

CONSTITUTION/BY-LAWS
of the
WEST MICHIGAN COUNSELING ASSOCIATION

(March 3, 1958)
(Amended April, 1967)
(Amended February, 1972)
(Amended May, 1978)
(Amended April, 1982)
(Revised March, 1990)
(Revised January, 1994)
(Revised June, 1998)
(Revised September, 2005)

ARTICLE I – NAME AND PURPOSE

Section 1. Chapter Name

The name of the Chapter shall be the West Michigan Counseling Association, a State Chapter of the Michigan Counseling Association.

Section 2. The Purpose of the Chapter shall be:

- a) To Promote and advance the interest of counseling, guidance, and personnel services in the Chapter service area.
- b) To provide an organization through which those engaged in counseling, guidance, and personnel services can exchange ideas, seek solutions to common problems, and stimulate their professional growth.
- c) To maintain and improve professional standards in the field of counseling, guidance and personnel services.
- d) To conduct activities designed to promote the professional growth of those who provide counseling, guidance and personnel services.
- e) To disseminate information and to focus public attention on and promote legislation affecting counseling, guidance and personnel workers.
- f) To promote and encourage research in counseling, guidance and personnel work.

ARTICLE II – MEMBERSHIP

Section 1. Membership Qualifications

- a) Membership in the Chapter shall be by individual, and it shall be open to all persons regardless of race, color, sex, religion, national origin, or handicap.
- b) Any individual actively engaged in or interested in counseling, guidance, and personnel services may become a member of the Chapter upon payment of annual dues.

Section 2. Member in Good Standing

A member must pay the annual dues to remain in good standing.

Section 3. Severance of Membership

- a) A member may be dropped from membership for any conduct that tends to injure the Chapter or to adversely affect its reputation, or that is contrary to or destructive of its objectives according to the By-Laws of the Chapter. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to present evidence through witnesses or otherwise, shall be given the opportunity to confront witnesses, and shall have the right to appeal to and have a hearing before the Executive Board, whose decision shall be final.
- b) A member will be dropped from membership for the non-payment of dues after October 31.

ARTICLE III – STATE ASSOCIATION

Section 1. Chapter Autonomy

- a) West Michigan Counseling Association is a Chartered Chapter of the Michigan Counseling Association.
- b) A Chapter of MCA shall be autonomous in the conduct of its affairs, consistent with the By-Laws of MCA.

Section 2. Officers/MCA Membership

- a) All officers in the Chapter must be Regular Members of MCA.
- b) A Chapter representative may be elected or selected to serve on the Assembly of MCA if the Chapter has 15 to 125 members who are also members of MCA.

ARTICLE IV – OFFICERS

Section 1. Officers and Terms of Office

- a) The Officers of the Chapter shall be the President, the President-Elect, the Past-President, the Treasurer, and the Secretary.
- b) All Officers shall be members of the Chapter and MCA.
- c) The term of office for the Secretary and Treasurer is two years. A person elected President-Elect will serve a total of three years: one each as President-Elect, President and Past-President.
- d) Officers shall be ineligible to succeed themselves unless so stated in the By-Laws (Article IV, Section 7 a, b, and c).

Section 2. Functions of the Officers

- a) The Officer shall be the agency through which the general administration and executive functions of the Chapter shall be executed.
- b) Each Officer is entitled to one vote.

- c) A scheduled meeting of the Officers shall be official if a majority is in attendance, and business may be conducted.

Section 3. Powers of the Officers

The Officers shall conduct, manage and control the business of the Chapter during the Period between official meetings of the Executive Board subject to the Constitution/By-Laws of the West Michigan Counseling Association.

Section 4. Nomination and Election of Officers and Elected Board Members

- a) A Nominations and Elections Committee will be chaired by the Past-President, and will include at least two other members of the Chapter.
- b) The Nominations and Elections Committee shall prepare a slate that includes the names of two candidates for the offices of President-Elect, Treasurer, Secretary, and all elected representatives on the Executive Board. The Committee shall verify each candidate's willingness to serve and that the candidate is a member of the Chapter.
- c) The Nomination and Election Committee shall conduct the election of the officers and other elected positions by secret ballot mailed to all members of the Chapter. This election shall take place in March or April of each year, but within a timeframe that returned ballots will be received at least 10 days prior to the Chapter Annual Business Meeting.

Section 5. Duties of Officers

- a) It shall be the duty of the President to preside at all meetings of the Chapter, consider all motions regularly made, call special meetings of the Officers and the Executive Board, and appoint all committees not otherwise provided for in the By-Laws. The President shall be an ex-officio member of all committees except the Nominations and Election Committee and the Blocksma Award Committee.
- b) In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect will chair the Program Committee.
- c) The immediate Past-President of the Chapter shall be the chair of the Nominations and Election Committee and the Awards Committee (exception being the Blocksma Award where the past three recipients form the committee).
- d) The Secretary shall record official proceedings of the meetings of the Chapter and shall handle correspondence addressed to the Chapter. Copies of the official minutes of the Executive Board shall be sent to all members of the Executive Board and be made available to members upon request.
- e) The Treasurer shall receive all money belonging to the Association, keep an account of all receipts and expenditures, and shall present in writing a financial report at the end of each fiscal year (September 1 to August 31) and at any other time when requested to do so by the Executive Board.

