

# LOUISIANA SCHOOL COUNSELOR ASSOCIATION BYLAWS

## **ARTICLE I: NAME AND PURPOSE**

Article I. Section 1. The name of the association shall be the Louisiana School Counselor Association (LSCA).

Article I. Section 2. The Louisiana School Counselor Association (LSCA) is a State Division of the American School Counselor Association (ASCA) and a Division of the Louisiana Counseling Association (LCA).

Article I. Section 3. The purposes of the association shall be:

1. To foster a close personal and professional relationship among school counselors in Louisiana, public and private, and with counselors in other settings.
2. To advance the profession of school counseling in order to maximize college and career readiness of Louisiana students by promoting the educational/academic, college/career, and social-emotional growth of each individual student.
3. To improve the standards of school counseling and the relationships with other pupil support services for students in elementary, middle, and/or junior high, secondary, and postsecondary settings.
4. To assume an active role in helping people to understand and improve such services.
5. To develop, implement, and foster interest in career development programs.
6. To publish scientific, educational, and professional materials.

## **ARTICLE II: MEMBERSHIP**

Article II. Section 1. Types of Membership:

This association shall include four (4) types of membership: Professional, Associate, Retired, and Student.

Article II. Section 2. Requirements of Membership:

In order to qualify for one of the four types of memberships, an individual must meet the following requirements for the membership being sought.

II-2a. Professional Membership. A Professional Member must hold a Master's Degree in School Counseling or related areas. Professional Membership shall be granted to professional school counselors who hold a Master's degree or higher in school counseling or the substantial equivalent and are employed as a school counselor, supervisor of school counselors, or school counselors at the school, district, or state level, or professors of counseling in a graduate program that prepares school counselors.

II-2b. Associate Membership. An Associate Member is one who has formerly served as a school counselor or one who is a school counselor who does not meet the requirements for Professional Membership. Persons who are or have been engaged in work contributing to a school's comprehensive counseling program may also become an Associate Member upon the recommendation of a Professional Member. Associate Members shall enjoy all privileges except that of holding elective office.

II-2c. Retired Membership. A Retired Member is one who, upon retirement, held or qualified for Professional Membership. Retired Members shall pay one-half (1/2) of the annual dues of Professional Members. Retired Members shall enjoy all privileges of the association.

II-2d. Student Membership. A Student Member is one who is a full-time student at an accredited college or university who is pursuing a degree in school counseling or a higher degree. Student Members shall enjoy all association privileges-except that of holding elective office and voting.

Article II. Section 3. Dues: Dues for all membership categories shall be established according to LSCA policies and procedures regarding membership.

Article II. Section 4. Rights and Privileges:  
All members shall receive the rights and privileges accorded to their membership categories.

Article II. Section 5. Severance of Membership:

II-5a. Association members who do not renew their membership before their membership expiration date will no longer be considered members of LSCA. Membership may be revoked for revocation of license or credential or violation of ASCA Ethical Standards or Ethics Standards for School Counselor Association Leaders, following procedures in LSCA policies and procedures that address Membership.

Article II. Section 6. Nondiscrimination.  
The Louisiana School Counselor Association does not knowingly engage in or support activities that discriminate on any basis as addressed in federal guidelines and ASCA's Ethical Standards for School Counselors or Ethical Standards for School Counselor Association Leaders.

### **ARTICLE III: OFFICERS AND BOARD OF DIRECTORS**

Article III. Section 1. Officers.  
The Officers of the LSCA shall be the Chair of the Board, the Assistant Chair of the Board, the Secretary, and the Treasurer.

Article III. Section 2. Powers and Functions.

III-2a. The Board of Directors shall govern the LSCA but shall not take any action contrary to the Bylaws adopted by LSCA members.

III-2b. The Board of Directors shall create policies and procedures to carry out the mission of LSCA.

III-2c. The Secretary, Treasurer, and Parliamentarian shall be appointed by the Chair of the Board of Directors, approved by the Board, and shall serve concurrently with the Chair.

III-2d. Three Officers shall be elected by the LSCA membership each year.

III-2e. Officers shall not serve more than two terms on the Board of Directors.

III-2f. Elected and appointed Officers must maintain Professional Membership and be members in good standing with Louisiana School Counselor Association, Louisiana Counselor Association, and American School Counselor Association the entirety of their term.

