

BYLAWS OF THE COLORADO COUNSELING ASSOCIATION

Article I Name, Identity, Mission and Goals

Section 1. Name

- a. The name of this Association shall be the Colorado Counseling Association, a branch of the American Counseling Association, a nonprofit corporation chartered by the State of Colorado.
- b. The name of the Association shall be employed in connection with all official business and activities of the Association.

Section 2. Identity

The Colorado Counseling Association (CCA) is an organization of counseling and human development professionals who work in educational, health care, residential, private practice, community agency, government, and business/industry settings (or variety).

Section 3. Mission

The mission of the Colorado Counseling Association is to promote lifelong human development by the members and promoting public confidence, trust, and value in the counseling profession.

Section 4. Goals

The goals of the Colorado Counseling Association shall be:

1. to promote the standards of professional counseling and human development;
2. to promote the personal and professional development of counseling and human development professionals;
3. to promote an ethical standard which will facilitate positive change and optimize human potential among members' clientele;
4. to promote and provide programs and conferences which proactively address human rights and social issues most relevant to the profession;
5. to promote public awareness of and support for the counseling and human development profession;
6. to promote the advancement and dissemination of research and knowledge in counseling and human development;
7. to promote and support public policy and legislation which enhances human development;
8. to promote and support diversity in all its forms;
9. to promote, respect and recognize the global interdependence among individuals, organizations and societies;
10. to provide the organizational structure, membership, leadership, and resources necessary to fulfill our mission.

Section 5. Anti-Discrimination

There shall be no discrimination against any individual for any reason on the basis of ethnicity, race, religion, gender, socio-economic status, sexual orientation, age, or degree of ableness.

Article II Membership

Section 1. Types of Membership

- a. Each individual in good standing is a voting member.
- b. Types of individual membership. There shall be four types of individual voting membership: Professional, Regular, Student, and Retired.
- c. Professional members shall hold a master's degree or higher in counseling or a closely related field from an accredited college or university (CACREP, APA, NCATE). Professional members must present proof of academic credentials upon request.
- d. Regular members shall include persons whose interests and activities are consistent with those of the Association, but who are not qualified for Professional membership.
- e. Student members shall include persons enrolled in a graduate program in counseling or closely related field;
- f. Retired members shall include those persons who are no longer actively employed.
- g. All members must agree to abide by the American Counseling Association's Ethical Standards and/or division codes where applicable.

Section 2. Dues

- a. Dues for members of the Association shall be recommended by the Executive Committee and established by action of the Governing Council.
- b. A portion of the Association dues shall be remitted to each Division. Amount of the remittance shall be recommended by the Executive Committee and established by action of the Governing Council.

Section 3. Severance of Membership

A member may be dropped from membership for any conduct that is injurious to the Association or adversely affects its reputation, or that is contrary to or destructive of its mission according to the Bylaws and Ethical Standards of the Association. A member shall be dropped from membership for the nonpayment of dues.

Article III Divisions

Section 1. Organization of Divisions

- a. A Division shall consist of persons who organize on a statewide basis in accordance with the purposes of a Division of ACA.
- b. The Association shall include one or more Divisions representing specialized areas of interest in guidance, counseling or personnel work.
- c. Divisions shall be organized in accordance with the Bylaws of the Association and with those of the ACA Division.
- d. Divisions shall file copies of the Bylaws with the Executive Director of the Association.
- e. The major purposes of a Division shall be in accord with those of the Association.

Section 2. Formation of Divisions

- a. The standing rules governing the formation of Divisions shall be established by the Governing Council.
- b. The Governing Council shall have the power to grant charters to Divisions in accordance with the aforementioned standing rules.

Section 3. Autonomy of Divisions

- a. A Division of the Association shall be autonomous in the conduct of its affairs, consistent with the Bylaws of the Association.
- b. A Division of the Association may adopt its own name but in all instances shall identify itself as a "Division of the Colorado Counseling Association".
- c. All officers and Representatives of a Division shall be members of the Association and shall be elected only by the Association members of that Division.

