

## BYLAWS OF TEXAS COUNSELORS FOR SOCIAL JUSTICE

### ARTICLE I: Name, Affiliation, and Mission

**Section 1. Name.** The official name of this organization shall be Texas Counselors for Social Justice (hereafter referred to as TXCSJ).

**Section 2. Use of Name.** The official name of the Association as specified in Article I, Section 1, shall be employed in connection with all official business and communications pertaining to TXCSJ.

**Section 3. Affiliation.** TXCSJ is a division of the Texas Counseling Association (hereafter referred to as TCA) and shall be subject to those provisions of its bylaws that apply to divisions. TXCSJ is a state branch of Counselors for Social Justice (hereafter referred to as CSJ). TCA is a state branch of the American Counseling Association (hereafter referred to as ACA), and CSJ is a division of ACA.

**Section 4. Mission.** The mission of Texas Counselors for Social Justice is to work to promote social justice in Texas and our society through the professional development of counselors who confront oppressive systems of power and privilege that affect ourselves, our clientele, and relevant contexts.

### ARTICLE II: Membership

**Section 1. Categories of Membership.** There will be four categories of membership in TXCSJ: regular, student, associate, and retired/limited means.

**Section 2. Qualifications for Membership.** The categories of membership shall be determined in accordance with the following.

**A. Regular Members.** Regular Members are those whose qualifications are acceptable to the Membership Committee of TXCSJ. The minimum requirements for regular members shall be:

- (1) Full or part-time employment in counseling and development work (as defined below) at the time of applying for regular membership, or
- (2) Experience in counseling and development work, including
  - (a) placement, training, education, and other aspects of counseling and development work in business and industry, government agencies, and other organizations; or
  - (b) test development, occupational, and other research and writing directly related to counseling; or
  - (c) counselor training; or
  - (d) administration of programs of the above types; or
  - (e) interest in and a desire to uphold the purposes and principles of TXCSJ.

- B. **Student Members.** A student engaged in full or part-time study in an accredited undergraduate or graduate school in a course of study related to counseling may be admitted as a student member upon application and endorsement by his/her faculty advisor. Student members shall maintain all the privileges of individual regular membership.
- C. **Associate Members.** Individuals who are interested in counseling, development, and social justice but who do not meet the requirements of (a) or (b) may be admitted to Associate membership in TXCSJ at the discretion of the Membership Committee provided he/she pays his/her annual dues. Associate members shall maintain all the privileges of individual regular membership.
- D. **Retired/Limited Means Members.** Individuals who have retired from counseling and development work (as defined in Article II, Section A, subsection 2) or individuals who affirm that they have limited economic resources may be admitted as a retired/limited means member upon request and payment of the annual dues for this membership category. Limited means includes those individuals who are temporarily unemployed, on disability, or earn below minimum wage. Retired/limited means members shall maintain all the privileges of individual regular membership.

**Section 3. Application for Membership.** Any person desiring to become member of TXCSJ shall make application through TCA. The TXCSJ Membership/Student Officer shall notify the applicant of the action taken on the application. A person shall become a member of TXCSJ upon his/her election to membership and payment of his/her dues.

**Section 4. Continuity of Membership.** Membership in TXCSJ shall be continuous and on an annual basis as long as dues are in force.

**Section 5. Rights and Privileges.** All members in good standing shall be eligible to vote and to hold office in TXCSJ.

**Section 6. Termination of Membership.**

- A. A member may be dropped from membership for any conduct that tends to injure TXCSJ or to affect adversely its reputation, or that violates principles stated in ACA's Code of Ethics or TXCSJ's Bylaws. Removal from TCA shall also constitute removal from TXCSJ. Any member charged with engaging in such conduct shall be given notice of the precise nature of the charges against him/her, be given the opportunity to present evidence on her/his behalf through witnesses or otherwise, be given the opportunity to confront witnesses against her/him, and have the right to appeal and have a hearing before the Implementation Collective whose decision shall be final. A Committee on Ethics appointed by the TXCSJ officers shall consider any charge made over the signature of two TXCSJ members in good standing and shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or

whether the charges are true, subject, however, to the right of any accused member to appeal to the TXCSJ Officers from any final decision of the Committee on Ethics.

- B. A member may be dropped from membership for the nonpayment of dues.

