

# ***New Jersey School Counselor Association***

## ***By-laws***

### ***Article J***

#### ***Name and Purpose***

Section 1 – **Name:** The official name of the association shall be the New Jersey School Counselor Association, Inc. (NJSCA), a chartered division of the American School Counselor Association (ASCA), and an affiliate of the New Jersey Education Association (NJEA).

Section 2 – **Use of Name:** The official name of the association, as specified in Article 1, Section 1, shall be employed in connection with all official business and communications pertaining to the Association.

Section 3 – **Purposes:** The purposes of the Association shall be as follows:

- A. To foster a closer personal and professional relationship among school counselors.
- B. To advance the profession of school counseling in order to maximize the educational, vocational, personal, and social growth of each student.
- C. To improve the standards of school counseling and the relationships with other pupil personnel services for students in elementary, middle/junior high, senior high, and post secondary school settings.
- D. To assume an active role in helping young people to understand and improve such services.
- E. To promote the publication of scientific, educational, and professional materials with the purpose of raising the standards of all who work in guidance and counseling School Counseling.
- F. To promote the National Standards for School Counseling and the NJ Model for Comprehensive School Counseling Program Development and improve the relationships with other pupil personnel services for students in elementary, middle/junior high, senior high and post secondary school settings

### ***Article JJ***

#### ***Membership***

Section 1 – **Types of Membership:** The association shall include four types of membership, regular, professional, student, emeritus, retired, and affiliate.

Section 2 – **Requirements of Membership:** In order to qualify for one of the types of membership, an individual must meet the requirements specified for the membership being sought.

## A. Professional Membership

### a. Employment Requirements

- i. The member must be employed as a school counselor, director, supervisor or coordinator of guidance (or equivalent title), and must devote fifty percent (50%) or more of his/her time to counseling or guidance activities.
- ii. The member may also be a former or retired school counselor, director, supervisor or coordinator of guidance (or equivalent title) and must have devoted fifty percent (50%) of his or her time to school counseling and guidance activities during the years of employment.
- iii. The member must be employed in an educational institution other than elementary, middle/junior high, senior high, or post secondary school and must be responsible primarily for the provision and /or improvement of professional guidance services for individuals enrolled in elementary, middle/junior high, senior high, and post secondary school setting.
- iv. The member must be employed in a state or national department of education and be responsible primarily for the provision and/or improvement of professional guidance services to elementary, middle/junior high, senior high, and post secondary school pupils.
- v. The member must be employed in a private agency and be responsible primarily for rendering guidance services to elementary, middle/junior high, senior high, and post secondary school pupils.
- vi. The member must be employed in a school or school system as a pupil personnel worker (other than a school counselor, director, supervisor, or coordinator of guidance services), an administrator, or in a supervising or instructional capacity.

### b. Academic Requirements:

The member must have a bachelor's degree from a college of recognized standing plus 15 semester hours or their equivalent of quarter or trimester hours or more of graduate credit in courses pertinent to school guidance, counseling and testing.

The member must hold a Master's Degree and be eligible for certification as a School Counselor by the New Jersey Department of Education.

## B. Student Membership

- a. Academic Requirement: The member must be a full time or part-time student who is enrolled in a planned program of counselor education and working toward a degree or certification as a counselor. A member must be certified by his/her professor as meeting this requirement.

- b. Employment Requirements: No person who is employed full-time in a position that would make him/her eligible for professional or regular membership shall be entitled to student membership.
- c. Length of membership: No person shall be entitled to student membership for more than three (3) years. If, before the end of three (3) years, he/she should become gainfully employed in an educational institution, then he/she must either meet the requirements for professional or regular membership and his/her student membership will permanently expire.

**C. Emeritus Membership Retired Member:** A member who, having reached the age of sixty-five (65) and having been a member of NJSCA, Inc. for at least fifteen (15) years, may request emeritus membership under qualifications set forth by the NJSCA, Inc. Executive Board. Emeritus membership carries exemption from the payment of dues in NJSCA, Inc., but retains all the rights and privileges of dues paying membership. A Retired Member of NJSCA, Inc. shall pay annual dues in the amount of \$5.00, and retains all the rights and privileges of membership in NJSCA, Inc.