#### Article III. Section 3. Board of Directors

III-3a. The voting members of the Board of Directors shall consist of nine at-large Directors.

III-3b. The Chair of the Board shall be an elected Director who is selected by the members of the Board to serve a one-year term as the Chief Executive Officer of the association. The Chair shall preside at all association meetings.

III-3c. The Assistant Chair of the Board shall be an elected Director on the Board of Directors who is selected by the members of the Board of Directors to serve a one-year term to assist the Chair of the Board. In the absence of the Chair, the Assistant Chair shall perform all duties of the Chair and shall perform all other duties as may be directed by the Board of Directors.

III-3d. The LSCA membership shall elect at-large Directors to serve a three-year term to take action or to make decisions on behalf of the members.

III-3e. Three Directors shall be elected by the LSCA membership each year.

III-3f. Directors shall not serve more than two consecutive terms on the Board of Directors. Directors shall have a lifetime three-term limit.

III-3g. The term of office for any elected Director shall coincide with the Fiscal Year of LSCA.

III-3h. Directors must be LSCA Professional or Retired Members.

Article III. Section 4. Vacancies

III-4a. In the event of a vacancy in the office of Chair, the Assistant Chair shall automatically become the Chair of the association. The Assistant Chair succeeding to the office of the Chair shall serve the remainder of the unexpired term of the Chair left by the vacancy.

III-4b. In the event of a vacancy in the office of Assistant Chair, the Board shall elect an Assistant Chair to serve whatever may remain of the unexpired term of the Assistant Chair left by the vacancy.

III-4c. In the event of a vacancy in any other office, the Board of Directors may fill the unexpired term but is not required to fill the vacancy.

III-4d. The Board of Directors shall have the authority to fill any vacancy for which no other provisions exist.

Article III. Section 5. Removal from Office

III-5a. An elected officer or a member of the Board of Directors may be removed from office, for cause, by a two-thirds majority vote of the Board of Directors. At the discretion of the Board of Directors, a due process committee may be appointed to review all charges and to make recommendations. The committee shall complete its assignment and submit a written report within 30 days after the appointment.

III-5b. A Director who becomes ineligible to serve on the Board shall be allowed three months to regain eligibility. If a Director is ineligible to serve on the Board for three months, the Director shall be asked to resign. Directors who know they cannot or will not regain eligibility within three months shall be asked to resign immediately upon becoming ineligible.

Article III. Section 6. Compensation and Reimbursement of Expenses.

III-6a. Members of the LSCA Board of Directors shall not receive any compensation for services, but their necessary expenses shall be paid in accordance with LSCA policies and procedures.

III-6b. Members of the LSCA Board of Directors shall not benefit financially or materially from their service on the Board of Directors, in accordance with LSCA policies and procedures.

**Article IV: Additional Positions and Duties.**

IV. Section 1. Treasurer.

IV-1a. The Board of Directors shall elect a Treasurer for the Association from its nine-member board.

IV-1a. The Treasurer of the Association shall collect and disburse funds of the Association, submit a complete fiscal report to close the fiscal year, maintain records of the Association, administer the affairs of the Association, including financial affairs, and perform such other duties as are incidental to this office, in accordance with LSCA's mission and vision, subject to the provisions of its Bylaws and Policies and Procedures adopted by the Board of Directors.

#### Article IV. Section 2. Secretary.

IV-2a. The Board of Directors shall elect a Secretary for the Association from its nine-member board.

IV-2b. The Secretary of the Association shall maintain LSCA's minutes for all meetings and perform such other duties as are incidental to this office, in accordance with LSCA's mission and vision, subject to the provisions of its Bylaws and Policies and Procedures adopted by the Board of Directors.

#### Article IV. Section 3. Parliamentarian

IV-1a. The Board of Directors shall appoint a Parliamentarian to serve a one-year term.

IV-2a. A Parliamentarian shall perform appropriate duties at board meetings and may be appointed for other official meetings.

#### Article IV. Section 4. Additional Appointments.

The Board of Directors may appoint other positions as needed.

### **ARTICLE V: NOMINATIONS AND ELECTIONS**

V-1a. Three Directors shall be elected annually through a general election by LSCA Professional and Retired members held in accordance with LSCA Policies and Procedures that address Nominations and Elections.

