

## **S.D. ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION**

*AN AREA OF SPECIALTY OF THE SOUTH DAKOTA COUNSELING ASSOCIATION*

### ARTICLE I: NAME

THE NAME OF THE ASSOCIATION SHALL BE THE SOUTH DAKOTA ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION, WHICH IS AN AREA OF SPECIALITY OF THE SOUTH DAKOTA COUNSELING ASSOCIATION AND STATE DIVISION OF THE ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION (ONE OF THE DIVISIONS OF THE AMERICAN COUNSELING ASSOCIATION).

### ARTICLE II: PURPOSES

THE PURPOSES OF THE ASSOCIATION SHALL BE TO:

1. ADVANCE COUNSELOR EDUCATION AND SUPERVISION IN ORDER TO IMPROVE PROFESSIONAL COUNSELING SERVICES IN ALL SETTINGS.
2. PROVIDE A SYSTEM OF INFORMATION EXCHANGE AMONG COUNSELOR EDUCATORS AND SUPERVISORS VIA NEWSLETTERS, EDUCATIONAL AND PROFESSIONAL MATERIAL, AND WORKSHOP ACTIVITIES.
3. PROVIDE CONTINUING EDUCATION ACTIVITIES FOR COUNSELOR EDUCATORS AND SUPERVISORS TO ASSIST THEM IN ENHANCING SKILLS.
4. PROMOTE LEGISLATION WHICH RECOGNIZES AND ADVANCES THE PROFESSION OF COUNSELING.
5. PROMOTE RESEARCH AND INQUIRY INTO ISSUES GERMANE TO COUNSELOR EDUCATION, SUPERVISION OF COUNSELORS, AND THE FIELD OF COUNSELING.
6. PROVIDE A LIAISON WITH REGIONAL, STATE, AND NATIONAL PROFESSIONAL GROUPS TO ASSIST IN THE ADVANCEMENT OF THE COUNSELING PROFESSION.
7. PROVIDE THE PUBLIC WITH INFORMATION CONCERNING THE COUNSELING PROFESSION.

### ARTICLE III: MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP SHALL BE THOSE PRESCRIBED BY THE SOUTH DAKOTA COUNSELING ASSOCIATION AND THE ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION, A DIVISION OF THE AMERICAN COUNSELING ASSOCIATION.

SECTION 2. ANY PERSON WHO IS A MEMBER OF THE SOUTH DAKOTA COUNSELING ASSOCIATION MAY BE A MEMBER OF THIS DIVISION PROVIDED:

- (A) SHE/HE IS ACTIVELY INVOLVED IN COUNSELOR EDUCATION AND/OR SUPERVISION OF COUNSELOR OR COUNSELING INTERNS. AND
- (B) SHE/HE HOLDS A MASTER'S DEGREE OR HIGHER PROFESSIONAL DEGREE IN THE MENTAL HEALTH FIELD CONFERRED BY A GRADUATE SCHOOL OF RECOGNIZED STANDING, AND PROFESSIONAL CREDENTIALING IN THEIR AREA OF COUNSELING,
- (C) SHE/HE IS A STUDENT WHO IS ENROLLED IN A PLANNED PROGRAM LEADING TOWARD A DEGREE IN COUNSELING AND WHO IS PLANNING TO BECOME A PROFESSIONAL COUNSELOR, COUNSELING SUPERVISOR, AND/OR COUNSELOR EDUCATER.

### ARTICLE IV: MEETINGS OF THE ASSOCIATION

SECTION 1. THE OFFICIAL BUSINESS YEAR OF THE ASSOCIATION SHALL BE THAT OF THE SOUTH DAKOTA COUNSELING ASSOCIATION.

SECTION 2. AN ANNUAL MEETING OF THE ASSOCIATION MAY BE HELD IN CONJUNCTION WITH THE ANNUAL MEETING OF THE SOUTH DAKOTA COUNSELING ASSOCIATION.

SECTION 3. THE PRESIDENT MAY, WITH THE APPROVAL OF THE EXECUTIVE COUNCIL, CALL ADDITIONAL MEETINGS OF THE ASSOCIATION WHEN NECESSARY OR DESIRABLE.

