

Association By-Laws
Article I
Name, Affiliation and Purpose

Adopted 3-11-08

Section 1. NAME.

The name of the Association shall be the North Dakota Association for Counselor Education and Supervision (NDACES).

Section 2. AFFILIATION.

This association is a division of the North Dakota Counseling Association (NDCA), a state branch of the North Central Association for Counselor Education and Supervision (NCACES), and a state division of the Association for Counselor Education and Supervision (ACES). This non-profit Association is organized and governed in accordance with the by-laws of NDCA and ACES.

Section 3. PURPOSE.

The general purpose of the Association shall be to strengthen counselor education and supervision. It shall be a means for providing improved communication among members of the Association, for advancing knowledge in the academic fields of the behavioral sciences, and for assisting in the improving of competency both for the members themselves and for those counselors, prospective counselors, and counselor supervisors with whom the members are working or will work. It shall be concerned with knowledge and skills which touch upon all aspects of the profession of counseling and supervision at all levels. It shall be a potent force toward progress in counselor education and supervision.

Article II
Membership

Section 1. TYPES OF MEMBERSHIP.

This Association shall consist of four types of membership: Regular, Student, Emeritus, and Associate.

Section 2. PRIVILEGES OF MEMBERSHIP.

- Regular members shall have all rights and privileges normally accorded members of a scientific, educational and professional association, including the right to vote and hold office.
- Associate and student members will have these same rights and privileges except that they may not vote, hold elective office, or initiate action in meetings of the Association.
- Emeritus members shall be entitled to all privileges of regular members, but shall be exempt from payment of dues and assessments in accordance with ACES and NDCA by-laws.

Section 3. REQUIREMENTS FOR MEMBERSHIP.

REGULAR:

- To be eligible for regular membership, a person must be on the faculty of or affiliated with a college or university and be engaged in the professional preparation of counselors or other professional counseling or student workers; or be engaged in performing the duties of a supervisor of counseling related services, or performing the duties as professional assistants to such supervisors; or be otherwise engaged in the professional leadership, direction, coordination, or supervision of qualified as defined by state standards, counselors or other qualified professional guidance or student personnel worker and be a recipient of the doctoral or master's degree conferred by a graduate school of recognized standing.
- A regular member may retain this status as long as he/she maintains continuous membership in NDACES and NDCA. Any regular member whose membership is severed and who applies for reinstatement as a regular member shall be required to meet, at the time of reinstatement, the then existing requirements.

STUDENT:

To be eligible for student membership, a person shall be actively enrolled in a graduate program of recognized standing which leads to a doctoral or master's degree in counseling or counseling related services that prepares students in the professional preparation of counselors or other professional counseling or student workers and shall not be engaged in full-time employment as a counselor, counselor educator or supervisor.

EMERITUS:

A regular member who has been an active member of NDACES for a number of years and has a distinguished record of leadership, commitment, and professionalism in NDACES may be elevated to emeritus status by majority vote of the Executive Committee. The Executive Committee, working with the Awards Committee, will determine those eligible for emeritus status. The Awards Committee will recommend those who should be so distinguished.

ASSOCIATE:

A person who does not meet the requirements as a Regular, Student or Emeritus member, but who expresses an interest in promoting the purposes and activities of this Association may be eligible for membership as an Associate member, as determined by the Executive Committee.

Section 4. PROCEDURE.

The Executive Committee shall prescribe the forms and procedures to be used in applications for membership in accordance with policies established by NDACES and NDCA.

Section 5. SEVERANCE.

Failure to pay dues as prescribed by the Association shall be interpreted as withdrawal from membership. A member may be dropped from membership for any conduct that tends to injure the Association or that is contrary to or destructive of its objectives according to the By-laws and Code of Ethics of the Association and its affiliates. Complaints brought against members shall be

processed according to the NDCA By-laws and the NDCA Ethics Committee Policy and Procedures for Processing Complaints of Ethical Violations.

Article III Election of Officers

Section 1. NOMINEES.

Each year nominations will be received for the offices to be vacated at the end of the Association year. The Nominations and Elections Committee shall call for nominations from the membership in the fall newsletter. The Committee will receive and count the nominations ballots and seek permission from the nominees prior to placing their names on the ballot. The proposed slate will be presented at the Mid-Winter Conference business meeting. Nominations from the floor will be accepted at this time. If more than two candidates are nominated for one office, an election will be held at the Mid-Winter Conference business meeting to finalize the ballot.

Section 2. PRESENTATION OF THE SLATE.

- There shall be two candidates for each office presented to the membership of the NDACES for voting NDCA Mid-Winter Conference.
- In the event that only one nominee is proposed to be elected, his/her name will automatically be approved as the elected officer.

Section 3. ELECTION PROCEDURES.

The election shall be completed by February 15th.

Section 4. ASSUMPTION OF DUTIES.

Officers so elected will assume the duties of their office on July 1, following their elections.