V-1b. Candidates must have been practicing school counselors for at least three years on the due date for the submission of candidate applications.

V-1c. Candidates must hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency on the due date for the submission of candidate applications.

V-1d. Candidates must be LSCA Professional or Retired Members and must have been an ASCA Professional or Retired Member for at least three years.

- V-1e. Candidates are encouraged to complete ASCA leadership training no more than five years before the due date for the submission of candidate applications.
- V-1f. Candidates for the Board of Directors shall meet additional qualifications required by LSCA Policies and Procedures that address Nominations and Elections.
- V-1g. Candidates whose eligibility changes at any time during the election process must notify the Nominations and Elections Committee Chair.
- V-1h. The Nominations and Elections Committee shall conduct elections in accordance with LSCA Policies and Procedures that address Nominations and Elections.
- V-1i. The Nomination and Elections Committee selects a slate of candidates not to exceed six candidates.
- V-1j. Nomination and Elections guidelines shall be developed by the Nominations and Elections Committee and approved by the Board of Directors.
- V-1k. If any elected candidate should be unable to assume office by the beginning of LSCA's Fiscal Year, the candidate with the next highest number of votes in the election shall be asked to serve in the vacant position. If none of the candidates agrees to serve, the Board of Directors shall fill the vacancy.
- V-1l. The Committee shall declare elected the candidates receiving a plurality of votes, and candidates will be notified by the Nominations and Elections Chairperson.

## **ARTICLE VI: BOARD OF DIRECTORS**

- VI-1. The Board of Directors shall consist of the Chair, the Assistant Chair, and seven additional at-large Officers, the Secretary, the Treasurer, and the Parliamentarian. The Secretary, Treasurer, and Parliamentarian are exofficio members with no vote.
- VI-2. The Board of Directors shall have the power to execute affairs of the association during the interim between its business meetings; shall approve the appointive officers and chairperson and members of committees; shall determine the amount of money to be expended by the association, but in no case will it incur debt; shall fill all vacancies occurring in any office; and shall approve the date, time, and place of the annual meeting (annual meeting held in conjunction with the Louisiana Counseling Association Conference.)
- VI-3. The Board of Directors shall meet at the time and place of the annual meeting and at least one other time during the year at the time and place designated by the President. Additional meetings may be called by the Chair. Additional meetings may be called by the Chair or upon request by four (4) voting members of the Board of Directors.

- VI-4. a) A quorum is constituted by the presence of one-half (1/2) or more of the nine Board of Directors voting members (5).
- b) In the absence of a Board of Directors member to establish a quorum, a proxy may be designated by a majority vote of present LSCA Board of Directors members.
- VI-5. The Board of Directors shall be members in good standing with Louisiana School Counselor Association, Louisiana Counselor Association, and American School Counselor Association.
- VI-6. The elected officers of the Board of Directors shall verify that they continue to meet the requirements for Professional or Retired members annually prior to the installation of new candidates.

#### **ARTICLE VII: OPERATIONAL STRUCTURE (COMMITTEES)**

- VII-1. The association's COMMITTEES shall be appointed to accomplish specific tasks within specific timeframes. If membership on a committee includes individuals who are not members of the Board of Directors, that committee shall function only as an advisory committee and shall not conduct any function reserved for the Board.
- VIII-2. STANDING COMMITTEES. The Standing Committees shall be the Advocacy & Interpersonal Relations, Budget & Finance, Bylaws & Policies, Counselor Ethics & Professional Standards, Membership Outreach, Nominations & Elections, and Professional Development & Programs.
- VII-2a. Advocacy & Interpersonal Relations. The Advocacy & Interpersonal Relations Committee will actively pursue, liaise with, and support legislation that reflects the aims and goals of the Association, its national, state, and locally elected officers, and other agencies.
- VII-2b. Budget & Finance. The Budget & Finance Committee shall maintain the Association's financial records and recommend a proposed budget for the annual operation of the Association to the Board of Directors. The Treasurer shall chair the committee.
- VII-2c. Bylaws & Policies. The Bylaws & Policies Committee annually reviews the LSCA Bylaws and makes recommendations to the Board of Directors. The LSCA Bylaws Review Committee also reviews all proposed amendments to the LSCA Bylaws and makes recommendations to the Board of Directors.