#### ARTICLE V. OFFICERS

SECTION 1. THE EXECUTIVE OFFICERS OF THE ASSOCIATION SHALL BE PRESIDENT, PRESIDENT-ELECT, IMMEDIATE PAST PRESIDENT, SECRETARY, AND TREASURER (SECRETARY AND TREASURER MAY BE FILLED BY THE SAME PERSON). OTHER VOTING MEMBERS OF THE ASSOCIATION SHALL INCLUDE THE FOLLOWING VICE PRESIDENTS; COUNSELOR EDUCATION, SUPERVISION, LICENSED PROFESSIONAL COUNSELOR, AND GRADUATE STUDENT.

SECTION 2. THE PRESIDENT SHALL BE THE CHIEF EXECUTIVE OFFICER OF THE ASSOCIATION AND CHAIRPERSON OF ITS EXECUTIVE COUNCIL AND SERVE A TWO YEAR TERM. SHE/HE SHALL APPOINT THE CHAIRPERSONS OF ALL COMMITTEES UNLESS OTHERWISE SPECIFICALLY PROVIDED FOR IN THESE BY-LAWS OR BY THE MOTION ESTABLISHING SUCH COMMITTEES. THE PRESIDENT SHALL SERVE AS REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE SOUTH DAKOTA COUNSELING ASSOCIATION AND SHALL BE THE DELEGATE TO THE DELEGATE ASSEMBLY OF THE ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION. (THE PRESIDENT MAY APPOINT A MEMBER AS DELEGATE AND/OR REPRESENTATIVE TO THE BOARD IN THE EVENT SHE/HE CANNOT ATTEND).

SECTION 3. THE PRESIDENT-ELECT SHALL ACT AS PRESIDENT AT ALL ASSOCIATION OR EXECUTIVE COUNCIL MEETINGS IN THE ABSENCE OF THE PRESIDENT AND SHALL SUCCEED TO THE PRESIDENCY AT THE EXPIRATION OF HIS/HER TWO-YEAR TERM AS PRESIDENT-ELECT.

SECTION 4. THE IMMEDIATE PAST PRESIDENT SHALL SERVE FOR TWO YEARS FOLLOWING THE EXPIRATION OF HIS/HER PRESIDENTIAL TERM IN AN ADVISORY CAPACITY.

SECTION 5. THE SECRETARY SHALL KEEP ALL RECORDS OF CURRENT ACTIVITIES OF THE ASSOCIATION AND ITS EXECUTIVE COUNCIL.

SECTION 6. THE TREASURER SHALL WORK WITH THE SDCA EXECUTIVE DIRECTORY AND BOOKKEEPER TO MANAGE THE FUNDS OF THE ASSOCIATION. SDCA SHALL HAVE CUSTODY OF ALL THE FUNDS OF THE ASSOCIATION. ALL FUNDS OF THE ASSOCIATION SHALL BE DEPOSITED AND PAYED OUT ACCORDING TO THE FINANCIAL POLICY OF THE SOUTH DAKOTA COUNSELING ASSOCIATION. FUND EXPENDITURES MUST BE VOTED ON BY THE EXECUTIVE COMMITTEE OF SDACES AND THE TREASURER SHALL SUBMIT THEM TO SDCA PER THE BYLAWS OF SDCA.

SECTION 7. EACH OFFICER SHALL BE A MEMBER OF THE ASSOCIATION IN GOOD STANDING. IN ADDITION, EACH OFFICER MUST BE A MEMBER OF THE AMERICAN COUNSELING ASSOCIATION AND THE ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION AS WELL AS THE SOUTH DAKOTA COUNSELING ASSOCIATION. NO MEMBER IS ELIGIBLE TO SERVE IN THE SAME OFFICE FOR MORE THAN TWO CONSECUTIVE TERMS OF OFFICE. (TERMS OF OFFICE EXTEND FROM JULY 1 – JUNE 30).

SECTION 8. THE TERM OF OFFICE SHALL BE TWO YEARS.

## ARTICLE VI: EXECUTIVE COUNCIL

SECTION 1. THE EXECUTIVE COUNCIL SHALL BE THE AGENCY THROUGH WHICH THE GENERAL ADMINISTRATIVE 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. THE EXECUTIVE COUNCIL OF THIS ASSOCIATION SHALL BE COMPOSED OF THE EXECUTIVE OFFICERS OF THIS ASSOCIATION.