### **ARTICLE III: Officers of the Association**

#### **Section 1. Officers and Terms of Office.**

- A. The term of office shall be from July 1 to June 30, coinciding with the Association's fiscal year.
- B. The Officers of the Executive Committee of TXCSJ shall be President, President-Elect, Past President, Communications Officer, Treasurer, and Membership/Student Officer. Ex-officio officers shall be Committee Chairs, Task Force Chairs and Publication Editors.
- C. The President of the Association shall succeed to the office following the term of service as President-elect, provided that the general membership ratified the succession through an annual election. The President must be a Professional Member of the TXCSJ in good standing for a minimum of one year, and must also be a member of TCA and CSJ in good standing. The elected officer shall serve for a period of three years; 1 year as president-elect, 1 year as President, and 1 year as Past-President. A member may not run for consecutive terms as President.
- D. The Communications Officer shall serve a two-year term of office, and shall be elected from among the voting membership. The Communications Officer may serve no more than two consecutive terms.
- E. The Treasurer shall serve a two-year term of office and shall be elected from among the voting membership. The Treasurer may serve no more than two consecutive terms.
- F. The Membership/Student Officer shall serve a two-year term of office and shall be elected from among the voting membership. The Membership/Student Officer may serve no more than two consecutive terms.

#### **Section 2. Duties of Officers**

##### **A. President.** The President shall:

- 1) Exert leadership in the achievement of the mission of TXCSJ,
- 2) Preside at the meetings of the Executive Committee,
- 3) With approval of the Executive Committee, appoint chairpersons of all TXCSJ committees and task forces unless otherwise specified in these Bylaws or in the motion of establishing the committee/task force; and
- 4) Serve as ex-officio on all TXCSJ committees and task forces, except the Committee on Nominations and Elections or can delegate other officers of the executive committee to serve on his or her behalf.
- 5) The President, in consultation with members of the Executive Committee, generates the annual Strategic Plan.

##### **B. President-Elect.** The President-Elect shall:

- 1) Perform the duties of the President in the absence or incapacity of the President;
- 2) Serve as a voting member of the Executive Committee;
- 3) Carry out such other duties and responsibilities as may be assigned by the Executive Committee; and
- 4) Maintain the policies and procedures manual.

**C. Past President.** The Past President shall:

- 1) Perform the duties of the President in the absence or incapacity of the President and President-Elect;
- 2) Serve as a voting member of the Executive Committee;
- 3) Serve as the chair of the Nomination and Election Committee; and
- 4) Carry out such other duties and responsibilities as may be assigned by the Executive Committee;

**D. Treasurer.** The Treasurer shall:

- 1) Prepare and present the budget to the membership at the annual meeting.
- 2) Serve as a voting member of the Executive Committee;
- 3) Represent TXCSJ in assuring the receipt and expenditures of funds in accordance with the directives established by the Executive Committee;
- 4) Assist in the preparation of the budgets for TXCSJ, its committees, task forces, and its publications;
- 5) Follow accepted procedures for handling the funds of TXCSJ;
- 6) Perform the duties customary to the office and such additional duties as directed by the Executive Committee;
- 7) Recommend to the Executive Committee any needed modifications
- 3) in procedures for managing the fiscal affairs of TXCSJ;
- 8) Submit written financial reports to the Executive Committee at any regular meeting; and
- 9) Preside at meetings of the Executive Committee in the absence of the President, President-Elect, and Past President.
- 10) Submit books for a bi-annual audit.

**E. Communication Officer.** The Communication Officer shall:

- 1) Keep record of the proceedings of the of the Executive Committee;
- 2) Perform such duties as may be delegated by the Executive Committee of TXCSJ.
- 3) Serve as a voting member of the Executive Committee;
- 4) Be empowered to affix the seal and execute official documents of TXCSJ and maintain stationary, executive official documents, and maintain archival information of TXCSJ.

**F. Membership/Student Officer**

- 1) Actively recruit new members and students for TXCSJ.
- 2) Serve as a voting member of TXCSJ.
- 3) Serve as a liaison and a representative for TXCSJ with local schools
- 4) Perform such duties as may be delegated by the Executive Council of TXCSJ.
- 5) Maintain records of new, current, and past members.

- 6) Serve as a contact and representative of students.