Section 4. Reports

- a. Each Division shall forward to the President of the Association the names, addresses and telephone numbers of its officers upon their election or appointment.
- b. Each Division shall file a financial statement, a proposed budget, and financial position with the Treasurer of the Association via an oral report at the first Governing Council meeting of the Association's fiscal year. A written report shall be submitted in the absence of an oral report.
- c. Each Division shall present an oral annual report covering the preceding year's activities.

Section 5. Amendments to Basic Documents

Amendments to any Division's Bylaws shall be reported in writing to the President of the Association for approval by the Executive Committee within thirty (30) days after the effective date of their adoption. These amendments shall be on file with the Executive Director of the Association.

Section 6. Dissolution of a Division

The Governing Council shall have the power to revoke the charter of a Division when it is deemed in the best interest of the Association to do so.

- a. Before final action may be taken with respect to dissolution of a Division, a notice of intent to dissolve must first be passed by a majority of the Governing Council Representatives present and voting and the Division in question advised in writing of the reasons for the proposed action. The Division shall have until the next state meeting of the Association, but in no case less than nine months, to effect remedial measures.
- b. A two-thirds vote of Representatives present and voting shall be necessary to revoke the charter of a Division.
- c. A Division's voluntary dissolution or withdrawal from the Association shall be undertaken only in compliance with policies and procedures adopted by the Governing Council.
- d. Upon dissolution of a Division, all assets of that Division shall revert to the Association.

Article IV Local Chapters

Section 1. Formation and Organization of Local Chapters

- a. The standing rules governing the formation of Local Chapters shall be established by the Governing Council.
- b. The Governing Council shall have the power to grant charters to Local Chapters in accordance with the aforementioned standing rules.

- c. A Local Chapter shall consist of persons who organize on the basis of a local geographic unit within the state in accordance with the Bylaws and policies of the Association.
- d. The Association may include one or more Chapters each of which shall consist of at least ten (10) members.
- e. Local Chapters shall adopt the Bylaws of the Association and Division and file any additions for review and acceptance to the Executive Director of the Association.

Section 2. Autonomy of Local Chapters

- a. A Local Chapter of the Association shall be autonomous in the conduct of its affairs and consistent with the purpose of the Bylaws of the Association.
- b. A Local Chapter of the Association may adopt its own name but in all instances shall identify itself as a "Chapter of the Colorado Counseling Association".
- c. All officers and Representatives of a Local Chapter shall be members of the Association and shall be elected only by the Association members of the Chapter.

Section 3. Reports

- a. Each Local Chapter shall forward to the Executive Director of the Association the names, addresses, and telephone numbers of its officers upon their election or appointment.
- b. Each Local Chapter shall file a financial statement, proposed budget, and written annual report, which will cover the preceding year's activities and financial position, with the Executive Director of the Association at the first Governing Council meeting of the Association's fiscal year.
- c. Each Local Chapter shall file a financial statement, a proposed budget, and financial position with the Treasurer of the Association via an oral report at the first Governing Council meeting of the Association's fiscal year. A written report shall be submitted in the absence of an oral report.
- d. Each Local Chapter shall present an oral annual report covering the preceding year's activities.

Section 4. Additions to Bylaws by any Local Chapter

Additions to the Chapter Bylaws shall be reported in writing to the Executive Director of the Association for approval by the Executive Committee within thirty (30) days after the effective date of their adoption. These additions shall be on file with the Executive Director of the Association.

Section 5. Dissolution of a Local Chapter

- a. Before final action may be taken with respect to dissolution of a Local Chapter, a notice of intent to dissolve must first be passed by a majority of the Representatives present and voting and the Local Chapter in question advised in writing of the reasons for the proposed action. The Local Chapter shall have until the next state meeting of the Association, but in no case less than nine months, to effect remedial measures.
- b. A two-thirds vote of Governing Council Representatives present and voting shall be necessary to revoke the Charter of a Local Chapter.
- c. A Local Chapter's voluntary dissolution or withdrawal from the Association shall be undertaken only in compliance with policies and procedures adopted by the Governing Council of the Association.
- d. Upon dissolution of the Local Chapter, all assets of that Chapter shall revert to the Association for re-appropriation of funds to be approved by the Governing Council.