SECTION 3. ALL MEMBERS OF THE EXECUTIVE COUNCIL OF THIS ASSOCIATION SHALL BE VOTING MEMBERS. ALL VICE PRESIDENTS OF THE ASSOCIATION SHALL BE VOTING MEMEBRS.

## ARTICLE VII: COMMITTEES

SECTION 1. THE STANDING COMMITTEES OF THIS ASSOCIATION APPOINTED BY THE PRESIDENT SHALL BE:

- (A) NOMINATIONS AND ELECTIONS COMMITTEE: THIS COMMITTEE SHALL BE RESPONSIBLE FOR NOMINATION PERSONS FOR PRESIDENT-ELECT, SECRETARY, AND TREASURER (OR SECRETARY-TREASURER). THE COMMITTEE IS CHAIRED BY THE PRESIDENT ELECT. NOMINEES FOR EACH OFFICE MUST AGREE TO SERVE PRIOR TO BEING PLACED ON THE BALLOT. THIS COMMITTEE SHALL PREPARE THE BALLOT AND ELECTRONICALLY SEND THE BALLOT TO THE MEMBERSHIP DURING OR PRIOR TO THE SPRING CONVENTION OF THE SOUTH DAKOTA COUNSELING ASSOCIATION.
- (B) PROFESSIONAL DEVELOPMENT COMMITTEE: THE PROFESSIONAL DEVELOPMENT COMMITTEE IS CHAIRED BY A MEMBER APPOINTED BY THE PRESIDENT AND SHE/HE MAY APPOINT MEMBERS TO THE COMMITTEE. THIS COMMITTEE IS IN CHARGE OF PROFESSIONAL DEVELOPMENT PROGRAMMING.
- (C) BYLAWS AND ETHICS COMMITTEE: THIS COMMITTEE SHALL BE CHAIRED BY A MEMBER APPOINTED BY THE PRESIDENT AND HE/SHE MAY APPOINT MEMBERS TO THE COMMITTEE. THIS COMMITTEE SHALL BE IN CHARGE OF BYLAWS REVIEWS AND REVISIONS, AS WELL AS ETHICAL LEADERSHIP.
- (D) MEMBERSHIP/PUBLIC RELATIONS COMMITTEE: THIS COMMITTEE IS CHARIED BY A MEMEBR APPOINTED BY THE PRESIDENT AND SHE/HE MAY APPOINT MEMBERS TO THE COMMITTEE. THIS COMMITTEE IS RESPONSIBLE FOR MEMBERSHIP REQUITMENTAND SUPPORT, AS WELL AS PUBLIC RELATIONS.

*NOTE: ALL OFFICER AND COMMITTEE DUTIES ARE OUTLINED IN THE JOB DESCRIPTIONS AND DUTIES DOCCUMENT IN MORE DETAIL.*

SECTION 2. SPECIAL COMMITTEES MAY BE AUTHORIZED BY THE ASSOCIATION OR BY THE EXECUTIVE COUNCIL. SUCH COMMITTEES SHALL CONTINUE FOR NOT MORE THAN TWO YEARS UNLESS OTHERWISE SPECIFIED IN THE MOTIONS ESTABLISHING THEM.

SECTION 3. THE CHAIRPERSONS FOR EACH COMMITTEE SHALL SERVE FOR A PERIOD OF ONE YEAR, BUT MAY BE APPOINTED FOR ADDITIONAL YEARS OF SERVICE.

SECTION 4. STANDING COMMITTEES MAY BE COMBINED AS AUTHORIZED BY THE ASSOCIATION OR BY THE EXECUTIVE COUNCIL.

## ARTICLE VIII: DUES

SECTION 1. ANNUAL DUES ARE SET BY THE EXECUTIVE COUNCIL AND SHALL NOT EXCEED THOSE OF OTHER AREAS OF SPECIALITY UNDER THE SOUTH DAKOTA COUNSELING ASSOCIATION.

