

# **Bylaws of the Ohio Association for Counselor Education and Supervision**

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Revised April, 1986  
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## **Article I – Name, Affiliations, Purposes, and Fiscal Year**

### **(A) Name and Affiliations**

The name of this organization shall be the Ohio Association for Counselor Education and Supervision. It will be a state division of the parent Association for Counselor Education and Supervision and an affiliate of the Ohio Counseling Association. The Association shall adhere to the bylaws of the Association of Counselor Education and Supervision, American Counseling Association, and Ohio Counseling Association in addressing issues not specifically identified in this document.

### **(B) Purposes**

The purposes of the Association shall be to advance the preparation, life-long professional development, and supervision of counselors and to enhance counseling services in all settings. The Association is organized and operated exclusively for charitable and educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1954.

### **(C) Fiscal Year**

The Association shall begin its fiscal year on July 1.

## **Article II – Membership**

### **(A) Classes of Membership**

This Association will consist of three classes of membership: regular, retired, and student.

### **(B) Rights and Privileges**

Regular members will have the rights and privileges normally accorded members of scientific, educational, and professional associations, including the right to vote and hold all elective offices with satisfaction of all criteria for election. Student and retired members will have the same rights and privileges except they cannot hold the offices of president and president-elect or any office that entitles him/her to vote on the Executive Council of OCA. The members of the Association shall determine the policies of the Association.

### **(C) Members' Interests in Association Property**

All rights, title, and interest of a member in and to the property of the Association shall cease upon being dropped from the membership roll, expulsion, or death. No member shall have any severable or transferable interest in the property of the Association. Upon dissolution of the Association, none of its property or assets shall be distributed to any of the members. All such property or assets shall be transferred to the Association for Counselor Education and Supervision.

**(D) Policies Determined by Voting Members**

The members of the Association shall determine the policies of the Association by a majority vote at a regularly scheduled business meeting of the Association unless a two-thirds majority is specified in the bylaws.

**(E) Membership Eligibility**

(1) All members of the Association must be members of the Ohio Counseling Association.

(2) *Regular Membership*: Persons seeking regular membership must meet the following criteria: A) Currently or previously employed as a counselor educator and/or supervisor and B) Hold at least a Master's degree in a field that qualifies them to work as a counselor educator and/or supervisor. Persons who are voting members of ACES who reside in the state of Ohio will not be denied membership.

(3) *Retired Membership*: Retired members shall be those persons who were regular members of OCA and OACES for at least one year prior to retirement.

(4) *Student Membership*: Student members shall be those individuals who are enrolled at least half time in a graduate program at a recognized college or university.

**(F) Expulsion from the Association**

Members may be expelled from the Association for cause by a two-third vote of the membership present at a regularly scheduled business meeting of the Association. Cause is defined as conduct that tends to injure the Association, adversely affects its reputation, or is contrary or destructive to its objective according to the Association bylaws, the ACA bylaws, and current Ethical Standards of the American Counseling Association. Before such a vote can be taken, expulsion must be recommended by the Executive Council after a review of the case by the Council. Review of the case by the Executive Council shall involve giving the person in question due notice of the charges thirty days in advance of the review and an opportunity to appear before the Council to answer the charges. The foregoing shall not be interpreted as any abridgement of the member's right to appeal to the general membership during the meeting at which the recommendation of the Council is under consideration.

**(G) Lapse of Membership Caused by Failure to Pay Membership Dues**

Failure to pay membership dues shall be interpreted as withdrawal from membership. Reinstatement of membership due to lapsed payment of dues shall be by renewed application.

## **Article III-Dues**

**(A) Dues and Assessments**

Annual dues and special assessments shall be established by the Executive Council when approved by two-thirds of the membership present at a regularly scheduled business meeting of the Association.

## **Article IV-Officers**

**(A) Elected Officers**

The elected officers of the Association shall be a President, a President-elect, a Secretary, and a Treasurer. All members shall be eligible to hold the offices of Secretary and Treasurer. The offices of President and President-elect shall be held by regular members. To be eligible to serve in any elected office of OACES, each elected official must also be a voting member of ACES. The President shall serve as the Ohio Counseling Association Executive Council representative. If more than one OCA representative is needed, the following order will be utilized: president-elect, immediate past president, secretary, treasurer, and elected representative(s) from the membership at large. If, however, a student

member holds the office of secretary, treasurer, or at-large member, that officer would not be asked to serve on the OCA Executive Board, as student members are ineligible for any role that entitles them to vote on the OCA Executive Board.

### **(B) Role of Officers**

**1. The Immediate Past-President:** The Immediate Past-President shall be responsible for nominations and elections and shall also serve on the Executive Council of the Association. In this capacity, the Past-President shall report the outcome of elections to the leadership of OACES, to the membership at large, and to the President of ACES.

