

Houston Counseling Association
A Local Chapter of the Texas Counseling Association
2000-2001

Article I

Name, Affiliation, Purpose

- Section 1. **Name.** The name of this organization shall be the Houston Counseling Association (HCA).
- Section 2. **Affiliation.** This Association is the Houston Chapter of the Texas Counseling Association (TCA) which is the Texas branch of the American Counseling Association (ACA). It shall conduct its affairs in compliance with the by-laws of both organizations.
- Section 3. **Purposes.** The purposes of HCA are identical to those of the TCA and ACA: to enhance individual development by:
- A. **Uniting all persons academically qualified, students pursuing qualification, and persons engaged in any phase of the counseling profession in the Houston area for professional growth and interaction.**
 - B. **Maintaining high standards of professional conduct and promoting the improvement of performance standards in the field of counseling.**
 - C. **Encouraging the development of new programs which will meet the counseling and development needs of the community.**
 - D. **Informing the general public of activities and developments in the profession.**
 - E. **Recognizing the accomplishments of outstanding counselors, humanitarians, and students of the profession through an awards program.**

Article II
Membership

- Section 1. **Types of membership.** Membership shall be of one type - individual. Such persons may become members of the Association upon payment of annual dues.
- Section 2. **Classes of membership.** Membership shall be of four classes: regular, student, retired, and emeritus.
- Section 3. **Regular membership.**
- A. **Eligibility.** Any person whose primary responsibilities or interests are in the area of human development - specifically guidance, counseling, or personnel work, and others with similar interests and responsibilities such as community agency workers, school social workers, school psychologists, and paraprofessionals in counseling shall be eligible for membership. No one may be denied membership in the chapter

on the basis of race, color, creed, sex, affectual or sexual orientation, or age.

- B. Privileges. Any person who has met the qualifications for regular membership and has paid the prescribed dues is eligible to attend the meetings of the Association, to vote, and to hold office as described in these bylaws.

Section 4. Student Membership

- A. Eligibility. Any student, graduate or undergraduate, interested in guidance, counseling, or personnel work shall be eligible for student membership.
- B. Privileges. Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend the meetings of the Association , but student members may not vote or hold office.

Section 5. Retired Membership. Any person who retires and is a current member of the chapter may continue membership with the same privileges outlined in Section 3 above.

Section 6. Emeritus Membership is an honor which may be granted by the Board of Directors. To be eligible, a member must be at least 55 years of age and have a minimum of ten years of membership in HCA. Emeritus membership shall be granted to members who have shown exemplary service to the profession and HCA as determined by the Board. Emeritus members shall be exempt from payment of dues to the Association and shall retain all rights and privileges of dues-paying members as determined by the Board.

Section 7. TCA and ACA Membership. Members of this association shall be encouraged to apply for membership in the TCA and the ACA and their divisions.

Section 8. Dues. Dues for members of the Associations shall be recommended by the Board of Directors. Payment of dues to the Association shall entitle a person to membership as qualified in Sections 3,4, and 5 of this Article.

Section 9. Severance of Membership.

- A. A member may be dropped for non-payment of dues.
- B. A member may be dropped for any conduct that tends to injure or discredit the Chapter, or that is contrary or destructive to the by-laws and the TCA Ethical Standards.
- C. It shall be the responsibility of the Board of Directors upon research and investigation to determine whether or not a member should be dropped from membership for reasons under (B) of Section 9.

Article III
Officers and Responsibilities

Section I. Officers and Terms of Office.

A. The officers of this Association shall be the President, President-Elect, Immediate Past President, Secretary, Secretary-Elect, Treasurer, TCA Senator, and Board Members.

B. All the Officers, except the Treasurer, shall be elected from the membership. The President, President-Elect, Immediate Past President, Secretary, and Secretary-Elect shall serve a one-year term or until their successors are elected. The TCA Senator serves three years. Board members serve two-year terms.

C. The Treasurer shall be appointed at the first board meeting of the year by the President with the approval of the Board of Directors and shall be a non-voting member.

D. The term of office of any elected officer of the chapter shall begin on July 1 and shall be for a period of time as defined in Article III, Section B beginning in the 1992-93 year or until the successor takes office.

E. All previously-elected officers shall serve their terms of office and be voting members of the board. The 1991-92 Treasurer-Elect shall complete the term for which she was elected or until a successor takes office.

Section 2. Duties of Officers.

A. The President shall preside at all meetings of the Chapter and shall be chairperson of meetings of the Board of Directors. The President, subject to confirmation by the Board of Directors, shall appoint chairpersons of all committees except the Nominations and Elections committee.

B. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board of Directors. The President-Elect shall assume the duties of the Presidency of the Chapter upon the death or resignation of the President. The President-Elect shall serve as Parliamentarian.