Subcommittee: Strategic/Long Range Planning: The Strategic/Long Range Planning Committee evaluates the Association's strategic plan as to pertinence of concern to school counseling, submit recommendations for revisions and/or additions to the LSCA Strategic Plan for consideration and action at the final Board of Director meeting of the year, disseminate the adopted Association's Strategic Plan to the

Board of Directors members and submit for publication in CAJUN COUNSELOR.  
VII-2d. Counselor Ethics and Professional Standards. The Counselor Ethics and Professional Standards Committee is tasked with reviewing the ethics and professional standards of the Association annually, reporting deviations, and assisting the membership in understanding the Association's Code of Ethics.

Subcommittee: Diversity, Equity, and Inclusion (DEI) Committee. The DEI Subcommittee provides feedback to the Board to ensure that the organization implements equitable and diverse practices for both board members and members within the organization.

VII-2e. Membership Outreach. The Membership Outreach Committee will promote interest in and sustain membership in the Association among all eligible persons in the state.

Subcommittee: Publications: The Publication Committee oversees and coordinates all publications of this association with the approval of the Board of Directors.

Subcommittee: Social Media: The Social Media Committee will maintain and update all the Association's Social Media sites, including Twitter, Facebook, and other forms of social media.

Subcommittee: Technology: The Technology Committee will maintain and update the Association's website, maintain a list of valuable resources and websites, provide technology resources, and provide technology workshops as needed to Association members.

VII-2f. Nominations and Elections. The Nominations and Elections Committee develops policies and procedures for approval by the Board of Directors. It conducts elections in accordance with the Association's policies and procedures that address Nominations and Elections.

VII-2g. Professional Development Committee. The Professional Development Committee plans the Association's official conferences, workshops, and programs.

Subcommittee: Awards and Recognition: The Awards and Recognition Committee is tasked with recommending to the Board of Directors the criteria for awards, solicit nominations for the awards, select winners, present awards at the annual luncheon, and publicize names of the winners.

Subcommittee: Program Committee: The Program Committee coordinates all the associations' activities and programs, including the LSCA track at the Louisiana Counseling Association's annual conference, the Annual Business Meeting, and all other LSCA activities associated with the LCA Annual Conference. The LCA Conference chairperson and committees will complete these tasks.

VII-2h. All committee chairs will be appointed by the Board with team members subject to



the approval of the Board.

### **ARTICLE VIII: MEETINGS**

#### Article VIII. Section 1. ANNUAL MEETING.

VIII-1a. The Board of Directors shall meet at least once each year. Such meetings may held in person or teleconference call or another electronic medium in which all individuals can hear one another. Meetings of the Board of Directors may be called by the Chair of the Board or by a majority vote of the Board.

VIII-1b. Two-thirds of the Board of Directors members must be present to constitute a quorum.

VIII-1c. Each member of the Board of Directors shall have one vote. Decisions of the Board of Directors shall be made by a simple majority vote except in cases involving issues that require a greater majority, as defined in LSCA Bylaws and Policies.

VIII-1d. Board of Directors members are expected to attend all Board of Directors meetings and other functions in accordance with LSCA Policies and Procedures.

#### Article VIII. Section 2. SPECIAL MEETINGS.

VIII-2a. These meetings may be called by the Chair with the approval of a majority of the Board of Directors. Notices of such meetings shall be sent to each member at least fifteen (15) days prior to the date of such meeting.

### **ARTICLE IX: BUSINESS AFFAIRS of the ASSOCIATION**

IX-1. The fiscal year of this association shall be July 1 through June 30.

IX-2. The amount of the annual dues of all members of this association shall be recommended by the Board of Directors for approval by the general membership. Dues shall be paid annually through LCA and entitle one to membership twelve (12) months from the date of payment. In order to join LSCA you must be a member of LCA.

IX-3. In the event that this association should be dissolved, none of its property shall be distributed to any of the members. All of its property shall be transferred to such organization as the Board of Directors shall determine to have purposes and activities most nearly consonant with those of this association, provided, however, that such organization(s) shall be exempt under Section 501 (c)(3) of the Internal Revenue Laws.

