

# **By-Laws**

## **BY-LAWS OF THE NORTH ATLANTIC REGIONAL ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION**

Revised 10/21/05

### **ARTICLE I: NAME AND PURPOSE**

#### **Section 1: Name**

The name of this Association shall be the North Atlantic Regional Association for Counselor Education and Supervision (NARACES).

#### **Section 2: Affiliation**

This Association is organized and governed in accordance with the by-laws of the Association for Counselor Education and Supervision (ACES).

#### **Section 3: Purpose**

The purpose of the Association, in accordance with the purposes of ACES, shall be:

- a. to advance counselor education and supervision in order to improve guidance, counseling, and student personnel services in various settings of society;
  - b. to be concerned with matters relevant to the training and supervision of counselors in all settings including schools, agencies, colleges, universities, and government settings;
  - c. to be actively supportive of the accreditation of counselor education programs in an effort to improve the education and credentialing of counselors in the North Atlantic region;
- to be dedicated to the continuing professional development and renewal of its members through a regional conference which includes presentations designed to appeal to a broad spectrum of supervisors, practitioners and counselor educators.

## **ARTICLE II – MEMBERSHIP**

### **Section 1: Types of Membership**

This Association shall consist of four types of membership:

- Regular - persons employed in counselor education or supervision positions;
- Student - persons engaged in full-time or part-time study in counselor education or related fields;
- Emeritus - retired persons who have been actively engaged in the Association and recommended by the Executive Council;
- Associate - persons interested in the general aims and purposes of NARACES but are not qualified under any of the above categories.

### **Section 2: Privileges of Membership**

- a. Regular members shall have all the rights and privileges normally accorded members of a professional association including the right to vote and hold elective office.
  - b. Student members shall have the same rights and privileges normally accorded regular members including the right to vote and hold elective office.
  - c. Emeritus members shall be entitled to all privileges of regular members, but shall be exempt from payment of dues and assessments.
- Associate members shall have the same rights and privileges as regular members except they may not hold, hold elective office, or initiate action in meetings of the Association.

### **Section 3: Requirements for Membership**

- a. To be eligible for regular membership a person must:
  1. be a recipient of the Masters or Doctoral degree, conferred by a graduate school of recognized standing, providing course work in preparation for performing the duties herein ascribed, or;
  2. be on the faculty of or affiliated with a college or university and be regularly engaged in the professional preparation of counselors or other

professional guidance or pupil/student personnel workers, or;

3. be regularly engaged in performing the duties of a state or school district supervisor of guidance, counseling, or pupil/student personnel services, or performing the duties of assistants to such supervisors, or;

- to otherwise regularly engage in the professional direction, coordination, or supervision of counseling, pupil/student personnel, human service agency, and/or industrial personnel programs.

- Any person who is primarily engaged in full-time or part-time graduate study leading to a

degree as described above may be eligible for membership as a student member.

- Any person who has been a regular member and who has retired may be accorded Emeritus membership upon application to and by favorable vote of the Executive Council.

- Any person who does not meet the requirements for Regular membership, but who expresses an interest in promoting the purposes and activities of this Association may be eligible for membership as an Associate member.

#### **Section 4: Membership Procedure**

The Executive Council shall prescribe the necessary form for application to membership in the Association. It shall also prescribe the procedure for processing and approving application for membership in accordance with the procedures established by the Association for Counselor Education and Supervision.

#### **Section 5: Severance of Membership**

- Failure to pay dues as prescribed by the Association shall be interpreted as withdrawal from membership. Reinstatement shall be by renewal as in Section 3 of this article.

- Any member may be expelled by two-thirds vote of the membership present at a regularly scheduled business meeting of the Association for any conduct that tends to injure the Association or adversely affect its reputation, or that is contrary to, or destructive according to the by-laws of this Association. Before such vote can be taken, expulsion must be recommended by the Executive Council after a review of the case by this Council. Review of the case by the Executive Council shall involve giving the person in question an opportunity to appear before the Council to answer

the charges against him/her. The foregoing shall not be interpreted as an abridgement of the member's right to appeal to the general membership at the meeting at which the report of the Executive Council is under consideration.