Section 6. Compensation and Expenses of Officers

Officers of the Chapter shall receive no compensation for their services. The necessary expenses of the Officers of the Chapter may be paid from the funds of the Chapter under policies of the Executive Board established for such payments.

Section 7. Position Vacancy Prior to Normal Expiration of Term

- a) President: If the Chapter President resigns or is unable to serve, the President-Elect will assume the responsibilities of the Presidency. The term of office shall be for the remainder of that term plus the full year, which the President-Elect would have originally served.
- b) President-Elect: If the President Elect resigns or is unable to serve, the runner-up in the last election will be asked to assume the office. If the runner-up in the last election is unable to serve, a special election shall be held. The special election shall be consistent with ARTICLE IV., Section 4, except that it will be done at the time of vacancy.
- c) Secretary or Treasurer: The President will nominate a candidate to the Executive Board for approval for the duration of the term. An appointed Officer has the right to be elected to that office at the time of the next scheduled election.

ARTICLE V – EXECUTIVE BOARD

Section 1. Function and Powers of the Executive Board

- a) The President of the Chapter shall be the Chair of the Executive Board.
- b) The Executive Board shall be the agency in which the policies of the Chapter shall be determined and shall have the following powers and functions:
 - 1) To establish policies to govern the affairs of the Chapter.
 - 2) To act on recommendations from the Officers or from members of the Chapter.
 - 3) To act on reports by the Officers and Committee Chairs or from members of the Chapter.
 - 4) To recommend changes in the Constitution/By-Laws to the membership.
 - 5) To fix dues of the Chapter.
 - 6) To exercise such other powers as may be necessary or desirable consistent with the Constitution/By-Laws of the Chapter.
 - 7) To review all actions of the Officers.

Section 2. Membership and Terms of Office

- a) The Executive Board shall be comprised of:
 - 1. The current elected officers of the Chapter,
 - 2. The elected support group representatives (two high school, two middle school, two elementary school)
 - 3. Up to two elected representatives-at-large (could include college personnel, business representatives, agency personnel, court system personnel, community education representatives, career/technical education personnel, etc.)
 - 4. Appointed committee chairs.
- b) All members of the Executive Board must be members of the Chapter by October 1, of the elected/appointed year.
- c) Elected representatives serve a term of two years and shall be eligible for re-election.
- d) One high school representative, one middle school representative and one elementary school representative will be elected each year.
- e) Appointed members serve a term of one year but may be reappointed to that position at the recommendation of the President-Elect and approval of the Executive Board.

Section 3. Meetings

- a) There will be a minimum of four meetings of the Executive Board, and one of those meetings will be the Chapter Annual Business Meeting in the spring of the year.
- b) Special meetings may be called at any time by the President with the approval of at least two other Officers. Special meetings may also be called if a least 25 percent of the members of the Executive Board petition in writing the need for a meeting.
- c) Notice of regularly scheduled and special meetings of the Executive Board shall be mailed to all Board members, and shall state the proposed agenda for the meeting.
- d) A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at regularly scheduled or special meetings unless stated otherwise in the By-Laws. (Article V, Section 3 e).
- e) The members of the Executive Board present at the Chapter Annual Business Meeting, of which written notice has been duly given, shall constitute a quorum for the transaction of business.

Section 4. Committee

- a) The Executive Board may designate the kind of standing or special committees needed to facilitate the effective functioning of the Chapter.
- b) The President shall appoint a Committee Chair who must be approved by the Executive board. The President may also appoint other members to the Committee, but the Committee Chair also has the right to select other members to be on the Committee.

ARTICLE VI – AMENDMENTS

Section 1. Amendments

These Constitution/By-Laws may be amended by a two-thirds majority of the Executive Board. Proposed amendments may be presented to the Executive Board by the Officers or by any Chapter member or may originate at a meeting of the Executive Board. The proposed amendment(s) will be discussed at the Executive Board Meeting, unless tabled until the next meeting, but will not be acted upon until the next regularly scheduled Executive Board Meeting. If approved by the Executive Board, the amendment shall be sent by mail ballot to all members of the chapter their approval. A simple majority of the ballots returned within a 30-day time period should constitute passage of the amendment. The Secretary and one other Officer shall be responsible for counting the ballots.

ARTICLE VII – DATE OF EFFECT

THESE BY-LAWS AND ANY AMENDMENTS BECOME EFFECTIVE ON ADOPTION BY THE CHAPTER.