- D. Affiliate Membership: Upon application, any individual interested in school counseling, who does not meet the requirements of A through C, may be granted affiliate status provided he/she pays his/her annual dues.

Section 3 – **Dues:** Dues shall be recommended by the NJSCA Executive Board and ratified by a majority of the voting members.

Section – 4 **Severance of Membership:** A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely its reputation, or that violates principles stated in ASCA Code of Ethics or the NJSCA Bylaws. Any member charged with engaging in such conduct shall be given an opportunity to present evidence in his/her behalf through witnesses or, otherwise, shall be given the opportunity to confront witnesses against him/her. He/she shall also have the right to appeal and have a hearing before the NJSCA, Inc. Executive Board, whose decision shall be final.

### **Article III** **NJSCA, Inc. Officers**

Section 1 – **Officers and Terms of Office:**

- A. The officers of the Association shall be a President, President-Elect, President-Elect-Elect, immediate Past President, Secretary and Treasurer.
- B. All officers of the Association shall be elected by a vote of the members of the Association.
- C. The President-Elect shall automatically become President of the Association one year after the commencement of his/her term of office as President-Elect, or upon the death of or resignation of the President. In the event that the President-

Elect should resign or be unable to complete his/her term or the President's unexpired term, the successor will be the President-Elect-Elect.

D. The immediate Past President shall serve for one year following expiration of his/her Presidential term.

**Section 2 – Nominations and Election of Officers:**

A. The President –Elect –Elect and Secretary shall be elected annually by secret ballot, mailed to and returned by regular members of the Association. For each office, the nominee with the highest number of votes returned shall be elected. The Treasurer shall be elected for a period of three (3) years by a secret ballot, mailed to and returned by regular members of the Association. The individual with the highest number of votes shall be elected. In the event the Treasurer is unable to complete their term of office, an interim Treasurer will be appointed by the Executive Board of the Association to fill the unexpired term of office.

B. Officers must be members of NJSCA, Inc. at the time of their election and during their term of office. The NJSCA President, President-Elect and the President- Elect-Elect must all be members of ASCA in order to participate in the ASCA Delegate Assembly.

C. The Nominations and Election Committee shall determine the eligibility of each member nominated and select a minimum of one (1) candidate to a maximum of three (3) candidates plus provide for write-in candidates for each office on the ballot. The immediate Past President shall chair the Nominations and Elections Committee. He/she shall appoint members of said committee from the Executive Board.

D. If any officer elected should be unable to assume the office, the next ranking candidate on the election return shall assume the position. In an emergency situation when neither elected officer is able to hold the office of President, the current President with approval of the Executive Board shall nominate an alternate candidate for the ballot, to be elected by the general membership.

E. In any case of vacancy of office not provided for in the Articles, the President shall appoint from the Executive Board a member to assume the office until the completion of that term of office.

F. Delegates to the ASCA Delegate Assembly shall be the current NJSCA President, President-Elect, President Elect-Elect and the Executive Director. Additional delegate(s) to the ASCA Delegate Assembly shall be appointed by the President and approved by the Executive Board with first priority going to Executive Board members.

### Section 3 – **Duties of Officers:**

- A. During his/her term of office, the President shall serve as the presiding officer of NJSCA, Inc. The President, with the approval of the Executive Board, shall appoint all necessary committees and perform such other duties as incidental to the office or properly required by vote of the Executive Board. **The President shall assume that three (3) or more Newsletters are mailed to the members during his/her term of office.**
- B. The President-Elect shall serve as a member of the Executive Board, be responsible for program planning, and other duties as directed by the Executive Board.
- C. The President-Elect-Elect shall serve as a member of the Executive Board, **be responsible for supervising National School Counseling Week**, and other duties as directed by the Executive Board.
- D. The Secretary shall keep the records of all the meetings of the Association and minutes of the Executive Board. **He/she shall assist in official correspondence of the Association and shall issue notices of meetings.**
- E. The Treasurer shall carry out the financial transactions of the Association and the Executive Board. He/she will maintain records of the transactions and prepare financial reports for each meeting of the Executive Board. The Treasurer shall assure **that an audit is performed by a team to include at least one other officer of the Association and at least one Association member not a member of the Executive Board** **that the proper documents are filed by our accountant as required by NJSCA's federal 501©3 status.**