## **ARTICLE III-COMMITTEES**

### **Section 1: Standing Committees**

Standing Committees of the Association shall include, but not be limited to:

- a. Awards
- b. Membership
- c. Newsletter
- d. Nomination and Election
- e. Resolution and by-laws

### **Section 2: Work of the Standing Committees**

- a. Attend all General Business and Executive Council meetings.
- b. Hold meetings or have written communication within the committee at least twice during the year.
- c. Report orally and in writing, the committee's progress, at the General Business meeting of the Association and to the Executive Council.
- d. Inform the membership of action taken by the committee through the Newsletter.

### **Section 3: Special Committees**

Special committees may be authorized by the Association or by the Executive Council. Such committees shall continue for not more than one year. Special committees may be reinstated by the same procedure.

### **Section 4: Chairperson of Committee**

Chairpersons of all committees shall serve for a period of one year. They

may be reappointed to succeed themselves.

## **ARTICLE IV-EXECUTIVE COUNCIL**

### **Section 1: Functions**

The Executive Council shall be the agency through which the general administrative and executive functions of the Association shall be carried out. It shall perform the responsibilities assigned to it by these by-laws, and shall conduct, manage, and control the business of the Association between official meetings of the Association.

The Executive Council shall also be responsible for the budget and finance planning of

NARACES.

### **Section 2: Membership**

The Executive Council shall consist of the president, the president-elect, the past president, the secretary, the secretary-elect, all of whom are elected members of NARACES, the treasurer, chairpersons of all Standing Committees.

### **Section 3: The Executive Committee**

This committee shall consist of the elected officers of NARACES, the president, the president-elect, the past-president, the secretary, and the secretary-elect.

### **Section 4: Voting Rights**

Each member of the Executive Council shall be entitled to one vote.

### **Section 5: Meetings**

The Executive Council shall meet twice each year and in conjunction with the NARACES regional conference, national conferences, and/or at a time agreed upon by the Council.

## **ARTICLE V: OFFICERS**

### **Section 1: Elected and Appointed Officers**

- The elected officers shall be the president, president-elect, secretary, and

secretary-elect.

All shall be regular members of NARACES and ACES.

- The president, president-elect, secretary and secretary-elect shall serve one-year terms which shall begin with the start of the fiscal year.
- The treasurer shall be appointed for a three-year term by the president-elect and with the consent of the Executive Council. The term shall begin with the start of the fiscal year.
- The president-elect shall automatically become president one year after the start of the term of office as president-elect; or upon the resignation or death of the president, the president-elect shall complete that term of office in addition to serving the elected term of office.
- In the event of the resignation or death of the president-elect, a special election by the membership will be held at the earliest possible convenience of the Executive Council.
- The secretary-elect shall automatically become secretary one year after the commencement of the term of office as secretary-elect; or upon the resignation or death of the secretary, the secretary-elect shall complete that term of office in addition to serving the elected term of office.
- In the event of the resignation or death of the treasurer, the president, with the consent of the Executive Council, shall appoint a person from among the Regular membership to fill out the remainder of the term of the office.
- No member shall hold more than one elected office in NARACES at any one time.

## **Section 2: Duties**

- The past president shall serve as parliamentarian, Chairperson of the Nomination and Election Committee, and serve on the Executive Council and Executive Committee of the Association.
- The president shall be the chief executive officer of the Association and the chairperson of its Executive Council. The president shall appoint chairpersons and members of all committees, unless otherwise specifically provided for in these by-laws or by the motion establishing such committees and shall hold ex-officio membership on all committees. The president shall call all regular and special meetings of the Association when necessary and shall report annually to the Association upon action of the Executive Council and other items of concern to the members. The president shall

oversee the annual fall conference. The address of the president shall be used as the official mailing address of NARACES. The president shall receive and act upon all correspondence relating to the Association. The president shall represent NARACES on the ACES Executive Council.

c. The president-elect shall act as president at all Association and Executive Council meetings in the absence of the president and shall succeed to the presidency at the expiration of the term president-elect. The president-elect shall serve as Program Coordinator for the annual fall conference.

d. The secretary shall keep the records of the Association and the Executive Council, work in cooperation with the president in handling NARACES [minutes], and shall perform such other duties assigned by the president and/or the Executive Council.

e. The secretary-elect shall act as secretary at all Association and Executive Council meetings in the absence of the secretary and shall succeed to the office of secretary at the expiration of the term as secretary-elect.