### **ARTICLE X: INDEMNIFICATION**

X-1. The association shall indemnify each member of the Board of Directors and each

of its Officers, as described in Article X, for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these bylaws, in a manner and to the extent permitted by applicable law.

- X-2. The association shall indemnify each of its directors and officers, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or an appeal therein, imposed upon or asserted against him or her by reason of being or having been such a director or officer and acting within the scope of his or her official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided that he or she acted in good faith for the purpose which he or she reasonably believed to be in LSCA's best interests and, in the case of criminal action or proceeding, in addition, had no reasonable cause to believe that his or her conduct was unlawful. This indemnification shall be made only if the association is advised by its Board of Directors acting by a quorum consisting of Board of Directors members who are not parties to such section or proceedings upon a finding that, or if a quorum under (1) is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that the Board of Directors or officer has met the foregoing applicable standard of conduct. If the undergoing determination is to be made by the Board of Directors, it may rely as to all questions of law on the advice of independent legal counsel.
- X-3. Every reference herein to a member of the Board of Directors or Officer of the Association shall include every member and officer thereof or former member and officer thereof. This indemnification shall apply to all judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as stated above. The right of indemnification herein provided shall be in addition to any and all rights to which any LSCA Member or Officer might otherwise be entitled, and the provisions hereof shall neither impair nor adversely affect such rights.

#### **ARTICLE XI: AMENDMENT OF BYLAWS**

The Bylaws may be amended by a majority vote of the annual business meeting or a majority vote at a general membership meeting as provided in this section.

- XI-1a. An amendment shall be proposed by the Board of Directors or by petition over the signature of not less than 25 Professional or Retired members of LSCA in good standing. Petitions for Bylaws amendment must be submitted to the Board of Directors not less than 90 days prior to the first session of the annual meeting or a general membership meeting where Bylaws revisions will be considered. All proposed Bylaws amendments shall be reviewed by the Bylaws Review Committee.
- XI-1b. Copies of amendments proposed under the provision of the foregoing paragraph shall be distributed to the general membership not less than 30 days prior to the first session of the annual meeting or a general membership meeting where Bylaws

revisions will be considered.

XI-1c. In the event the attendance at the annual meeting or general membership meeting does not constitute a quorum, Bylaws amendments may be approved by mail ballot, electronic ballot, or other means approved by the Board of Directors. In such case, amendments shall be approved by a majority of ballots or votes received.

XI-1d. Amendments originating during the annual meeting or a general membership meeting shall be discussed and, if approved by the members in attendance at the annual meeting or a general meeting, shall be submitted for a mail ballot, electronic ballot, or other means approved by the Board of Directors. Such proposed amendments shall be sent, no more than (90) days following the date of presentation, for a vote by the LSCA members or members in attendance of a general membership meeting before whom the amendment originated. A proposed amendment shall be referred to the Bylaws Review Committee, whose written recommendation shall accompany any such ballot. A majority of ballots or votes received shall approve amendments originating during the annual meeting or general membership meeting.

XI-1e. Bylaw amendments that affect Board services, such as terms or eligibility, shall not be applicable to Board members who are in office, newly elected, or engaged in an election at the time the amendment is approved unless the LSCA membership explicitly approves applying the Bylaw amendments immediately.

Article XI. Section 2. Publication.

The Bylaws and the Policies of LSCA shall be published in their entirety periodically and shall be available to any member upon request.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern all meetings of this association not otherwise specified in these bylaws.

Revised:       October 1994  
                  General Membership Meeting  
                  Monroe, Louisiana

                  October 2002  
                  General Membership Meeting

                  October 2003  
                  General Membership Meeting  
                  Monroe, Louisiana

                  October 2004  
                  General Membership Meeting  
                  Lafayette, Louisiana

October 2006  
General Membership Meeting  
Alexandria, Louisiana

October 2008  
General Membership Meeting  
Baton Rouge, Louisiana

September 2011  
General Membership Meeting  
Baton Rouge, Louisiana

September 2013  
General Membership Meeting  
New Orleans, Louisiana

October 2017  
General Membership Meeting  
Baton Rouge, Louisiana

October 2024 (Proposed)  
General Membership Meeting  
Lake Charles, Louisiana

A copy of these Bylaws is stored on an electronic storage device and is available from the President.