Article V

The Executive Committee of the Governing Council

Section 1. Composition of the Executive Committee

- a. The Executive Committee shall be composed of the following:
 1. voting members shall be the President, the President-Elect, the Past-President, the Secretary and the Treasurer of the Association
 2. non-voting member shall be the Executive Director
- b. Members of the Association may attend meetings of the Executive Committee as observers.

Section 2. Powers and Functions of the Executive Committee

The powers and functions of the Executive Committee shall be as follows:

- a. to propose Association policies and recommend such policies to the Governing Council for its consideration and action;
- b. to approve additions proposed by a Division or Local Chapter to the Association's Bylaws;
- c. to set the date for the annual elections and state meeting of the Association;
- d. to prepare an annual budget for approval of the Governing Council;
- e. to perform other duties as may be delegated to it by the Governing Council.

Section 3. Meetings of the Executive Committee

- a. The Executive Committee shall meet upon call of the President of the Association or a majority of the Executive Committee.
- b. The Executive Committee must have a quorum present consisting of at least a majority of the voting members of the Executive Committee.

Article VI

The Governing Council

Section 1. Composition

- a. The Governing Council shall be composed of the following persons:
 1. Executive Committee of the Association;
 2. Representatives of Divisions;
 3. Chairs of standing committees of the Association.
 4. Delete "Doctoral Student Liaison and Masters Graduate Student Liaison"
- b. Representation from Divisions shall be determined by the following formula:
 1. Presidents of Divisions;
 2. one additional Representative for each one hundred members or fraction thereof, up to a maximum of five Representatives, including the President of the Division; a Division may designate alternates to serve in place of Representatives who are unable to attend a Governing Council meeting;
 3. terms of office for all Representatives shall be determined by their Division.

Section 2. Powers and Functions

The Governing Council shall be the legislative body of the Association having the following powers and functions:

- a. to establish policies to govern the affairs of the Association;
- b. to act on recommendations from the Executive Committee;
- c. to grant, deny or revoke charters of Divisions and Local Chapters;

- d. to act on the reports of the Executive Committee, Divisions, Local Chapters, Standing Committees, and such ad hoc committees as are established by and responsible to the Governing Council;
- e. to adopt and to amend the Bylaws of the Association;
- f. to vote on resolutions passed by the membership;
- g. to supervise activities of the Association designed to accomplish the purposes of the Association;
- h. to establish a dues structure of the Association;
- i. to develop policies and procedural guides for the Association and for its Divisions and Local Chapters necessary to insure responsible fiscal operation;
- j. to establish standing rules governing the formation and dissolution of Divisions and Local Chapters;
- k. to exercise such other powers and functions as may be necessary or desirable in the best interests of the Association, not in conflict with the Bylaws.

Section 3. Meetings of the Governing Council

- a. The Governing Council shall convene four times annually.
- b. Additional meetings of the Governing Council may be called by the President or the Executive Director as well as by a majority vote of members of the Governing Council. The time and place of such additional meetings shall be fixed by the President of the Association.
- c. The President of the Association shall preside at meetings of the Governing Council. In the absence of the President, the President-Elect shall preside.
- d. Each member of the Governing Council shall have one vote, and a majority of the members of the Governing Council present and voting shall constitute a quorum.
- e. Any Representative may present business for Governing Council consideration.
- f. Each member of the Governing Council is expected to attend all meetings. Any member who misses two consecutive meetings may be asked to resign from the Governing Council.
- g. Members of the Association may attend as observers.

