# VIRGINIA ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION

## BY-LAWS

**ARTICLE I**

**NAME AND PURPOSES**

### Section 1. Name

The name of the Association shall be the Virginia Association for Counselor Education and Supervision (VACES), a division of the Virginia Counselors Association (VCA).

### Section 2. Affiliation

The association is organized and governed in accordance with the By-Laws of the VCA. Officers must be members of the Association for Counselor Education and Supervision.

### Section 3. Purposes

**The purpose of the Association shall be:**

1. to improve the training and supervision of those engaged in counseling and student development.
2. to provide a vehicle for ensuring cooperation and communications between those concerned with counselor education and supervision in Virginia.

**ARTICLE II**

## MEMBERSHIP

### Section 1. Types of Membership

The Association shall include two types of membership: regular and student. A member of this Association shall be a member of VCA.

### Section 2. Requirements of Membership

In order to qualify for one of the two types of membership, an individual must meet the following requirements for the membership being sought:

1. Regular Membership

A regular member must be employed in a counseling setting or in an institution of higher education providing counselor education. A regular member must hold a master’s degree from an accredited college or university with a minimum of 30 semester hours or equivalent of graduate credit in courses related to counseling.

1. Student Membership

A student member must be engaged in a planned program of counselor education designed to result in a graduate degree or licensure as a counselor. No person shall be eligible to be or continue as a student member who has held that status for a total of three years or who is otherwise eligible to become a regular member.

### Section 3. Application Procedure

Applicants for VACES membership shall direct their application to VCA.

### Section 4. Dues

Dues shall be set by the Executive Board for the categories of membership and approved by vote of the membership.

### Section 5. Rights and Privileges

Regular and student members shall be eligible to vote and initiate motions of parliamentary proceedings. Subject to any limitations or exceptions otherwise stated herein, only regular members shall be eligible for elective or appointment.

### Section 6. Severance of Membership

1. A member may be dropped from membership for any conduct that tends to injure the Association, or adversely affect it reputation, or which violates principles stated in the By-Laws or Code of Ethics of VCA or VACES. An *Ad hoc* Committee on Ethics appointed by the president shall consider any charges made over the signature of five VACES members who are in good standing. A member shall be permitted to resign from membership, whether the charges are true, subject, however, to the right of any accused member to appeal to the Executive Board from any final decision of the Committee on Ethics. Any member charged with engaging in misconduct shall be given the opportunity to file an appeal to and have a hearing before the Executive Board, whose decision shall be final.
2. A member may be dropped from membership for non-payment of dues.

**ARITICLE III**

## VACES OFFICERS

### Section 1. Officers and Terms of Office

1. The officers of VACES shall be president, a vice-president/president-elect, a secretary, and a treasurer.
2. Any regular member of the association, who has been a member for at least two years prior to their election or appointment, shall be eligible to hold office.
3. The terms of office of any elected officer shall coincide with the fiscal year of the Association.
4. All elected officers shall serve two years.
5. In the event a president-elect should resign or be unable to complete the term, or fill the president’s expired term, the vice-president of the Executive Board shall assume the position of chairperson of the Executive Board until the Executive Board appoints a qualified member to fill any such vacancy.
6. The Executive Board members will represent the following constituencies and interest areas: school counseling, clinical mental health counseling, counselor education, membership, webmaster, grant coordinator, and graduate student association.

### Section 2. Nominations and Elections of Officers

1. The president, vice-president/president-elect, and secretary shall be elected bi-annually. Ballot shall be provided to regular and student members by postal mail or by electronic means. The position of Treasurer shall be an appointed position. The Executive Board will select a Treasurer from among the eligible nominees.
2. To be eligible for any elective office, a member must be a regular member and must have been a member for two years prior to election or appointment.
3. During a regular membership meeting of the Association or by electronic or postal mail, the immediate past president shall issue a call for nominations of officers for the following year.
4. The immediate past president shall determine the eligibility of nominees for placement on the decision ballot of at least two candidates for each of the following positions: vice-president/president-elect, and secretary. The immediate past president will also provide the Executive Board with the names of eligible nominees for Treasurer. An effort will be made to ensure that the ballot will be representative of the membership. Should an insufficient number of nominations be submitted to fill the ballot, the Executive Board shall select the names of qualified members consenting to have their names placed on the election ballot.
5. If an officer should be unable to assume office by the beginning of the Association’s fiscal year or to complete a term of office, the next ranking candidate on the election return shall assume that position. The Executive Board shall have the authority to fill any vacancy for which there no other provisions.

