

**TEXAS COUNSELORS FOR SOCIAL JUSTICE  
BY-LAWS**

Adopted – 2007 ----- Amended 2010

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

**Section 1.**           **Name.** The name of this organization shall be Texas Counselors for Social Justice (hereafter referred to as TxCSJ or the Division). All TxCSJ publications and promotional items must include a statement identifying TxCSJ as "a Division of the Texas Counseling Association."

**Section 2.**           **Affiliation.** TxCSJ is a division of the Texas Counseling Association (hereafter referred to as TCA or the Association) and shall be subject to those provisions of its By-laws 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 3.**           **Purpose.** The purpose of this division is defined by the mission statement of TxCSJ:

The mission of Texas Counselors for Social Justice is to empower all humans to live with dignity and in harmony by providing awareness of treatment strategies for, and eradication of all forms of discrimination and oppression, and replacing them with opportunities for access, equity, and participation.

**ARTICLE II:  
Membership**

**Section 1.**           **Types of Membership.** Membership shall be of one type - individual. Such persons may become members of the Division upon payment of annual dues.

**Section 2.**           **Classes of Membership.** There will be four classes of membership in TxCSJ: regular, student, retired/limited means, and associate. The categories of membership shall be determined in accordance with the following.

**Section 3.**           **Regular Members.**

(a) Eligibility - Any person whose primary responsibilities or interests are in the area of human development - specifically guidance, counseling, or personnel work and others with similar interests and

responsibilities such as community agency workers, school social workers, school psychologists, para-professionals in counseling - shall be eligible for membership. No one may be denied membership in this Division on the basis of ethnic group, color, creed, gender, affectional or sexual orientation, age, and/or handicapping condition. Members of TxCSJ are expected to have an interest in and a desire to uphold the purposes and principles of TxCSJ.

- (b) Privileges - Any person who has met the qualifications for regular membership and has paid the prescribed dues shall be eligible to attend meetings of the Division, to vote, and to hold office.

**Section 4. Student Members.**

- (a) Eligibility - Open to students who are enrolled in a planned program in the area of human development - specifically guidance, counseling, personnel work, community agency work, school social work, school psychologists, and para-professionals in and who are not employed more than half-time as a professional counselor.
- (b) Privileges - Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend meetings of the Division, vote, and hold office.

**Section 5. Retired/Limited Means Members.**

- (a) Eligibility - Individuals who are have retired from counseling and development work (as defined in Article II, Section 3, subsection a) 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. Dues will be determined at the annual business meeting.
- (b) Privileges - Retired/limited means members shall maintain all the privileges of individual regular membership.

**Section 6. Associate Members.**

- (a) Eligibility - Individuals who are interested in counseling, development, and social justice but who do not meet the requirements of Section 3 or 4 may be admitted to Associate membership in TxCSJ at the discretion of the Membership Committee provided he/she pays his/her annual dues.

(b) Privileges - Associate members may not vote or hold office.

**Section 7. Application for Membership.** Any person desiring to become member of TxCSJ shall make application through TCA. A person shall become a member of TxCSJ upon his/her election to membership and payment of his/her dues.

**Section 8. Continuity of Membership.** Membership in TxCSJ shall be continuous and on an annual basis as long as dues are in force.

**Section 9. Termination of Membership.**

(a) 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 officers of TxCSJ shall be the President, the President-Elect, the Immediate Past President, the Director, the Senator, the Secretary, the Treasurer, and the Membership Chair. All elected officers constitute the TxCSJ Executive Committee.

(b) All officers of TxCSJ shall be elected at large from among the individual members of the Division and shall serve for one- or two-year terms or until their successors are elected.

(c) The term of office of any elected or appointed officer of TxCSJ shall begin on July 1 in accordance with TCA, and shall be for a period of one year or until a successor takes office unless the Division By-laws specify a two year term.

(d) The President of TxCSJ 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. In addition to being a member of TxCSJ, the President must be a Professional Member of ACA and CSJ in good standing. The elected officer shall serve for a period of three years: one year as president-elect, one year as President, and one year as Past-President. A member may not run for consecutive terms as President.

(e) The Director shall serve a three-year term of office, and shall be elected from among the voting membership. The Director may serve no more than two consecutive terms.

(f) The Senator shall serve a three-year term of office, and shall be elected from among the voting membership. The Senator may serve no more than two consecutive terms.

(g) The Secretary shall serve a two-year term of office, and shall be elected from among the voting membership. The Secretary may serve no more than two consecutive terms.

(h) 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.

(i) The Membership Chair shall serve a two-year term of office and shall be elected from among the voting membership. The Membership Chair 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 By-laws or in the motion of establishing the committee/task force;
- 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; and
- 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) The President-Elect shall assume the Presidency of the Division upon the death or resignation of the President;

- 3) Serve as a voting member of the Executive Committee;
- 4) Carry out such other duties and responsibilities as may be assigned by the Executive Committee; and
- 5) Maintain the policies and procedures manual.

(c) **Immediate 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 Nominations and Election Committee; and
- 4) Carry out such other duties and responsibilities as may be assigned by the Executive Committee.