Section 5. VACANCIES IN UNEXPIRED TERMS.

In case of a vacancy in any office, the President shall have the power to fill the vacancy by appointment until the next regular election with the approval of the Executive Committee.

Article IV Officers

Section 1. OFFICIALS.

The officers of the Association shall be a President, President-Elect, Past-President, Secretary, Treasurer, and the NDACES Representative (Director) to the NDCA Board of Directors.

Section 2. TERMS OF OFFICE.

The President, President-Elect, and Past-President shall serve one year terms. The NDACES Representative (Director) to the NDCA Board shall serve a three year terms. The Secretary and the Treasurer will serve one year terms and may be elected to serve consecutive terms. The Representative to the NDCA Board (Director) may not be elected for more than two consecutive terms.

Section 3. THE PRESIDENT.

The President shall be the chief executive officer of the Association and chair of the Executive Committee. The President shall appoint committee chairs and consult with them regarding committee membership, unless otherwise specifically provided for in these By-laws or by motion establishing such committees. The President will hold ex-officio membership on all committees. The President shall appoint an individual, with the approval of the Executive Committee, to complete a one year term, if an officer should vacate that office. The President will report annually to the Association regarding actions of the national Association for Counselor Education and Supervision (ACES) and the North Central Association for Counselor Education and Supervision (NCACES) and other items of concern to the members.

Section 4. THE PRESIDENT-ELECT.

The President-Elect shall act as President at all Association of Executive Committee meetings in the absence of the President unless a past president is requested by the president to preside. He/she shall succeed to the Presidency at the expiration of the term as President-Elect. The President-Elect shall assume responsibilities as chairperson of the Program Committee.

Section 5. THE PAST-PRESIDENT.

An individual becomes Past-President upon completion of the term as President. He/she shall perform such other duties as are assigned by the President. The Past-President chairs the Nominations and Elections Committee, Awards Committee and serves as consultant to the Membership Committee.

Section 6. THE TREASURER.

The Treasurer shall review all reimbursement requests for conformity with fiscal policies and guidelines and review account balances to determine if the budget account balance is sufficient to cover expenditures. He/she shall review and validate monthly statements from NDCA. He/she shall receive all appropriate indebtedness against the association. He/she shall oversee deposit of all appropriate monies (membership, etc.) with NDCA and shall oversee and send all appropriate bills to NDCA for payment by check. He/she shall attend all NDACES Board Meetings. The Executive Committee from time to time may prescribe methods and procedures for authorizing the expenditure of and the accounting for such funds. The Treasurer shall assume responsibilities as chairperson for the Budget and Finance Committee and shall with the Executive Committee develop a budget for the year.

Section 7. THE SECRETARY

The Secretary shall attend and record minutes at all NDACES board meetings and general membership meetings. The Secretary shall be responsible for NDACES correspondence at the request of the President.

Section 9: THE NDACES DIRECTOR TO THE NDCA BOARD.

The NDACES Director to the NDCA Board shall attend all NDCA Board meetings and inform the Executive Committee and the membership of actions taken at NDCA Board meetings. He/she will bring relevant NDACES business items to the NDCA Board and complete the required reports to the NDCA Board from the Division. He/she shall act as the official NDACES spokesperson to the NDCA Board and shall seek direction from the NDACES Executive Committee, President and/or membership on the stand that NDACES would like taken in NDCA matters affecting the NDACES membership.

Section 10. ALTERNATE REPRESENTATION TO NDCA BOARD.

In the event the NDACES Director cannot attend the NDCA Board meeting, the president will appoint an alternate.

Section 11. LIMIT OF OFFICES HELD.

No officers can hold more than one elected position on the Executive Committee.

**Article V
The Executive Committee**

Section 1. FUNCTION OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall be the agency through which the general administration and executive functions of the Association shall be carried out. It shall conduct, manage, and control the business of the Association between official meetings of the Association.

Section 2. MEMBERSHIP OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall be comprised of the President, President-Elect, Past-President, Secretary, Treasurer, and the NDACES (Director) representative to the NDCA Board of Directors.

Section 3. MEETINGS.

The Executive Committee shall meet a minimum of two times a year. They shall be once in the fall and once at the NDCA Annual Midwinter Conference. Other meetings may be called by the president if deemed necessary.

**Article VI
Committees**

Section 1. STANDING COMMITTEES AND CHAIRS.

There shall be standing committees of the Association with designated chairs, as follows:

- Nominations and Elections Committee (chair, Past-President)
- Budget and Finance Committee (chair, Treasurer)
- Program Committee (chair, President-Elect)
- Membership Committee (chair, Past-President)

- Awards Committee (chair, Past-President)
- Publications Committee (chair, Secretary)
- Legislation (chair, Director)
- Research (chair, Director)

Section 2. COMMITTEE FUNCTIONS.

The functions of standing committees shall be as follows:

The Nominations and Elections Committee shall be responsible for carrying out nominations and elections procedures in accordance with these By-laws.