**2. The President.** The President shall be the chief executive officer of the Association and Chair of its Executive Council. Subject to policies approved by the Executive Council, the President shall appoint chairs and members of all committees unless otherwise specifically provided for in these Bylaws or by the motion establishing such committees. The President shall hold ex-officio membership on all committees, and shall serve as the official or at-large representative to people or groups outside the Association. The President shall report annually to the Executive Council and the Association members regarding the business of the Association and other items of concern to the member. The President shall preside over all business meetings. Additionally, the President shall compile an annual report to be transmitted to the President of ACES.

**3. The President-Elect.** The President-Elect shall serve as President at all Association or Executive Council meetings in the absence of the President. The President-Elect shall succeed to the presidency at the expiration of the term as President-Elect.

**4. The Secretary.** The Secretary shall keep the records of the current activities of the Association and the Executive Council, and shall perform such duties as assigned by the President and/or by the Executive Council. In addition, the Secretary will maintain the current issue of these Bylaws and will transmit any duly approved changes to these Bylaws to the President of ACES and the presiding officers of North Central Association of Counselor Education and Supervision immediately after approval.

**5. The Treasurer.** The Treasurer shall represent the Association in assuring the receipt and expenditure of funds and shall operate in accordance with policy. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by the Executive Council.

### **(C) Election of Officers**

The election of officers shall be accomplished at the last scheduled business meeting of the fiscal year or by ballot of the voting members only if unforeseeable circumstances result in such a meeting not being convened. Officers must be elected by a majority of the members present at the meeting or a majority of mail-in ballots submitted if a meeting is not convened. Candidates for office must be members of the Association and ACES.

### **(D) New Officers when Current Officers Resign or Cannot Fulfill Offices**

In the event a President resigns or is unable to serve, a President-elect shall serve the President's term plus her/his own. If a President-elect, Secretary, or Treasurer resigns or is unable to serve, the Executive Council shall appoint an officer to complete the term of these offices. In the event that there are less than the designated number of members in the Executive Council, a replacement shall be chosen by the remaining members of the Executive Council.

### **(E) Date Offices Take Effect**

New officers will take office July 1 of each year. The term of office shall be one year for President, President-elect, and Secretary. The term of office shall be three years for Treasurer. Officers may not be elected to consecutive terms except when running in a formal election after filling an unexpired term through appointment.

**(F) Composition of Executive Council**

For such matters as shall require the action of the Executive Council, the president, president-elect, secretary, treasurer, immediate past president and NCACES Executive Council co-representative shall constitute the Executive Council.

**(G) Submission of Budget**

A budget must be submitted by the President and approved by the Executive Council prior to any expenditures during the President's administration. This budget shall be presented to the membership attending the Association's first scheduled business meeting of the fiscal year. Treasurer reports will be given at each Executive Council and regular business meeting of the Association.

**(H) Payment of Expenditures to Officers**

No officers or members of the Executive Council shall receive compensation for their services. The Executive Council may authorize payment of expenses incurred while performing services of the Association.

## **Article V-Committees**

**(A) Types of Committees**

The committees of the Association shall consist of such standing and special committees as may be determined by the membership and/or President.

**(B) Appointment of Committees**

The President shall appoint members to all standing and special committees.

**(C) Term of Committees**

Members of standing committees shall serve during the fiscal year. Members of special committees shall serve until, in the opinion of President or a majority of the committee members, the mission of the committee has been accomplished.

## **Article VI-Meetings**

**(A) Call of Meetings**

Meetings shall be at the call of the president and/or at the behest of the membership.

**(B) Quorum of Members**

A quorum shall be a majority of the members present at meetings.

## **Article VII-Amendments**

**(A) Amendments to Bylaws**

The Bylaws may be amended by a majority vote of the membership present at a regular business meeting of the Association. Such bylaw changes must have been announced at the previous meeting of the Association or via electronic communication no less than 30 days prior to the business meeting at which the vote will occur.

## **Article VIII-Appointed Positions**

**(A) Representation on the Executive Committee of the North Central Association for Counselor**

**Education and Supervision**

Two members of OACES will serve on the North Central Association for Counselor Education and Supervision executive council. One member should be a counselor educator and the other a supervisor. The OACES president shall serve as one member and appoint the other.

**(B) Representation on the Executive Council of the Ohio Association for Counselor Education and Supervision**

The second representative of NCACES executive council will also serve as a member of the Executive Council of OACES.

**Article IX-Donation Matching****(A) Available Funds to Match Scholarships**

The Association will match any donation or scholarship made by a current OACES member or offered by OCA so long as there are available funds. A budget for proposed scholarships will be included in the annual proposed budget.