(d) **Director.** The Director shall:

- 1) Serve as the liaison between the Division and TCA;
- 2) Represent TxCSJ as a member of the TCA Board of Directors and convey the interests of the Division membership to the TCA Board;
- 3) Participate in and contribute to the TCA Strategic Plan representing TxCSJ's mission and membership;
- 4) Attend all TCA Board of Directors meetings at the expense of TCA, typically held in February, June, and November; and
- 5) Submit all reports required by TCA, aligning Division activities to the TCA Strategic Plan.

(e) **Senator.** The Senator shall, as part of the TCA Senate:

- 1) Follow all provisions for Senators in the TCA By-laws;
- 2) Establish policies to govern the affairs of TCA;
- 3) Act on recommendations from the TCA Board of Directors;
- 4) Attend all TCA Senate meetings at the expense of TCA, typically held in February, June, and November, and vote in accordance

with the TxCSJ mission and act as a representative of the TxCSJ membership;

- 5) Act on reports of the TCA Board of Directors, divisions, chapters, standing committees, and such special committees as are responsible to the Senate;
- 6) Adopt and amend TCA By-laws; and
- 7) Grant charters to chapters;
- 8) Exercise such other powers and functions as may be necessary or desirable in the best interests of TCA, not in conflict with these By-laws.

(f) **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 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 Immediate Past President.

(g) **Secretary.** The Secretary shall:

- 1) Keep record of the proceedings of the of the Executive Committee;
- 2) Keep record of the annual business meeting;
- 3) Perform such duties as may be delegated by the Executive Committee of TxCSJ;
- 4) Maintain the Division website or serve as the Division liaison to the TCA webmaster;
- 5) Serve as a voting member of the Executive Committee;
- 6) Be empowered to affix the seal and execute official documents of TxCSJ and maintain stationary, executive official documents, and maintain archival information of TxCSJ.

(h) **Membership Chair.** The Membership Chair shall:

- 1) Actively recruit new members and students for TxCSJ;
- 2) Serve as a voting member of the Executive Committee;
- 3) Perform such duties as may be delegated by the Executive Council of TxCSJ;
- 4) Maintain records of new, current, and past members;
- 5) Maintain the listserv; and
- 6) Communicate membership status to members, including activation and expiration.

### **Section 3.**

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

- (a) **Nominations and Election Committee.** There shall be established a Nominations and Election Committee consisting of the Immediate Past President of the Division as chairperson and such other members of the committee as the chairperson shall nominate. No member of the Nominations and Election Committee may serve for two consecutive years, nor may any member be a candidate for office while a member of the Nominations and Election Committee.
- (b) All members in good standing, except associate members, may make nominations and vote.

- (c) The Nominations and Election Committee shall conduct the nominations of officers as are called for by these By-laws, by secret ballot of the voting membership.
- (d) All nominees must be members in good standing of TxCSJ at the time of their nomination. Nominees must submit a written statement of commitment to join ACA if elected.
- (e) All elected officers of the Division shall be members of TCA and ACA within five (5) business days of their election to TxCSJ office.
- (f) Candidates may not run for TxCSJ President-Elect at the same time they are candidates for president-elect of a TCA division or chapter.
- (g) The Nominations and Election Committee shall entrust the elections of TxCSJ officers to TCA, using the following guidelines in the nominations and election procedure:
  - 1) The nominations ballot for the appropriate officers shall be made available to the membership on the internet as close as is feasible to January 1 of the year following the annual meeting of TCA;
  - 2) A post card shall be mailed to the voting membership informing them of the availability of the nominations ballot on the internet and informing them that they may request a paper nomination ballot by contacting the TCA Executive Director. The post card shall be mailed as close as is feasible to January 1 of the year following the annual meeting of the TCA.
  - 3) The nominations ballot shall include a statement indicating that paper ballots must be postmarked on or before February 1 to be counted, internet submitted ballots must be received on or before midnight, February 1 to be counted, and shall specify the requirements necessary to hold each office or position listed on the nomination ballot. The nominations ballot shall also include a statement that any qualified member may nominate more than one person for each elective office.
  - 4) The election ballot shall be made available to the membership on the internet as close to April 1 of each year as is feasible.
  - 5) A post card shall be mailed to the voting membership informing them of the availability of the election ballot on the internet and informing them that they may request a paper election ballot by contacting the TCA Executive Director. The post card shall be mailed as close as is feasible to April 1 of each year.