C. The Immediate Past President shall serve as chairperson of the Nominations and Elections committee and perform such other duties as delegated to him/her by the

Board of Directors.

- D. The Secretary shall keep records of the meetings of the Board of Directors and the Chapter. The Secretary shall sign the official minutes of the various meetings, thus verifying the authenticity. He/she shall keep an accurate record of the membership in the Chapter and carry out additional duties as designated by the Board of Directors.
 - E. The Secretary-Elect shall assist the Secretary to keep in order the business of the organization, to act for the Secretary on the absence of that officer, to aid the Secretary in the preparation of an accurate membership list, to serve as corresponding secretary, and other duties as assigned by the Board of Directors.
 - F. The Treasurer shall receive all dues and other monies and make disbursements at the direction of the Board of Directors. The Treasurer shall keep accurate business records and report regularly to the membership as to the financial status of the organization. The Treasurer has signatory authority with the Chapter President for bank drafts, bank deposits, and/or bank transfers and exercises such authority in the event that other officers are unable to perform such duties. He/she sees that at least one annual auditing of the finances of the Chapter is conducted. This auditing should be done by an individual appointed by President and approved by the Board of Directors. The Treasurer oversees the budget preparation for the Chapter and allows for an allocation for the TCA Governmental Relations Fund.
 - G. Representative to the TCA Senate. Every three years the nominations and elections committee shall place nominations for the position of representative to the TCA Senate on the general election ballot. Nominees shall be selected from members who are currently active members of both HCA and TCA. The Senator will represent the Chapter for three years in the TCA Senate. In addition to membership in HCA and TCA, the Senator shall maintain a membership in ACA.
 - H. Board Members. Each Board Member shall serve in an advisory capacity. He/she shall also serve on a committee by appointment of the President and help with other duties necessary for successful achievement of the Chapter's goals.
- Section 3. Nomination and Election of Officers and Board Members.
- A. Nominations and Elections Committee. There shall be established a Nominations and Elections Committee consisting of

the Immediate Past President of the Association as chairperson and such other members as the chairperson shall nominate subject to the approval of the Board of Directors. No appointed member of the Nominations and Elections committee may serve for two consecutive years, nor may any member be a candidate for office while a member of the committee.

- B. All members in good standing, except student members, may vote.
- C. The Nominations and Election Committee shall conduct the nominations and election of officers and such other persons as are called for by these by-laws by secret ballot mailed to the voting membership. All candidates for office shall be members in good standing.
- D. TCA Membership. All elected officers of the Association shall be members of TCA.
- E. ACA Membership. The President-Elect, President, and Senator shall be members of ACA.
- F. The Nominations and Elections Committee shall submit a detailed plan regarding nominations and election procedures to the Executive Committee of the Board prior to January 1. The plan shall include procedures for:
 - 1) Certification of the date of mailing of nominations and election ballots;
 - 2) Method of determining authenticity of the voter;
 - 3) Criteria for the nominations vita sheet so as not to be preferential to any candidate;
 - 4) Procedures for counting and verifying the correctness of election results;
 - 5) Procedure for handling a tie vote for nominations and elections.
- G. The Nominations and Elections Committee shall use the following guidelines in the nominations and election procedure:
 - 1) The Nominations and Elections Committee shall submit a detailed plan regarding the nominations and elections procedures to the Executive Committee prior to January 1;
 - 2) The nomination ballot for the appropriate officers, directors, and other such persons as called for by the by-laws shall be mailed to voting membership no later than February 15 of each year.
 - 3) The nomination ballot shall include a statement indicating the returned ballot must be postmarked by March 1st and re-

ceived by March 10th to be counted.

4) Names of nominees shall then be considered by the Nominations and Election Committee. A slate will then be prepared with two candidates for each position.

5) The election ballot shall then be mailed to the voting membership no later than April 1st of each year. The election ballot shall include a statement indicating that the returned ballot must be postmarked by April 10th and received no later than April 20th to be counted. The ballot shall contain information about the candidate's work and professional activities.

6) The chairperson of the Nominations and Election committee shall certify the election results to the president prior to the last general meeting of the year. The ballots shall be kept on file with the chairperson for one year.

Section 4. Uncompleted Terms of Persons Elected.

A. In the event that a President-Elect or Director's position is vacated, the HCA President shall appoint a person to fill such office for the remainder of the uncompleted term. If the Senator's position is vacated, it will (1) be offered to the other candidate, or (2) be filled by appointment of the President with the approval of the Board.

B. If the Immediate Past President's position is vacated, the HCA president shall appoint a former Past President of HCA to fill the office for the remainder of the uncompleted term.