### Section 3. Duties of Officers

1. During the term of office, the president shall serve as the presiding officer of VACES and as a member of the VCA Board of Directors. The president shall appoint all members to the Executive Board *AD hoc* committee chairpersons and perform such duties as are incidental to the office.
2. The vice-president/president-elect shall perform the duties of the president in the absence or incapacity of the president, coordinate the division’s work in government relations and advocacy, and perform any other such duties as may be directed by the president.
3. The immediate past-president shall conduct the bi-annual elections for VACES officers.
4. The secretary shall keep the record and minutes of all meetings of the Association and shall perform such other duties as are incidental to the office.
5. The treasurer shall maintain records of any assets, validate monthly bank statements, submit financial reports at the Executive Board and membership meetings, and shall perform such other duties are incidental of the office.

### Section 4. Removal from Office

An elected officer or member of the Executive Board may be removed from office, for cause, by a majority vote of the Executive Board.

### Section 5. Compensation and Expenses of Officers

None of the elected officers of Association shall receive any compensation for services, but their necessary expenses may be paid as provided by the Executive Board.

**ARTICLE IV**

## EXECUTIVE BOARD

### Section 1. Composition of Executive Board

The Executive Board shall be composed of the VACES officers and appointed representatives.

#### Section 2. Powers and Functions

The Executive Board shall conduct the business affairs of the Association but shall not take any action contrary to decisions or policies adopted by the membership.

### Section 3. Meetings

The president shall establish meeting dates for the Executive Board.

**ARTICLE V**

## GENERAL MEMBERSHIP MEETINGS

Meetings shall be held at the annual VCA conference and as called by the president.

**ARTICLE VI**

##### AD HOC COMMITTEES

*Ad hoc* committees may be created by the president to promote the purposes of the Association and shall consist of members of the Association.

**ARTICLE VII**

## BUSINESS AFFAIRS OF THE ASSOCIATION

### Section 1. Fiscal Year

The fiscal year shall be from July 1st to June 30th.

### Section 2. Parliamentary Authority

The parliamentary authority for the meetings of the Association shall be Robert’s *Rules of Order (Revised).*

### Section 3. Membership Year

The membership year shall coincide with that of the VCA.

### Section 4. Quorum

A quorum for conducting business shall be the number of members present at any meeting called by the president after notice of such meeting has been given to the entire membership.

### Section 5. Dissolution of the Association

Should the Association fail to meet for two consecutive annual VCA conferences, it shall be dissolved.

### Section 6. 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 its property shall be transferred to the VCA.

**ARTICLE VIII**

## ADOPTION AND AMENDMENT OF BY-LAWS

### Section 1. Adoption

These By-Laws shall become effective immediately upon a majority vote of VACES members present at a general membership meeting or by a mail ballot.

#### Section 2. Amendment

The By-Laws may be amended by the following procedure:

1. An amendment shall be presented in writing to the Executive Board. Copies of proposed amendments shall be made available to the membership by postal or electronic mail at least thirty days prior to action on the amendments. The Executive Board’s written recommendation shall accompany the notification.
2. Not earlier than thirty (30) days following member notification, an amendment shall be voted upon at a general membership meeting or by mail or electronic ballot. An amendment is adopted by a majority vote of members present at the general meeting or of ballots received.

### Section 3. Publication

The By-Laws of the Association shall be published in their entirety from time to time and shall be available to any member upon request.