### **Section 3. Nomination and Election of Officers.**

- A. If any officer elected should be unable to assume the office on July 1, the candidate receiving the next highest number of votes in the election, if eligible, shall assume the position. If the candidate is not eligible, or if there is no candidate, the position shall be filled by action of two thirds (4/6) of the Executive Committee within thirty days of the vacancy occurring.
- B. Should a member of the Association find cause to contest the eligibility of any nominee, a written notice shall be given to the President within thirty (30) days after publication of the slate of candidates in the Association's official publication, after which time the slate becomes incontestable. The President is charged with the responsibility for serving notice on the contested nominee and conducting a poll of at least two-thirds (4/6) of the members of the Executive Committee regarding the contested nominee.

**Section 4. Sanction and Removal from Office.** Any individual noted in Article IV, Section A through G above, may be sanctioned or removed from office in accordance with procedures prescribed by official policy of TXCSJ.

**Section 5. Executive Committee Composition.** The TXCSJ Executive Committee shall be composed of the TXCSJ President, President-Elect, Past President, Communications Officer, Treasurer, and Membership/Student Officer. Standing Committee Chairs, Task Force Chairs, and Editors of the Newsletter shall be ex-officio members.

**Section 6. Executive Committee Functions.** The Executive Committee shall be the agency through which the policies of TXCSJ shall be determined and shall have the following powers and functions:

- A. To establish policies to govern the affairs of TXCSJ,
- B. To act on the reports of all Committees and Task Forces of TXCSJ,
- C. To make recommendations to the membership, committees, and task forces of TXCSJ,
- D. To manage the budget approved by the membership at the annual meeting,
- E. To make recommendations for publications for TXCSJ.

### **Section 7. Executive Committee Meetings.**

- A. The Executive Committee shall meet at least twice per year. A meeting shall be held at the time and place of each state convention of TCA. Other meetings shall be determined by the President.
- B. At least two-thirds of the Executive Committee shall constitute a quorum throughout any meeting of the Executive Council at which official business is transacted. Teleconferencing and internet conferencing may be utilized when circumstances necessitate.

### **Section 8. Method of Selection.**

The President-Elect, Communication Officer, Treasurer, and the Member/Student Officer shall be elected in accordance with Article V.

## **ARTICLE IV: Committees and Commissions**

**Section 1. Executive Committee.** This committee shall consist of the President, President-Elect, Past President, Treasurer, Communication Officer, and the Member/Student Officer. The Executive Committee shall prepare the proposed annual budget of TXCSJ to be presented for approval to the first meeting of the fiscal year of the Executive Committee and recommend fiscal policies for consideration by the Executive Committee. It shall promptly report to the Executive Committee all business transacted between meetings.

**Section 2. Standing Committees.** The standing committees of CSJ and their duties shall be:

- A. **Membership and Public Relations Committee** shall promote membership in TXCSJ, coordinate publicity and public relations for TXCSJ, and be chaired by the TXCSJ Membership/Student Officer.
- B. **The Bylaws Committee** shall have responsibility for drafting proposals for amendments to these Bylaws and for the final wording of amendments passed by the Executive Committee and membership to insure their consistency with the style and substance of these bylaws, The Committee shall carry out such other functions as may be assigned to it in these Bylaws or by the Executive Committee.
- C. **The Program Committee** shall be responsible for developing and implementing programs and activities relating to the concerns of TXCSJ.
- D. **The Nominations and Elections Committee** shall be responsible for seeking nominations for officers on the Executive Committee, for recommending a slate of officers to the Executive Committee, and for establishing procedures for carrying out the annual election. The Past President will chair this committee.
- E. **The Public Policy and Legislation Committee** shall be responsible for recommending social action initiatives to the Executive Committee.

**Section 3. Task Forces.** These Task Forces shall be established by the Executive Committee to carry out such activities as it believes will further the objectives of TXCSJ. The Executive Committee shall, from time to time, review the charge and function of all special and continuing task forces and shall make such changes in their number, characteristics, or organization as may seem desirable.

**Section 4. Appointment of Committees and Task Forces.** In the absence of any provision to the contrary in these bylaws or in the motion creating a Committee and/or Task Force:

- A. The President shall appoint, subject to confirmation by the Executive Committee, chairpersons and members of all Committees and Task Forces except as otherwise

specified in these Bylaws. The term of office of those appointed and confirmed shall coincide with that of the President.

- B. Said appointees shall serve for two years as committee members, with the exception of completing an unexpired term followed by an appointed term. Chairs of standing committees shall serve for one year or until the appointment of their successors.