Section 5. Compensation of Officers. None of the Officers of the Chapter shall receive any compensation for their services as such to the Chapter.

*Article IV
Board of Directors*

Section 1. Composition.

A. The Board of Directors shall consist of fifteen (15) officers, fourteen (14) having voting privileges, and shall be composed of the following:

1) The Executive Committee, consisting of the President,

President-Elect, Immediate Past President, Treasurer, Secretary, Secretary-Elect, and TCA Senator. The treasurer is a non-voting member.

2) Eight directors to represent the constituent groups in the organization.

B. The term of office for each member of the Board of Directors shall be for two years, and shall begin on July 1 of the election year, with four directors to be elected each year.

1) To assure that constituent groups are represented, positions shall be designated as follows:

Odd years: High school and Elementary and two At-Large.

Even Years: Middle school and Non-school and two at-large.

In selecting nominees for at-large positions, individuals from other constituent groups shall be considered to be sure that a variety of interests are represented.

2) In order to accomplish this transition from annual elections, in the first year (1992) all eight directors will be on the ballot with four running for one-year and four for two-year positions.

Section 2. Powers and Functions of the Board of Directors.

A. To execute policies established by HCA.

B. The Board shall be responsible for identifying issues and recommending priorities for professional thrust relating to problems of counseling and development pertinent to the Chapter.

C. To represent membership in setting HCA policy and deciding activities.

Section 3. Meetings of the Board of Directors.

A. There shall be a minimum of four meetings each year, the exact number to be set by the President.

B. Each member of the Board of Directors shall have one vote. Eight of the voting members of the Board shall constitute a quorum.

C. Failure to attend two consecutive meetings may result in board action that could lead to removal from office.

Section 4. Executive Committee – The Executive Committee shall consist of the President, the President-Elect, the Immediate Past President, the Secretary, the Secretary-Elect, the Treasurer, and the Senator. The Board of Directors may delegate the business to the Executive Committee for action.

Article V
Committees

- Section 1. Standing Committees – the Standing Committees of HCA shall be the Awards, Hospitality, Legislative, Membership, Newsletter, Nominations and Election, Public Relations, and Professional Development.
- Section 2. Appointment of Standing Committees. The President, subject to confirmation by the Board of Directors, shall appoint the chairperson of each standing committee, except the Nominations and Election Committee, for a term of one (1) year. Participation on committees is open to all members.
- Section 3. Appointment of the Ad Hoc and Special Committees and Chairpersons. The President, subject to confirmation by the Board of Directors, shall name such ad hoc committees as may be needed to conduct the business of the Chapter.

Article VI
Business Affairs

- Section 1. Dues – Annual Association dues for members shall be established by action of the Board of Directors.
- Section 2. Budget – The Treasurer shall prepare and present a budget to the Board of Directors by the first board meeting.
- Section 3. An auditor's report shall be prepared for the Board of Directors at the end of each fiscal year.
- Section 4. Severable or Transferable Interest – No member shall have any severable or transferable interest in the Association.
- Section 5. Control and Management – All property of the Chapter shall be subject to control and management of the Board of Directors. Any accumulation or disposal of real property except upon the dissolution of the Chapter must be approved in advance by the Board of Directors.
- Section 6. Disposal and Dissolutions – Upon dissolution of the Association, none of its property shall be distributed to any of its members, and all such property shall be transferred to such other organization or organizations as the Board of Directors shall determine to have purposes and activities most nearly consonant with those of the Association, provided that such other organization(s) shall be exempt under Section 501 (C) (3) of the Internal Revenue laws.
- Section 7. Appropriation of Chapter Funds – No appropriation of Chapter funds shall be made except pursuant to the authority of the

Board of Directors.

- Section 8. Committee, Board, or Individual Officer expenses – All expenses incurred in excess of funds appropriated shall be personal liability of the person or persons authorizing such excessive expenses.
- Section 9. Fiscal Year – The fiscal year shall be considered to run from July 1 to June 30 of the following year.

Article VII
Amendments to Bylaws

- Section 1. Amendments – Amendments may be proposed by the Board of Directors, the executive committee, or by an individual member, provided that in case of an individual member, the proposed amendment shall be presented over the signatures of at least ten (10) members in good standing. All such proposed amendments must be submitted in writing to the President at least fourteen (14) days in advance of a board meeting.
- Section 2. Approval – All amendments shall be mailed to the membership with at least 21 days' notice to attend the meeting when the proposed changes will be voted on. At least 2/3 of the voting members present must approve the change.

Article VIII
Rules of Order

Roberts Rules of Order – Revised (Henry Martin Robert) shall govern the proceedings of the Association not otherwise specified in the bylaws.