION IV  TREASURER
A. Sign checks or other drafts upon the Association as necessary.
B. Have the custody of all funds belonging to the Association and shall deposit same in the name of the Association in such banks as the Governing Board may direct.
C. Maintain financial records and books for the the Association and shall be able to exhibit the books for any member of the Association at all reasonable, convenient times.
D. Keep a full and complete account of all money received and disbursed.
E. Distribute a status report at each meeting of the Governing Board.
F. Perform such other duties as may be determined by the Governing Board.
G. Serve as a voting member of the Governing Board and Board of Directors.
H. The treasurer, under the direction of the Executive Board draws up an annual budget statement.
   Under the direction of the Board of Directors, draws up an annual budget statement.
I. Attend the ASCA Delegate Assembly and Conference yearly as a representative of CSCA.
J. Collaborate with and supervise the Bookkeeper

SECTION V  EXECUTIVE DIRECTOR
A. The Executive Director will be the Corporate Secretary of the Association.
B. The position of Executive Director shall be a paid position whose stipend shall be determined by the Board of Directors. The Association Chairman shall place in nomination the name of a
qualified professional and approval shall be required by a majority of the Board of Directors. The Executive Director shall serve at the pleasure of the Board of Directors.

C. The Executive Director shall administer the affairs of the Association and perform such other duties as are incidental to this office, in accordance with CSCA’s mission, subject to the provisions of its bylaws, and such policies as may be adopted by the Governing Board.

D. Attend all Board of Directors and Governing Board meetings.

E. Attend the ASCA Delegate Assembly and Conference yearly as a representative of CSCA.

ARTICLE VII – NOMINATIONS

SECTION I BOARD OF DIRECTORS
The five at-large Directors shall hold office for three years and will be eligible to serve two terms, however, if unopposed after 2nd term, they can serve again.

SECTION II SECRETARY
The secretary while he/she is in office and serving at the pleasure of the Board of Directors shall be eligible to succeed himself/herself for unlimited terms.

SECTION III TREASURER
The treasurer while he/she is in office and serving at the pleasure of the Board of Directors shall be eligible to succeed himself/herself for unlimited terms.

SECTION IV OFFICERS
No candidate for an elected office may be nominated as an officer if he/she is from the same school system or educational setting as any officer whose term will not end in the election unless there is no other candidate nominated for that position.

SECTION V ELIGIBILITY
All elected officers shall be professional members of CSCA and ASCA.

SECTION VI OPEN BOARD POSITIONS
The Board of Directors will meet in the winter to determine what board positions will be open for the following school year. Nominations for all open board positions will be announced yearly at a spring governing board meeting and announced at the general assembly.

SECTION VII NOMINATION PROCESS
The Board of Directors will meet in the spring to discuss nominations for the following year and to determine eligibility of the nominees and to ascertain if all nominees are willing to stand for office.

SECTION VIII ELECTION
The names of these placed in nomination shall be forwarded to the current Chairman of the Association for placement on the unified ballot to be voted upon via electronic voting in May. Thirty days after posting the final ballot online, the Governing Board shall close the election ballots. The tying votes shall be resolved by drawing lots.
ARTICLE VIII – COMMITTEES

The committees of the Association shall consist of these standing committees below. Additional Ad hoc and standing committees may be determined by the Governing Board or Board of Directors. An ad hoc committee shall serve until, in the opinion of the Board, the purpose of said committee is accomplished.

Committee Chairmen will be nominated and voted upon by the membership during the election period. Chairmen shall serve for a minimum period of one year from the time at which they were elected or appointed. If a Committee is without a Chairman, the position can be appointed by the Board of Directors with approval of the Governing Board.

Any member in good standing can serve as a committee member. Standing committee members shall serve for a minimum period of one year.

STANDING COMMITTEES
Scholarship
Public Relations
Membership
Government Relations
Professional Recognition
Technology
Interprofessional Relations

AD HOC COMMITTEES
Financial
By-Laws
Strategic Planning
Conference

LIASONS
Graduate Student
State Department of Education
CCA/CACES
Outreach - Elementary School
Outreach - Middle School
Outreach - High School

ARTICLE IX – DUTIES OF COMMITTEE CHAIRMEN

In addition the specific duties listed below, all Committee Chairmen must:
A. Perform such duties as may be directed by the Board of Directors or Governing Board.
B. Submit an annual plan of action (goals) and budget request.
C. Update the Board of goal progress at every Governing Board meeting.
D. Submit end-of-year reports on outcomes of action plan.
E. Attend a minimum of 4 out of 5 Governing Board Meetings.

SECTION I BY-LAWS
A. Ensure CSCA by-laws are aligned with ASCA by-laws.
B. Keep apprised of changes necessary to stay aligned with ASCA.
C. During board meetings, indicate to the Board whether or not a motion or action is consistent with by-laws.

SECTION II CONFERENCE
A. Plan the annual CSCA Conference, including determining the date, location, theme, and keynote speaker.
B. Work with the Conference Committee to recruit sponsors, vendors, and presenters for the day of the conference.

SECTION IV FINANCIAL AD HOC
A. The Board of Directors will constitute the Financial Committee.
B. The Financial Committee is charged with overseeing the income and expenditures of the Association.
C. The Financial Committee will get board approval for all expenses over $500.

SECTION V INTERPROFESSIONAL RELATIONS
A. Provide leadership and coordination of the Inter-professional Relations Committee.
B. Promote and facilitate CSCA’s collaboration with other institutions, organizations and associations that share a common interest or goal.

