

**Mid-Missouri School Counselor Association**

**By-Laws**

**Approved by MMSCA Governing Board on June 12, 2017**  
**Approved by MMSCA General Membership on October 4, 2017**

**By-Laws of the Mid-Missouri School Counselor Association  
Fall 2017**

**Article I  
Name and Organization**

Section 1. The name of this organization shall be the Mid-Missouri School Counselor Association (MMSCA).

Section 2. The region shall function as an affiliate of the Missouri School Counselor Association. (MSCA)

**Article II  
Purpose**

Section 1. The mission of MMSCA is to promote quality in school counseling.

Section 2. The organization of MMSCA shall be guided by the strategic planning process of MSCA.

Section 3. The purposes of MMSCA shall be

- a. To promote effective and relevant school counseling programs responsive to the social/emotional, academic, and career development needs of Missouri youth, and
- b. To promote school counseling on the local, state, and national levels.

**Article III  
Membership**

Section 1. The membership shall consist of school counselors from the following counties: Audrain, Boone, Callaway, Cole, Cooper, Gasconade, Howard, Lincoln, Montgomery, Osage, Pike, and Warren except for the Wright City School District.

Section 2. There shall be five types of individual membership in the Association: professional, regular, student, emeritus, and affiliate

- a. Professional Membership: To be eligible for professional membership a person must be engaged in school counseling work or in the training, preparation or supervision of counselors, and have at least 50 percent of his/her time devoted to these activities AND currently be fully certified as a school counselor by the Missouri Department of Elementary and Secondary Education as having attained the specific requirements for the school counseling position they hold.
- b. Regular Membership: To be eligible for regular membership a person must be engaged in school counseling work or in the training, preparation or supervision of counselors, and have at least 50 percent of his/her time devoted to these

activities OR currently be fully certified as a school counselor by the Missouri Department of Elementary and Secondary Education, but not currently employed as a school counselor.

- c. Student Membership: Students who are devoting at least half time to training and preparation for school counseling work, but not currently employed as a school counselor shall be eligible for student membership upon presenting a statement from their major advisor. Student members shall be entitled to a fifty percent reduction in dues.
- d. Emeritus Membership: Retired members of MMSCA shall be emeritus members not requiring payment of dues. Such membership shall be granted for life.
- e. Affiliate Membership: Any person interested in counseling, not eligible for any other type of membership may become an affiliate member upon approval of the Membership Committee.

### Section 3. Rights and Privileges

- a. Professional, regular, student, and emeritus members may vote in the elections of MMSCA.
- b. Professional, regular, student, and emeritus members are eligible to hold office in MMSCA.

### Section 4. Dues of MMSCA shall be governed by the following:

- a. The amount of dues shall be reviewed each school year. A change in the current rate may be determined by a simple majority of the members present.
- b. The membership year shall be July 1 to June 30.

Section 5. Any member may, for just cause, be dropped from MMSCA after a hearing before the Governing Board, and by a vote of the Board.

## **Article IV Officers and Elections**

### Section 1. Officers and terms of office

- a. The elected officers of MMSCA shall be President, President-Elect, five Vice-Presidents (Elementary, Middle-Junior High, Secondary, Multi-Level, and Post-Secondary), Secretary and Treasurer.
- b. All elected officers must have at least one year of service on the Governing Board.
- c. See Procedural Handbook for officer and position duties and responsibilities.

Section 2. Officers shall be elected at the last meeting by a simple majority of the attending membership. Officers will be installed at the last meeting of the school year.

Section 3. The term of office for President and President-Elect shall be two years. The term of office for Vice-Presidents, Secretary and Treasurer shall be one year.

Section 4. The Past Presidents' Advisory Committee shall prepare a slate of officer candidates for the following year. At least two candidates shall be nominated for each elected office when possible.

Section 5. Suggested guidelines for the duties of the officers shall be found in the MMSCA Procedural Handbook.

Section 6. Vacancies--If the presidency should become vacant, the president-elect shall complete the remainder of the un-expired term in addition to his/her own prescribed term of office. Vacancies in the office of President-Elect, Vice Presidents, Secretary, and Treasurer occurring between annual meetings shall be filled through appointment by the President with the approval of the Governing Board.

## **Article V Committees**

Section 1. Standing Committee chairs shall be appointed by the President-Elect for his/her presidency. The Standing Committees of MMSCA shall be as follows:

- a. Communications
  1. Social Media
  2. Website
- b. Past-Presidents' Advisory Committee
- c. Development and Support
  1. Critical Incident Response
  2. Resolutions/Ethics
  3. Human Rights/Diversity
  4. Student Representative Mentor
- d. Public Relations
  1. Counseling Advocacy
  2. Inter-professional Relations
  3. Legislative Relations
  4. Membership
  5. Publications and Research
  6. Professional Recognition

Section 2. See Procedural Handbook for Standing Committee duties and responsibilities. Section 3.. Special Committees may be created at the discretion of the President.

### **Section 4.. The length of term of standing committee chairs shall be one year. Article VI Governing Board**

Section 1. The Governing Board's composition will consist of all elected officers and Standing Committee chairpersons.

Section 2. The Governing Board shall formulate and recommend policies to the MMSCA membership and shall carry on such business as required in accordance with these bylaws.

Section 3. The meetings of MMSCA Governing Board shall be held at least three times per school year.

Section 4. One-third of the voting members of the Governing Board shall constitute a quorum for the transaction of business.

Section 5. All voting members of the Governing Board shall be members of MMSCA and encouraged to be members of MSCA and ASCA.

Section 6. The Governing Board may elect to partially reimburse MMSCA members or any MMSCA state officers for expenses incurred for attending meetings or functions of MSCA subject to available funds.

### **Article VII Executive Committee**

Section 1. The Executive Committee of the Governing Board shall act for the Governing Board during intervals between meetings, but within the limits of any decisions or policies adopted.

Section 2. An Executive Committee meeting may be called as needed by the President or by the majority of the voting members of the Executive Committee.

Section 3. Voting members of the Executive Committee shall be the President, President-Elect, Vice-Presidents, Secretary, and Treasurer.

### **Article VIII. Business Affairs**

Section 1. The parliamentary authority of MMSCA shall be the most recently revised edition of *Robert's Rules of Order*.

Section 2. The fiscal year shall commence on July 1 of each calendar year.

Section 3. The annual fiscal report shall be submitted by the Treasurer to the Governing Board.

Section 4. The Treasurer shall pay normal expenses of MMSCA, as authorized by the President. Payment of unusual expenses must be authorized by the Governing Board.

Section 5. A committee consisting of the President, President-Elect, and Treasurer shall review the financial/bank statements before the annual planning meeting.

### **Article IX Amendments**

Section 1. The MMSCA By-laws may be amended or revised by a simple majority vote of the members present at a scheduled meeting of the general membership.

Section 2. Proposed MMSCA By-laws will become effective immediately upon passage by MMSCA.

**Article X**  
**Indemnification**

Section 1. MMSCA shall indemnify each member of the Governing Board and each of its officers, as described in Article VI for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these MMSCA By-laws, in a manner and to the extent permitted by applicable law.

Section 2. MMSCA shall follow the indemnification clause in Article XIII of the MSCA By-laws.