## ***Article JV*** ***Executive Board***

### Section 1 – **Composition:**

- A. The Executive Board shall be composed of the Association officers(President, President-Elect, President-Elect-Elect, immediate Past President, Secretary, and Treasurer), presidents of the county school counselor associations or their appointed representatives, committee chairpersons, and members-at-large appointed by the President. The President shall see that the following work settings are included among those on the Executive Board: elementary, middle/junior high, senior high and post secondary.
- B. Executive Board members must be members of NJSCA, Inc.
- C. The position of Executive Director shall be a paid position whose stipend shall be determined by the Executive Board. The association President shall place in nomination the name of a qualified professional and approval shall be required by a majority of the Executive Board. The Executive Director shall serve at the pleasure of the Executive Board and the officers.

### Section 2 – **Meetings:**

- A. The Executive Board shall meet at the time and place as may be designated by either the President or a majority of voting members of the Executive Board.
- B. Seven (7) members of the Executive Board shall constitute a quorum.

**Article V**  
**State Sub-Divisions**

**Section 1 – Organization of State Sub-Divisions:**

- A. Any group of NJSCA members residing or working within a particular interest area may apply for NJSCA approval, provided the following conditions are met:
  - a. The group must consist of at least twenty-five (25) members of the Association.
  - b. The group must be representative of the Association members in the state.
  - c. The group must be a special interest group within New Jersey.
  
- B. There is nothing to prevent the Association State Sub-Division from affiliating with the State Education Association if it so desires. Membership in the Association State Division, however, must not be contingent upon individual membership in the State Educational Association. An Association member must be a member of the organization seeking or holding the charter.

**Section 2 – Formation of State Sub-Division:**

- A. Request for a State Sub-Division application form shall be made to the President of NJSCA, Inc.
- B. The President shall forward it to the Executive Board for consideration.

**Article VJ**  
**Business Affairs of the Association**

**Section 1 – Fiscal Year:** The fiscal year shall begin on July 1 and end on June 30.

**Section 2 – Property of the Association:** In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all of its property shall be transferred to such organization or organizations that the Executive Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided however, that such organization or organizations shall be exempt under Section 501 © (3) of the Internal Revenue Law.

**Section 3 – Parliamentary Authority:** The parliamentary authority for the meeting of the Association will be Robert’s Rules of Order.

**Article VJJ**  
**Committees**

**Section 1 – Standing and Special Committees:** The committees of the Association shall consist of special committees appointed by the Executive Board and standing committees as many be deemed necessary. A special committee shall serve until, in the opinion of the

Board, the purpose of the said committee is accomplished. A standing committee member shall serve for a period of one (1) year following the time at which his/her appointment is announced. Committee chairs shall, with the approval of the Executive Board, be appointed by the NJSCA President.

Section 2 – **Finance Committee:** There shall be a permanent finance committee composed of the President, President-Elect, President-Elect-Elect, Secretary, Treasurer and a Member-at-Large. This committee shall oversee the fiscal operations of the New Jersey School Counselor Association. Length of service on this committee shall be determined by the terms of office of each of its members.

### ***Article VJJJ***

#### ***Adoption and Amendment of by-laws***

Section 1 – **Amendment and adoption:** These by-laws may be amended by a majority vote of the membership voting after submission of the proposed amendment.

- A. An amendment shall be proposed in writing by the Executive Board or over the signature of twenty-five (25) members in good standing. Copies of the amendment proposed under provision of the following paragraph shall be mailed to the membership.
- B. An amendment proposed at any meeting shall be voted by mail ballot.

Section 2 – **Publication:** The By-laws of the Association shall be available to the membership upon request.

Spring 2009  
Summer 2006  
Fall 2005  
Spring 2003