SECTION VI GOVERNMENT RELATIONS
A. Publicize and advocate the role, benefits and value of professional school counselors.
B. Maintain an updated legislative information base.
C. Provide the vehicle for affecting legislation affecting the Association and its membership.
D. Establish liaison relationships with other professional organizations whose charge complements the efforts of the Association.

SECTION VII PROFESSIONAL RECOGNITION
A. Facilitate the process of selecting Professional Recognition Awards recipients to recognize outstanding programs in the state.
B. Facilitate the process of selecting the Counselor of the Year and Administrator of the Year awards for the state and national contests.
C. Present awards to recipients at their district’s Board of Education Meeting.

SECTION VIII PUBLIC RELATIONS
A. Develop and promote materials that enhance the image and position of professional school counselors.

SECTION IX MEMBERSHIP
A. Identify ideas and/or conduct research to identify ways to increase CSCA membership and to support and promote the field of school counseling in the state.
SECTION X  TECHNOLOGY  
A. Maintain the CSCA Website, which includes submitting current information for posting on the site and monitoring the web page for the removal of obsolete information.  
B. Ensure CSCA has a presence in the most up-to-date technological advances and is using current technology to reach out to the membership.

SECTION XII  GRADUATE STUDENT LIAISON  
A. Act as a liaison between CSCA and students in the graduate-level school counseling programs.  
B. Bring pertinent information concerning counselors in the state to students.  
C. Plan the Graduate Student Conference.  
D. Solicit graduate student Poster Presentations for the CSCA Annual Conference.

SECTION XIII  STATE DEPARTMENT OF EDUCATION LIAISON  
A. Apprise counselors of pertinent information regarding counseling in the state.

SECTION XIV  STRATEGIC PLANNING  
A. Review and revise the CSCA Strategic Plan.

SECTION XV  CCA/CACES LIAISON  
A. Apprise counselors of pertinent information regarding the Connecticut Counseling Association and/or Connecticut Association for Counselor Education and Supervision.

SECTION XVI  OUTREACH LIAISONS  
A. Represent the needs and interests of school counselors at the different levels - elementary school, middle school, and high school, respectively.

ARTICLE XI – INDEMNIFICATION

The Association shall indemnify each member of the Board of Directors and the Governing Board composed of the elected and appointed officers as enumerated in Article IV Section I of the Constitution and Chairman or persons of standing committees as enumerated in Article X, for the defense of civil or criminal action or proceedings as hereinafter provided and notwithstanding any provisions in the By-Laws, in a manner and to the extent permitted by applicable law.

The Association shall indemnify each of its directors and officers, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney’s fees, actually and necessarily incurred or imposed as a result of such actions or proceedings, or an appeal therein, imposed upon or asserted against him or her by reason of being or having been such a director or officer and acting within the scope of his or her official duties, but only when that he or she acted in good faith for the purpose which he or she reasonably believed to be in the best interests of the Association and, in the case of criminal action or proceeding, in the best interests of the Association and, in the case of criminal action or proceeding, in addition, had no reasonable cause to believe that his or her conduct was unlawful. This indemnification shall be made only if the Association shall be advised by its Governing Board acting (1) by quorum consisting of Governing Board members who are not parties to such section or proceedings upon a finding that, or (2) if a quorum under (1) is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that, the Governing Board or officer
had met the foregoing applicable standard of conduct. If the undergoing determination is to be made by the Governing Board, it may rely as to all questions of law on the advice of independent legal counsel.

Every reference herein to a member of the Governing Board or officer of the Association shall include every member and officer thereof or former member and officer thereof. This indemnification shall apply to all judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as above-stated. The right of indemnification herein provided shall be in addition to any and all rights to which any member or officer of the Association might otherwise be entitled and the provisions hereof shall neither impair nor adversely affect such rights.

ARTICLE XII – OFFICIAL MEETING

SECTION I GENERAL ASSEMBLY
There shall be at least one General Membership Meeting during the school year.

SECTION II ATTENDANCE AND VOTING
All members in good standing may attend and participate in official meetings and receive Association literature. Professional, Retired and Regular and Emeritus members are entitled to vote.

ARTICLE XIII– ADOPTION AND AMENDMENT

SECTION I AMENDMENTS
Proposals to amend the By-Laws may be initiated by (1) the Governing Board, (2) by an individual member, or (3) by members at an official meeting. In the last two cases, (2) and (3), such proposals to amend, must be submitted in writing, and signed by at least 25 percent of the Association. These written proposals for amendments must be in the hands of the secretary at least thirty days prior to the date at which they are to be submitted for consideration, except that in cases of emergency, the proposed amendments may be submitted to the Governing Board for discussion without the thirty day requirement.

SECTION II GOVERNING BOARD VOTING
A majority vote of the Governing Board members present at a regular Governing Board meeting shall constitute a recommendation that the proposed amendments be submitted to the membership by official notice.

SECTION III MEMBERSHIP VOTING
A copy of each proposed amendment and a ballot shall be given to the members electronically. Thirty days after posting the proposed amendment online, the polls shall be closed and the votes counted by the Secretary. The results shall be announced at the next meeting of the Governing Board, at which time, the amendment, if approved by two-thirds of all members voting, shall take effect. The members shall then be informed of the results.

ARTICLE XV – PARLIAMENTARY AUTHORITY