The Budget and Finance Committee shall be responsible for the preparation and presentation of the annual budget. It shall also carry out such other duties as assigned by the President.

The Program Committee shall be responsible for the identifying and encouraging members to present NDACES sponsored programs at the NDCA Midwinter Conference and for other professional development programs or presentations throughout the year.

The Membership Committee shall actively promote membership in the Association.

The Awards Committee shall actively seek nominations for the "Outstanding Counselor Educator" and the "Outstanding Counselor Supervisor" awards. The committee shall review nominations for these awards and select one (either Counselor Educator or Counselor Supervisor) award recipient to be honored at the NDCA Awards Breakfast. The Awards Committee will research recipients for Emeritus Membership status and make recommendations to the Executive Committee. The Emeritus members will be recognized at the NDACES Luncheon during the NDCA Conference. The Awards Committee will develop nominations of NDACES members and/or activities for ACES and NDCA awards.

The Publications Committee shall be responsible for the timely publication of the fall issue of the Association newsletter, to be distributed to the membership via web page or email.

The Legislation Committee shall be responsible for working with the NDCA Legislative Committee to promote legislative issues of importance to NDACES.

The Research Committee shall work with the NDCA Research Committee to promote research issues of importance to NDACES.

Section 3. SPECIAL COMMITTEES.

Special Committees such as but not limited to a School or Clinical Issues Committee, may be authorized by the President or by the Executive Committee. Such committees shall continue for not more than two years unless otherwise specified in the motions establishing or re-charging such committees.

Section 4. TERMS OF CHAIRPERSONS.

Chairpersons of all committees shall be a member of the Executive Committee.

Article VII Conduct of Business

Section 1. SPECIAL PROCEEDINGS.

The Constitution or By-laws of the Association for Counselor Education and Supervision (ACES) and those of the North Dakota Counseling Association (NDCA) shall govern the proceedings of this Association not otherwise specified in these By-laws.

Section 2. QUORUM REQUIREMENTS.

- A quorum for conducting business at scheduled meetings of this Association shall be ten percent of the regular membership.
- A quorum for conducting business of the Executive Committee shall be a majority of the authorized membership of the Executive Committee.

Article VIII Meetings of the Association

Section 1. BUSINESS YEAR.

The official business year of the Association shall extend from July 1 through June 30.

Section 2. ANNUAL MEETINGS.

One Annual Membership Business Meeting of the Association shall be held at the Annual NDCA Midwinter Conference.

Section 3. SPECIAL SESSIONS.

The President may, with the approval of the Executive Committee, call additional meetings of the Association when necessary.

Article IX Dues

Section 1. DUES.

The North Dakota Association for Counselor Education and Supervision may assess membership dues as indicated:

- *Regular "Charter" Members (Joining and paying dues before July 1, 2008)
 \$10.00 annually, each year for life.
- *Regular Members (Joining and paying dues July 1, 2008 and after) **\$20.00**
- *Student "Charter" members (Joining and paying dues before July 1, 2008)
 \$5.00 annually to increase to **\$10.00** for life when moving to regular membership.
 Non-Charter student membership is **\$5.00**, but will increase to **\$20.00** annually when moving to regular membership.
- *Associate Member \$20.00 annually
- *Emeritus-Membership is free as prescribed by these By-laws.

Section 2. ASSESSMENTS.

- Regular, Associate and Student members of the Association will be assessed annual dues in the amount set by the Executive Committee.
- Dues shall be payable upon receipt of a dues statement from NDCA.

Article X Finances

Section 1. BUDGET

The Executive Committee shall approve or revise the annual budget presented by the Budget and Finance Committee and present it to the membership for adoption at the winter meeting of the Association.

Section 2. EXPENDITURES.

Upon adoption of a budget, all accounts payable, being duly approved by the President, shall then be sent to the Treasurer who will verify expenditures and send all appropriate bills to NDCA for payment.

Section 3. DEBT

No member of the Association shall cause to be made, in the name of the Association, any debt or contract without proper authorization of the Executive Committee.

Article XI By-laws Amendments

Section 1. AMENDMENTS.

Amendments to these By-laws may be made at a business meeting by a two-thirds affirmative vote. Proposals to amend the By-laws must be submitted in writing to the President of the Association and read at a regular, business meeting of the Association.

Section 2. EMERGENCY AMENDMENTS.

In case of an emergency, the Executive Committee may submit a proposed amendment to the membership for an e-mail vote. Twenty days after the proposed amendment has been posted on the website the polls shall be closed and the vote counted by the Executive Committee. If passed by a majority of the members voting, the amendment shall go into effect.

Article XII Parliamentary Procedure

Section 1. ROBERTS RULES OF PARLIAMENTARY PROCEDURE REVISED.

The business of NDACES will be conducted based on Roberts Rules of Parliamentary Procedure revised.