**Sioux Chapter Constitution and Bylaws**

**(Revised 2021)**

**Article I – Name**

**Section 1 – Name**

The name of this organization shall be the Sioux Chapter of the South Dakota Counseling Association (SDCA).

**Article II – Membership**

**Section 1 – Eligibility**

Any licensed, certified, retired or student counselor may become a member of this Chapter regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability.

**Section 2 - Re-enrollment**

Members must re-enroll in Sioux Chapter on an annual basis to retain active membership status.

**Section 3 - Responsibilities**

Each member is encouraged to participate regularly in Sioux Chapter meetings. Each member is encouraged to become a member of the SDCA.

**Section 4 - Voluntary Dues**

Sioux Chapter will assess voluntary dues to cover Chapter expenses. Dues will be based on Professional, Student or Retired membership. Dues for Student and Retired shall be ½ the rate of Professional dues. If a member cannot pay their dues, they need to discuss the situation with the Sioux Chapter Executive Board.

**Section 5 – Affiliation Membership**

Non counselors interested in supporting Sioux Chapter may become affiliate members. Individuals or organizations desiring an affiliate membership can contact the Sioux Chapter board for consideration.

**Article III – Meetings**

**Section 1 – Dates**

Sioux Chapter shall meet at least four times each year, as regulated by the SDCA. Dates, times, and agendas will be determined by the executive board, with input from the membership.

**Article IV – Election of Officers**

All active members are eligible to run for an office and to vote. Individuals wishing to be on the Sioux Chapter Board should let the current president know before May 1. The officers of president elect, secretary, treasurer, membership chair, and pd chair for Sioux Chapter shall be elected at the last regular meeting of the year. Elections will be held by secret ballot that can be physical or electronic. Voting is by majority rule. Those elected shall hold office for one year beginning July 1 and ending June 30, with re-election to positions acceptable upon vote.

**Article V – Officers**

The officers of this Chapter shall include: Past-President, President, President-Elect, Secretary, Treasurer, and Membership Chair. The officers will also serve on the Executive Board. The President may assign other officers as needed for one year. A quorum of 4 out of 7 officers must be present at the monthly meetings in order to make decisions for the Chapter. The President may also assign these officers to the Executive Board for one year. Duties of the individual offices are:

**Section 1 - Past President**

Duties of the Past-President shall be:

1. to assist the President
2. to assist the Executive Board in the planning of the year’s events.
3. to attend Chapter and executive meetings.
4. to complete Sioux Chapter’s application for Chapter of the Year for SDCA.

**Section 2 - President**

Duties of the President shall be:

1. to be a member of SDCA and represent the Chapter or send a designee to all SDCA Board meetings including being the voting voice for Sioux Chapter with SDCA and main point of contact.
2. to preside at all meetings of the Chapter, enforce the bylaws and exercise supervision over the affairs of the Chapter.
3. to appoint standing and special committees.
4. to serve as an ex officio member of each committee, except the nominating committee.
5. to lead the Executive Board in the planning of year’s events.
6. to provide correspondence and news articles as necessary by SDCA.
7. to attend Chapter and executive meetings.
8. to maintain the Sioux Chapter email and checks the Sioux Chapter PO Box.

**Section 3 - President Elect**

Duties of the President-Elect shall be:

1. to assist the President.
2. to perform the duties of the President in the absence of that officer.
3. to serve as chairman of the annual audit committee.
4. to assist Executive Board in the planning of the year’s events.
5. to attend Chapter and executive meetings.
6. to coordinate the nomination and election of next year’s board
7. to coordinate the selection process of the Sioux Chapter Awards

**Section 4 - Secretary**

Duties of the Secretary shall be:

1. to keep a full and correct record of all proceedings of the Chapter.
2. to have charge of chapter correspondence.
3. to assist the Executive Board in the planning of the year’s events.
4. to attend Chapter and executive meetings.

**Section 5 - Treasurer**

Duties of the Treasurer shall be:

1. to prepare a budget for approval by the Executive Board.
2. to receive and pay out all moneys of the Chapter as designated by the adopted budget.
3. to assist Executive Board in the planning of the year’s events.
4. to attend Chapter and executive meetings.
5. to submit the annual financial report to the SDCA Executive Director at the end of the fiscal year.

**Section 6 - Membership Chair**

Duties of the Membership Chair shall be:

1. to actively recruit potential members of the Sioux Chapter.
2. to assist Executive Board in the planning of the year’s events.
3. to attend Chapter and executive meetings.
4. to assist the president in dispersing communication to chapter members.
5. to work with graduate schools and specialty organizations to encourage engagement with students and student memberships.
6. to work with the President Elect to evaluate and disperse yearly awards
to promote events through flyers, social media, mailings, and other forms of communication.

**Section 7 - Professional Development Chair**

Duties of the Professional Development Chair shall be:

1. to recruit the professional development committee.
2. to attend chapter and executive board meetings.
3. to assist the Executive Board in planning the year’s events.

**Article VI – Committees**

**Section 1 – Standing Committees**

Standing or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

**Section 2 – Audit Committee**

An Audit Committee consisting of the Sioux Chapter President Elect and one member appointed by the Chapter President – all of whom do not have signatory rights on the financial accounts – will conduct an annual audit of the Chapter financial records at the end of the Chapter year.

 **Section 3 – Professional Development Committee**

The Professional Development Committee duties will include:

1. to provide professional development opportunities for the Sioux Chapter Community including the Sioux Chapter Workshop and other opportunities as designated by the board.
2. to prepare the Sioux Chapter Workshop Call for Programs form and work with SDCA Executive Director to insure its distribution to potential speakers
3. to work with event locations to ensure accessibility and professionalism of PD opportunities (electronic or in person)
4. to collaborate with SDCA to comply with all regulations to offer valid CE's to the Sioux Chapter community
5. to build relationships with presenters and potential presenters

**Article VII – Fiscal Operations**

**Section 1 – Fiscal Policies**

The Chapter will follow all SDCA fiscal policies that may apply.

**Article VIII – Amendments**

This Sioux Chapter Constitution and Bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance or electronically, providing notice has been given at the previous meeting. Bylaws will be reviewed by the Executive Board every 5 years (or as needed, whatever comes first).

**Article IX – Dissolution**

Upon consideration of dissolution the members of the Sioux Chapter agree to the following procedure:

The Sioux Chapter shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the Chapter. When the Sioux Chapter dissolves or fails to reorganize without vote of the members, the resources become the property of the SDCA after a waiting period of one year. During the one-year waiting period, a representative of SDCA will maintain the account.

Upon dissolution and termination of the Sioux Chapter for any reason, SDCA shall take full account of the Sioux Chapter assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from the following order:

a. To the payment of the debts and liabilities of the Sioux Chapter.

b. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the Chapter.

c. The remaining balance shall be distributed to SDCA for the purpose of program development directly related to the enrichment of SDCA programming.

Each of the members shall be provided a statement prepared by the Sioux Chapter outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of funds, the Sioux Chapter shall cease.