

West River Counseling Association By-Laws
(Revised 11/8/89, 4/20/18)
A Chapter of the South Dakota Counseling Association

ARTICLE I. Name and Purpose

Section 1. Name. The name of this association shall be the West River Counseling Association. This association is a Chapter of the South Dakota Counseling Association.

Section 2. Use of Name. The name of the Chapter shall be employed in connection with all official business and activities of the Chapter.

Section 3. Purposes. The purposes of this Chapter shall be consistent with the purposes stated in the by-laws of the South Dakota Counseling Association. The West River Counseling Association shall:

- (a) Provide official representation in the South Dakota Counseling Association for interested professional personnel of the area.
- (b) Promote the development of the professional resources of the Chapter in order to better meet the needs of the persons served within the area.
- (c) Provide a reference group for the sharing of mutual concerns and the development of professional growth experiences which are responsible to the expressed needs of the members.
- (d) Encourage high standards of professional conduct by the members of the Chapter.

ARTICLE II. Membership

Section 1. Type of Membership. Membership in the Chapter shall be of one type – individual.

Section 2. Individual Membership. Individual membership is open to any person regardless of race, creed, national origin, sex and religion, who is actively engaged or interested in counseling and guidance and/or related services. All such person's shall become members of the Chapter upon payment of assigned dues. Members shall be eligible to attend meetings, to vote. In order to hold office members shall be a member of the State Association.

Section 3. Dues. Dues for members of the Chapter shall be recommended by the officers of the Chapter and established by a majority vote of the members of the Chapter. The membership year shall be the same as that of that State Association.

Section 4. Severance of Membership

- (a) A member may be dropped from membership for any conduct that damages the character of the Chapter or to affect adversely its reputation, or that is contrary to or destructive of its objectives according to 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 confront witnesses and shall have the right to appeal to and have a hearing before the Executive Council, whose decision shall be final.
- (b) A member may be dropped from membership for the nonpayment of dues.

ARTICLE III. Officers and Terms of Office

Section 1. Officers and Terms of Office

- (a) The officers of the Chapter shall be the President, the President-elect, the Secretary, and the Treasurer. (Secretary and Treasurer may be filled by the same person.)
- (b) All officers of the Chapter shall be elected at large from among the individual members of the Chapter and shall serve for one-year terms.

(c) The President-elect shall automatically become President of the Chapter one year after the commencement of the term of office as President-elect, or upon the death or resignation of the President.

(d) The term of office of any elected officer shall begin on July 1, and the officer elected shall serve for a period of one year or until a successor takes office.

(e) An elected officer shall not be a candidate to succeed himself in the same office, provided, however that an officer shall serve the full one-year term in addition to serving the unexpired term of the resigned or deceased officer, or the lack of other nominations on the ballot for the position.

Section 2. Nominations and Election of Officers

(a) Nomination and election of officers shall be at the last regular spring meeting.

(b) The name of any member of the Chapter may be placed into nomination.

(c) A majority of all votes cast shall be necessary to constitute election.

(d) Vacancies in office may be filled by special election exclusive of the President.

(e) Election shall be by secret ballot.

Section 3. Duties of Officers.

(a) The President shall be the chief elected officer of the chapter and shall preside at all meetings of the Chapter.

(b) The President-elect shall perform the duties of the President in the absence or incapacity of the President. The President-elect shall also serve as program chairperson for the Chapter meetings.

(c) The Treasurer shall represent the Chapter in assuring the receipt and expenditure of funds.

(d) The Secretary shall record the minutes of all meetings and execute official documents of the Chapter.

ARTICLE IV. Relationship to State Association

Section 1. Reports to the State Association. This Chapter shall transmit to the Executive Director of the State Association the names of its officers, forthwith upon their election or appointment. This Chapter, thirty (30) days prior to the spring meeting of the Board of Directors for the South Dakota Counseling Association shall transmit an annual written report, setting forth its activities and its status to the Executive Director for consideration by the Board of Directors.

Section 2. State Representation. The President of the Chapter or a designee of the Chapter shall represent the Chapter on the Board of Directors for the South Dakota Counseling Association.

ARTICLE V. Administration

Section 1. Composition of the Executive Council

(a) the administration of the Chapter shall be in the hands of the Executive Council composed of the following members:

1. All the officers provided for in Article III.

2. The past President shall be an ex-officio member for one year after completion of the term as President.

Section 2. Powers and Functions of the Executive Council.

(a) The powers and functions of the Executive Council shall be as follows:

1. To propose Chapter policies and recommend such policies to the membership for its consideration and action.

2. To formulate operational policies appropriate for executive action and direct the execution thereof subject to review by the membership.

3. To perform such other duties as may be delegated to it by the Chapter.

Section 3. Meeting of the Executive Council.

- (a) The Executive Council shall meet upon the call of the President of the Chapter or a majority of the Executive Council.
- (b) In order to conduct an official meeting, the Executive Council must have a quorum present consisting of at least one-half the voting members of the Executive Council.

ARTICLE VI. Committees

Section 1. Appointment of Committees. The President shall have authority to name such standing and special committees as may be needed to conduct the activities of the Chapter. All chairpersons may be ex-officio members of the Executive Council.

Section 2. Reports. Each committee shall make an annual written report of its activities and status to the Executive Council.

ARTICLE VII. Meetings of the Membership.

Section 1. Meetings of the Chapter will be held at a minimum of four regular times a year. The time and place of the meeting or meetings shall be determined by the President after due consideration with the Executive Council. Membership shall be notified at least thirty (30) days prior to the meeting.

- (a) Any action as determined by a special meeting called by the President shall be ratified at a regular stated meeting of the full membership.

ARTICLE VIII. Amendments.

Section 1. Amendments

- (a) These by-laws may be amended by a majority vote of the members of this Chapter.
- (b) Amendments must be submitted to the President in writing at any time by a member in good standing. No action may be taken on the amendment until the following regular meeting, and all members have provided a copy of the proposed amendment.

ARTICLE IX. Rules of Order

Section 1. Robert's Rules of Order, Revised (By Henry Martin Robert) shall govern the proceedings of all bodies of the Chapter except where otherwise specified in these By-Laws.