



Mid-Missouri School Counselor Association

Bylaws
Revised 2019

Approved by MMSCA Governing Board via electronic vote on March 16, 2019

**ARTICLE I
NAME OF ORGANIZATION**

Section 1: Organization Name

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

Section 2. Affiliations

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

**ARTICLE II
PURPOSE**

Section 1. Mission & Vision

The mission of MMSCA is to provide quality professional development and networking opportunities for school counselors that promote professionalism, advocacy & ethical practices.

The vision of MMSCA is to empower school counselors with the knowledge and skills to fully implement a comprehensive school counseling program and promote student success.

Section 2. Guidance

The organization of MMSCA shall be guided by the end policies of MSCA.

Section 3. Purpose

The purposes of MMSCA shall be to promote:

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

**ARTICLE III
MEMBERSHIP**

Section 1. Eligibility for Membership

The suggested 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. However, any school counselor in Missouri may join.

Section 2. Annual Membership

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 professional 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 professional 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. Annual Dues

- 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. Resignation & Termination

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 & ELECTIONS

Section 1. Officers

- a. The elected officers of MMSCA shall be President, President-Elect, Past President, five Vice-Presidents (Elementary, Middle-Junior High, Secondary, Multi-Level, and Post-Secondary), Secretary, Treasurer, VP-Member Recruitment, VP-Government Relations, VP-Social Media & Website, VP-Hospitality, VP-Professional Recognition & VP-Student Representative.

- b. President-Elect 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. Officer Elections

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. Terms

The term of office for all elected positions shall be one year.

Section 4. Vacancies

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

Section 5. Office Duties

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 unexpired term in addition to his/her own prescribed term of office. Vacancies in the office of president-elect, past-president, 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. Committee Formation

Standing Committee chairs shall be the officers of Governing Board , and shall meet as deemed necessary by the Governing Board.

Section 2. Special Committees

Special Committees may be created at the discretion of the President. The special committees of MMSCA shall be as follows:

- a. Critical Incident Response Team

Section 3. Committee Chair Terms

The length of term of standing committee chairs shall be one year.

ARTICLE VI GOVERNING BOARD

Section 1. Composition

The Governing Board's composition will consist of all elected officers

Section 2. General Powers

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. Regular Meetings

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

Section 4. Quorum

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

Section 5. Requirements

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

Section 6. Compensation

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. General Powers

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. Meetings

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

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

ARTICLE VIII BUSINESS AFFAIRS

Section 1. Parliamentary Authority

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

Section 2. Fiscal Year

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

Section 3. Annual Reporting

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

Section 4. Expenses

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. Financials

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. General

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. Passage

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

ARTICLE X INDEMNIFICATION

Section 1. General

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 Bylaws, in a manner and to the extent permitted by applicable law.

Section 2. Indemnification Clause

MMSCA shall follow the indemnification clause in Article XIII of the MSCA Bylaws.