## **ARTICLE V: Finances**

**Section 1. Dues and Assessments.** The following procedure shall be followed in establishing TXCSJ dues and assessments, in addition to those required by the bylaws of TCA:

- A. Annual dues for all categories of membership shall be established at the business meeting.
- B. The Executive Committee may levy special assessments on the entire membership or on any class of members.
- C. The annual dues for "retired/limited means" members shall never be more than one half of the individual regular member dues.

**Section 2. Salaried Employees.** The Executive Committee may authorize the employment of such staff as may be necessary to fulfill the objectives of TXCSJ and set compensation for such employees.

## **ARTICLE VIII: BUSINESS AFFAIRS**

**Section 1. Fiscal Year.** The fiscal year shall run from July 1 to June 30 of the following year.

**Section 2. Severable or Transferable Interest.** No member, individually or collectively, shall have any severable or transferable interest in the property of TXCSJ.

**Section 3. Control and Management of Property.** All property shall be subject to the management: and control of the Executive Committee and no real property shall be disposed of except pursuant to the prior written approval of the Executive Committee.

**Section 4. Basic Documents.** The basic governance documents of TXCSJ and all amendments thereto shall be transmitted to the President of the Texas Counseling Association within 30 days after their adoption.

**Section 5. Fidelity Bonds.** The Executive Committee shall secure and maintain in force a fidelity bond adequate in amount to protect TXCSJ against defalcations by designated officers or employees.

**Section 6. Annual Audit.** The Executive Committee shall make sure that all financial records are available for an annual audit which is conducted by a certified public accountant. A full report will be submitted to the Executive Committee.

**Section 7. Dissolution.** Upon the vote of two thirds of the membership of TXCSJ, TXCSJ shall be dissolved.

**Section 8. Property of TXCSJ.** In the event TXCSJ should be dissolved, none of its property shall be distributed to any of the members. All of its property shall be transferred according to TCA bylaws.

## **ARTICLE VI: Publications**

**Section 1. Association Publications.** The TXCSJ Newsletter shall be designated as the official publication of TXCSJ. A Journal may also be established as deemed appropriate. Delivery of these publications will be electronic and paper forms.

**Section 2. Distribution of Publications.** The TXCSJ Newsletter and any other publications to be established shall be sent to TXCSJ members without additional charge. They shall also be available to non-members, to libraries, and to other organizations by subscription at rates established by the TXCSJ Executive Committee.

### **Section 3. TXCSJ Newsletter.**

- A. Editorial Supervision.** The Executive Committee shall be responsible for recommending editorial policy and professional content of the TXCSJ Newsletter.
- B. The Editor.** The Editor shall serve for a two-year term and may be reappointed, subject to the approval of the Executive Committee. The Editor shall be responsible for editing and preparing at least two issues of the TXCSJ Newsletter per year. In addition, the Editor shall publish the Treasurer's report and budget statement of the organization in the newsletter.

**Section 4. Statement of Relationship.** The TXCSJ Newsletter and any other TXCSJ publication must include a statement identifying TXCSJ as "a Division of the Texas Counseling Association."

## **ARTICLE VII: Adoption and Amendments of Bylaws**

**Section 1. Amendment and Adoption.** These Bylaws may be amended by a majority of votes cast after submission of the proposed amendment by either of the two following methods

- A.** An amendment shall be proposed in writing to the Bylaws Committee by the Executive Committee over the signature of ten members in good standing not less than 90 days

prior to the annual meeting of the Executive Committee at the TCA convention. Copies of the amendments proposed under the provision of the foregoing paragraph shall be mailed to all members not less than 30 days prior to the annual meeting.

- B. An amendment first proposed at any meeting of the Executive Committee shall be voted upon by mail ballot to the entire membership after 60 days following the date of proposal, provided, however, that such proposal shall be referred forthwith to the Bylaws Committee and that this Committee's written recommendation shall accompany such a mail ballot.

**Section 2. Publication.** The Bylaws of TXCSJ shall be published in their entirety no less than every five years, beginning with the year of their initial adoption They shall be published in the TXCSJ Newsletter. All amendments adopted by TXCSJ during an official year shall be printed from time to time whenever amendments hereto are adopted.

#### **ARTICLE VIII: Rules of Order**

Robert's Rule of Order, Newly Revised, shall govern all the proceedings of TXCSJ where they are not inconsistent with these Bylaws.