## ARTICLE IX: ELECTION OF OFFICERS

SECTION 1. THE NOMINATIONS AND ELECTIONS COMMITTEE SHALL CANVAS THE MEMBERSHIP AND PREPARE AN OFFICIAL SLATE OF NOMINEES FOR THE POSITIONS OF PRESIDENT-ELECT, SECRETARY AND TREASURER (OR SECRETARY-TREASURER COMBINED). (IF NECESSARY, NOMINEES FOR PRESIDENT WILL BE SECURED BY THE COMMITTEE AS WELL). THIS COMMITTEE MUST SECURE THE NOMINEE'S CONSENT PRIOR TO INCLUSION OF HIS/HER NAME ON THE BALLOT.

SECTION 2. BALLOTS WILL BE SENT TO THE MEMBERSHIP BY THE CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE. ELECTRONIC BALLOTS ARE ACCEPTABLE.

SECTION 3. BALLOTS WILL BE REVIEWED BY THE NOMINATIONS AND ELECTIONS COMMITTEE AND A REPORT OF THE ELECTION WILL BE MADE AT THE ANNUAL MEETING OR WILL BE SENT TO THE MEMBERSHIP.

SECTION 4. ELECTED OFFICERS WILL ASSUME THE DUTIES OF THEIR RESPECTIVE OFFICE AT THE BEGINNING OF THE FISCAL YEAR IN ACCORDANCE WITH THE POLICY OF THE SOUTH DAKOTA COUNSELING ASSOCIATION.

SECTION 5. IN CASE OF A VACANCY IN THE OFFICE OF THE PRESIDENT, THE PRESIDENT-ELECT SHALL SUCCEED TO THE PRESIDENT'S UNEXPIRED TERM AND CONTINUE THROUGH THE TERM FOR WHICH ELECTED. IN CASE OF A VACANCY IN ANY OTHER OFFICES, THE EXECUTIVE COUNCIL SHALL HAVE THE POWER TO FILL THE VACANCY UNTIL THE NEXT REGULAR ELECTION.

## ARTICLE X: CONDUCT OF BUSINESS

SECTION 1. THE CONSTITUTION AND BY-LAWS OF THE SOUTH DAKOTA COUNSELING ASSOCIATION SHALL GOVERN THE PROCEEDINGS OF THIS ASSOCIATION NOT OTHERWISE SPECIFIED IN THESE BY-LAWS.

SECTION 2. A QUORUM OF VOTING OFFICERS IS REQUIRED TO CONDUCT BUSINESS.

SECTION 3. A MAJORITY OF VOTING OFFICERS OF THE ASSOCIATION SHALL CONSTITUTE A QUORUM FOR CONDUCTING BUSINESS OF THE ASSOCIATION.

## ARTICLE XI: AMENDMENTS TO THESE BY-LAWS

SECTION 1. AMENDMENTS TO THESE BY-LAWS MAY BE MADE AT THE ANNUAL MEETING, IF SUCH AMENDMENTS ARE APPROVED BY TWO-THIRDS OF THE MEMBERS VOTING. PROPOSALS TO AMEND MUST BE SUBMITTED IN WRITING TO THE PRESIDENT AT LEAST THIRTY (30) DAYS PRIOR TO THE MEETING.

SECTION 2. BY-LAW REVISIONS WILL ALSO TAKE PLACE WHEN RECOMMENDED OR SUGGESTED BY THE SOUTH DAKOTA COUNSELING ASSOCIATION OR AMERICAN ASSOCIATION OF COUNSELOR EDUCATION AND SUPERVISION. IN THESE SITUATIONS, REVISION SHALL BE MADE WHEN SUGGESTED. THE PRESIDENT WILL SEND OUT THE SUGGESTED CHANGES VIA E-MAIL TO THE MEMBERSHIP FOR

COMMENT AND REVIEW. THE REVIEW AND COMMENT PERIOD IS TWO WEEKS. FOLLOWING THE TWO WEEKS, COMMENTS WILL BE CONSIDERED AND BYLAW REVISIONS WILL BE SENT OUT VIA E-MAIL TO THE SDACES MEMBERSHIP FOR A VOTE. REVISIONS TAKE EFFECT WITH A TWO-THIRDS VOTE OF THE MEMBERSHIP.

(PREPARE BY THE BY-LAWS COMMITTEE: JEANIE BERGH, O.J. "CHRIS" CHRISTENSEN, AND JOAN ENGLAND, 5/23/92)

(REVISED BY THE BY-LAW COMMITTEE: ERIN MEYER AND STACY SOLSAA 5/30/2019)