- The treasurer shall represent the Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Executive Council and shall be under bond determined by the Executive Council.

## **ARTICLE VI - NOMINATIONS AND ELECTIONS**

### **Section 1: Purpose**

The Nominations and Elections Committee shall supervise the nominations and election procedures for filling the elective offices of the Association.

### **Section 2: Elective Officials**

The elective officials shall be a president, a president-elect, a secretary, and a secretary-elect.

### **Section 3: Forms and Schedules**

The forms to be used and the schedules to be followed in carrying out the provisions of Section I shall be consistent with those prescribed by the "Manual of Instructions for Nominations and Elections Chairperson of the American Association for Counseling and Development" and by Section 4 of this Article.

### **Section 4: Procedures**

The Nominations and Elections Committee, chaired by the past-president, shall solicit by either electronic or regular mail the individual members of the Association, for nominations to the elective of offices of the Association. Guided thereby, they shall prepare a slate containing at least one name and one space for a write-in nomination for each office, and no more than three names for each office. For each office the Committee shall place on the ballot the name of the individual receiving the highest number of nominating votes, if that person is eligible and willing to serve. In selecting the other nominees for each office, the Committee shall take into consideration: qualifications for the office, number of nominating votes received, geographical location, field of interest and consent of the proposed nominee. The ballot shall then be mailed via electronic or regular mail to all active regular and student members eligible to vote, with the results being available at the spring Executive Council meeting.

### **Section 5: Vacancies in Unexpired Terms**

The president-elect shall succeed the president for say unexpired term and continue as president for the term which elected. In the case of a vacancy in any other elected office, the Executive Council shall have the power fill the same until the next election.

### **Section 6: Re election**

No elected officer of the Association may succeed self in office except as provided in Section 5 of this article. This provision does not abridge a member's right to be elected to any office at a later time.

### **Section 7: Term of Office**

New officers shall take office on July 1 st of each year.

## **ARTICLE VII - BUSINESS AFFAIRS**

### **Section 1: Dues**

- Dues shall be set by the Executive Council annually.
- Emeritus members shall be exempt from payment of dues.
- Dues shall be paid through the Membership Chairperson of NARACES.

### **Section 2: Quorums**

- A quorum for conducting business at meetings of the Association shall be

the members present except as provided in Section 2.a. of Article IX.

- A quorum for conducting business of the Executive Council shall be a majority of the authorized membership.
- A quorum for conducting business by the Executive Committee of the Executive Council shall be three members.

### **Section 3: Reports**

Members of the Executive Council and the chairperson of each committee shall submit a report, written and oral, concerning their activities at the annual business meeting of the Association and at such other times as the president may direct.

### **Section 4: The Fiscal Year**

The fiscal year of the Association shall coincide with the fiscal year of ACES.

### **Section 5: Rules of Order**

The business of the Association shall be conducted according to Robert's Rule of Order except when otherwise specified in these by-laws or by the by-laws of ACES.

## **ARTICLE VII- AMENDMENTS**

### **Section 1: Proposing Amendments**

Amendments to the by-laws may be proposed from time to time as follows:

- a. The Executive Council may propose amendments for approval by the Association.
  - b. Proposed amendments may be submitted to the Executive Council. Such amendments must be presented under the signature of at least ten (10) voting members of the Association. Such proposals shall be submitted at least forty-five (45) days prior to the annual meeting of the Association at which time proposed amendments are to be discussed.
- At least thirty (30) days prior to Association action the proposed amendment shall be made available, by mail, to all members of the Association.

## **Section 2: Ratifying Amendments**

Proposed amendments recommended by the Executive Council shall be acted upon by the Association by either of the following two methods:

- a. By the affirmative vote of at least two-thirds of the members present at the scheduled meeting of the Association provided that there shall be at least 20% of the Regular membership present and voting at such meeting.
  - b. By the affirmative vote of at least two-thirds of the members voting in a mail ballot, provided that the proposed amendment shall have been discussed at an Association meeting unless the Council declares that emergency action is required and provided that at least 20% of the Regular membership responds.
-