Article VII **Officers of the Association**

Section 1. Officers and Terms of Office

- a. The officers of the Association shall be the members of the Executive Committee.
- b. Officers of the Association, except the Executive Director, shall be elected at large from among individual members of the Association and shall serve for one year, except the Treasurer Delete "who shall serve a minimum of two and a maximum of three years, or until their successors are elected."
- c. The President-Elect shall automatically become President of the Association one year after the commencement of his/her term of office as President-Elect or upon the death or resignation of the President.
- d. The Executive Director shall be appointed by the Executive Committee and approved by a majority vote of the Governing Council.
- e. A President-Elect succeeding to the office of President by reason of the death or resignation of the President shall serve the full one-year term as President in addition to serving the unexpired term of the resigned or deceased President.
- f. The term of office of elected officers of the Association shall begin July 1. Officers shall serve until their successors take office.

- g. Elected officers of the Association must be members of the American Counseling Association.

Section 2. Duties of Officers

- a. The President shall be the chief elected officer of the Association and shall:
 - 1. preside at all meetings of the Association;
 - 2. chair meetings of the Governing Council;
 - 3. chair meetings of the Executive Committee;
 - 4. appoint all committee chairs subject to confirmation of the Governing Council;
 - 5. be an ex-officio member without vote on all committees;
 - 6. be the Colorado representative at Western Region Meetings and at national functions;
 - 7. appoint an ad hoc auditing committee prior to a Treasurer's leaving office;
 - 8. perform the duties customary to the Office of President and such additional duties as shall be directed by the Governing Council;
- b. The President-Elect shall perform the duties of the President in the absence or incapacity of the President and shall assume leadership in program development.
- c. The Past-President shall chair the Nominations and Election Committee, and shall perform such additional duties as shall be directed by the Governing Council.
- d. The Treasurer shall be the chief fiscal officer of the Association and shall:
 - 1. represent the Association in assuring receipt and expenditure of funds in accordance with the directives established by the Governing Council;
 - 2. present the Association's books to the ad hoc auditing committee one month prior to leaving office;
 - 3. draw up an annual budget, in consultation with the Executive Committee;
 - 4. perform the duties customary to the office and such additional duties as shall be directed by the Governing Council.
- e. The Secretary shall be the chief record-keeping officer of the Association and shall:
 - 1. keep minutes of all meetings at which Association officers preside;
 - 2. conduct correspondence for the Association;
 - 3. perform duties customary to the office and such additional duties as shall be directed by the Governing Council.
- f. The Executive Director shall serve as the permanent registered official for the Association and shall:
 - 1. provide a permanent mailing address;
 - 2. maintain and store archives, reports and financial records;
 - 3. be a non-voting member of the Executive Committee, Governing Council, and of all Divisions, Local Chapters and committees and serve them in a resource capacity;
 - 4. review Bylaws annually with the Chair of the Bylaws Committee and recommend revisions as indicated;
 - 5. develop and annually update Association's policies and procedures;
 - 6. serve a coordinating function for Association services, leadership development and public information;
 - 7. serve as Resident Agent for Incorporation for the State of Colorado;
 - 8. perform administrative duties as requested by Association Officers;
 - 9. attend state, regional and national meetings and conventions as requested by the Association President;

10. act as a liaison among Officers, Representatives, Divisions, Local Chapters, Committees and individual members;
11. perform such additional duties as shall be directed by the Governing Council.

Section 3. Nomination and Election of Officers

- a. The Nomination and Election Committee shall ask the Association members to submit names of Association members to be placed on the ballot for offices to be filled that year.
- b. The Nomination and Election Committee shall conduct a ballot election of officers prior to the annual conference except in the event that there is only one candidate for each office to be filled. In the event, election shall be by unanimous accord during the annual conference.
- c. Candidate's statements may accompany the ballots.

Section 4. Compensation and Expenses of Officers

None of the elected or appointed officers of the Association shall receive any compensation for their services as such to the Association. The necessary expenses of the officers of the Association may be paid from Association funds under policies established for such payments by the Governing Council.

Article VIII Meetings of the Membership

Section 1. State and Regional Meetings

- a. The Association shall hold state meetings at a time and place set by the Governing Council. Notice shall be given to the membership not less than three months prior to the time set.
- b. The Association may hold regional meetings at a time and place set by the Governing Council. Notice thereof shall be given to the membership well in advance of the time set. No formal business of the Association shall be conducted at such regional meetings.