- 6) The election ballot shall include a statement indicating that paper ballots must be postmarked on or before May 1 to be counted and that internet submitted ballots must be received on or before midnight, May 1 to be counted.
  - 7) The results of the election shall be certified to the President and Director no later than June 1.
  - 8) All ballots, envelopes and tally sheets shall be sealed and maintained by the TCA Executive Director. Such materials are to be held secure until the next annual conference of TCA. In the event of a tie for first place, a runoff election will be conducted with a June 1 deadline for receipt of paper ballots and a deadline of midnight, June 1 for receipt of internet ballots.
- (h) In the event of a runoff election, post cards shall be mailed to the voting membership informing them of the runoff election; of the availability of the runoff ballot on the internet; and informing them that they may request a paper election ballot by contacting the TCA Executive Director. The post card shall be mailed as close to May 1 as is feasible.
- (i) 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.
- (j) In the event that all division offices are vacated due to death, resignation or any other reason, leaving no division officers to conduct division elections, and no provisions for conducting an election without current leadership is in the Division By-laws, with the approval of the TCA Board of Directors, the TCA Nominations and Elections Committee will conduct an election to choose Division officers.
- (k) Should a member of the Division 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 on the Division's official listserv or website, 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. Compensation of Officers.** None of the elected officers of the Division shall receive any compensation for their services as such to the Division.

**Section 6. Uncompleted Terms of Persons Elected to TxCSJ Office.**

- (a) In the event that the office of President-Elect is vacated due to death, resignation, or any other reason, the TxCSJ President shall appoint a person to fill the office for the remainder of the uncompleted term.
- (b) In the event the immediate Past-President's position is vacated due to death, resignation, or any other reason, the TxCSJ President shall appoint a former Past-President of TxCSJ to fill the office for the remainder of the uncompleted term.
- (c) In the event the President-elect, President, and immediate past Presidential offices are vacated due to death, resignation, or any other reason, the most recent available former TxCSJ President shall assume the duties of the President. Such appointment will be by the Executive Committee in a meeting called by the Director. Should the Director be unable to call the Executive Committee into session, the Secretary will assume that responsibility.
- (d) In the event the Director, Senator, Secretary, Treasurer, or Membership Chair offices are vacated due to death, resignation, or any other reason, the TxCSJ President shall appoint a person to fill the office for the remainder of the uncompleted term.

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

**Section 1. Executive Committee Composition.** The TxCSJ Executive Committee shall be composed of the TxCSJ President, President-Elect, Immediate Past President, Director, Senator, Secretary, Treasurer, and Membership Chair. Standing Committee Chairs, Task Force Chairs, and Editors of the Newsletter shall be ex-officio members.

- (a) **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:

- 1) To establish policies to govern the affairs of TxCSJ;
  - 2) To act on the reports of all Committees and Task Forces of TxCSJ;
  - 3) To make recommendations to the membership, committees, and task forces of TxCSJ;
  - 4) To manage the budget approved by the membership at the annual meeting; and
  - 5) To make recommendations for publications for TxCSJ.
- (b) **Executive Committee Meetings.** 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.
- 1) 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 2.

**Standing Committees.** The standing committees of TxCSJ 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 By-laws Committee** shall have responsibility for drafting proposals for amendments to these By-laws and for the final wording of amendments passed by the Executive Committee and membership to ensure their consistency with the style and substance of these By-laws. The Committee shall carry out such other functions as may be assigned to it in these By-laws or by the Executive Committee.
- (c) **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 Immediate Past President will chair this committee.

## Section 3.

**Task Forces.** 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 By-laws 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 By-laws. 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.

**Section 5. Meetings of Committees and Task Forces.** Except for the Executive Committee, meetings of all committees and task forces will be determined by Committee and Task Force chairs.

## **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 By-laws of TCA:

- (a) Annual dues for all categories of membership shall be established at the annual business meeting.
- (b) 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 and/or consultants as may be necessary to fulfill the objectives of TxCSJ and set compensation for such employees.

## **ARTICLE VI: 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 TxCSJ 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.** **Dissolution.** Upon the vote of two thirds of the membership of TxCSJ, TxCSJ shall be dissolved.
- Section 7.** **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 By-laws.

## **ARTICLE VII: Publications**

- Section 1.** **Division 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.
- (a) **TxCSJ Newsletter.**
- 1) **Editorial Supervision.** The Executive Committee shall be responsible for recommending editorial policy and professional content of the TxCSJ Newsletter.
  - 2) **The Editor(s).** The Editor(s) will be appointed by the Executive Committee. The Editor(s) 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 2. Distribution of Publications.** The TxCSJ Newsletter and any other publications to be established shall be sent to TxCSJ members electronically via the TxCSJ listserv 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. Statement of Relationship.** The TxCSJ Newsletter and any other TxCSJ publications must include a statement identifying TxCSJ as "a Division of the Texas Counseling Association."

### **ARTICLE VIII: Adoption and Amendments of By-laws**

**Section 1. Amendment and Adoption.** These By-laws 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 By-laws 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 emailed 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 email ballot to the entire membership after 60 days following the date of proposal, provided, however, that such proposal shall be referred forthwith to the By-laws Committee and that this Committee's written recommendation shall accompany such an email ballot.

**Section 2. Publication.** The By-laws 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 Listserv and be available on the TxCSJ website. All amendments adopted by TxCSJ during an official year shall be printed from time to time whenever amendments hereto are adopted.

### **ARTICLE IX: Rules of Order**

**Section 1.**

**Rules of Order.** Robert's Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of the Division not otherwise specified in the By-laws. The President-elect will serve as the Parliamentarian during all TxCSJ meetings.