Article IX Committees

Section 1. Types of Committees

- a. There shall be two types of committees in the Association: Standing Committees and Ad Hoc Committees.
- b. The President of the Association shall have the authority to appoint chairs of Standing and Ad Hoc Committees (with the exception of Chairs designated in these Bylaws) who shall have the authority to appoint committee members as needed to conduct the activities of the committee. Appointment of committee chairs shall be subject to confirmation by the Governing Council.
- c. Standing Committees shall be specified in the Bylaws of the Association, and Committee Chairs shall serve as liaisons to parallel Western and ACA Committees.
- d. Ad Hoc Committees shall be created as need arises.

Section 2. Standing Committees

- a. Ethics Committee
 1. The Committee shall be responsible for providing information to the membership concerning ethical standards and legal requirements, monitoring procedures pertinent to ethical standards, submitting complaints of ethical violations to the State Grievance Board, and

recommending appropriate action to the Executive Committee based upon action taken by the State Grievance Board.

b. Human Rights Committee

1. The Committee shall coordinate human rights concerns of the Association, inform the membership of emerging issues, develop programs to overcome behaviors and activities that infringe upon individual rights, and develop position papers appropriate to human rights.

c. Media Committee

1. The Committee shall include the editors of the Journal and the Newsletter and the web master. The editor of the Newsletter shall serve as Chair of the Media Committee.
2. The Committee shall promote through various media the purpose, intent, and activities of the Association and its Divisions.

d. Nominations and Elections Committee

1. The Committee shall establish procedures for carrying out the annual election of officers, develop a slate of candidates, conduct the election of officers and report election results to the President of the Association.

e. Organization, Administration, and Management Committee

1. The Committee shall consider new awards, prepare and revise guidelines for each award and submit this information to the Governing Council for its action.
2. In accordance with the guidelines established for each award, the Committee shall solicit nominees, collate supporting materials concerning nominees and select recipients.
3. The Committee shall also purchase awards and have them appropriately engraved or imprinted.

f. Bylaws Committee

1. The Committee shall review the Bylaws of the Association biannually, develop recommended amendments and forward them to the Governing Council.

g. Conference Committee

1. The Committee shall include other officers of the Association and members responsible for registration, publicity, interest sessions, exhibitors, awards, decorations and evaluations.
2. The Committee Chair shall plan and supervise conduct of all aspects of the State Conference and shall evaluate the conference.

h. Public Policy and Legislation Committee

1. The Committee shall be concerned and monitor matters of government activity at all levels and shall inform the membership of these concerns and enlist their support as needed.

i. Membership Committee

1. The Chair and the Committee, if appointed, shall plan and execute membership drives and recruitment procedures, process applications, maintain accurate membership lists, and perform such other functions regarding membership as shall be directed by the Governing Council.

h. Event Committee

1. The Committee shall be concerned with providing regional professional development and networking opportunities for counselors throughout the state.

Article X Publications

Section 1. Publications of the Association

- a. The Association Delete "shall" publish an official journal which shall be called Awareness, The Journal of the Colorado Counseling Association. The journal shall be distributed regularly to members and other interested parties.
- b. Newsletter

Section 2. Amendment of Bylaws

- a. Association Bylaws may be amended by vote of two-thirds (2/3) of the Representatives present and voting at a Governing Council Meeting.
- b. Amendments may originate in the following ways:
 1. The Bylaws Chair or members of the Bylaws Committee, following review of the Bylaws, may propose amendments. Proposed amendments must be presented to the President of the Association in writing for action by the Governing Council.
 2. A member of the Association may originate amendments provided that the proposed amendment(s) are presented to the Association President in writing.
 3. Amendments may originate at a meeting of the Governing Council. A Representative desiring to present an amendment(s) shall present the proposed amendment(s) in writing. Such proposed amendments shall not be acted upon until the next meeting of the Governing Council.