

BYLAWS
OHIO COUNSELING ASSOCIATION
EFFECTIVE JULY 1, 2006

ARTICLE I

Name and Purpose

Section 1. NAME:

The name of this Association shall be the Ohio Counseling Association (OCA), a branch of the American Counseling Association (ACA).

Section 2. PURPOSE:

The purpose of OCA shall be to advance the discipline of counseling, acting at all times in accordance with the purpose and bylaws of the American Counseling Association.

ARTICLE II

Membership

Section 1. MEMBERSHIP:

Only those who work or live in the state of Ohio are eligible for Professional, Associate, or Student membership. Persons desiring to become members of OCA shall make application and shall become members upon approval of the application and payment of dues. Membership will be valid for one year from the date of processing.

Section 2. TYPES:

- a. Professional members shall hold a master 's degree or higher in counseling or be credentialed in counseling through a certificate or license. Professional members may vote and hold office.
- b. Associate membership shall be available to those who qualify for membership in ACA but who are not qualified for Professional membership in OCA. Associate members cannot vote nor hold office.
- c. Retired members are those who were members of OCA prior to retirement. Only those retired members who were Professional members prior to retirement are eligible to vote and hold office.
- d. Student members must be admitted to a graduate level counseling education

program. Student members can vote and hold office, with the exception that no student may hold an office which entitles him/her to vote on the Executive Council of OCA.

- e. All members of OCA on June 30, 1995, except for Student members, will be declared Professional members of OCA regardless of their educational backgrounds and shall maintain their Professional membership as long as their membership is continuous, unless removed for cause.
- f. Special: OCA Executive Council may prescribe and establish criteria for special memberships of any type.
- g. Life members are those in any membership category (excluding student) who elect to pay the lifetime membership dues.
- h. Legacy members (called "Life members" prior to July 2005) are awarded this designation by the Executive Council due to their outstanding service.

Section 3. DUES:

The Executive Council shall establish the annual dues for membership. The dues for each classification of membership shall be based on the following:

- a. Professional and Associate--full dues
- b. Retired--1/2 dues
- c. Student--1/4 dues
- d. Special--zero dues
- e. Life members -- one-time life membership dues.
- f. Legacy members – zero dues.

Section 4. MEMBERSHIP

BENEFITS AND OBLIGATIONS:

Professional members, qualified Retired members, and Student members shall be

entitled to vote, with the exception that no Student member may vote as a member of the Executive Council. Only Professional members or qualified Retired members shall be entitled to hold office except for the office of Secretary, which may be held by a Student member if appointed by the President. All members shall receive the organization newsletter, conference information, and such other correspondence and privileges as may be provided. These benefits shall be extended to each member upon receipt of annual dues.

Section 5.

SEVERANCE OF MEMBERSHIP:

- a. A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely its reputation, or that is contrary to or destructive of its objectives according to the Bylaws and Code of Ethics. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to present evidence through witnesses or otherwise, shall be give the opportunity to confront witnesses, and shall have the right to a hearing before the Ethics Committee. The Ethics Committee shall consider any charges made and shall make a recommendation to the Executive Council as to whether the charges should be dropped, whether the accused member should be permitted to resign, or whether the accused member should be reprimanded, placed on probation, or expelled or suspended from membership. An accused member or an accuser may appeal a final decision of the Ethics Committee to the Executive Council. The Executive Council shall render a decision that shall be final.
- b. A member shall be dropped from the membership for the nonpayment of dues.

ARTICLE III
State Divisions

Section 1.

OCA shall include State Divisions which are chartered branches of the American Counseling Association. Divisions represent special areas of interest of counseling.

Section 2.

State Divisions shall be eligible for one, two, or three votes on the Executive Council as determined by the number of each State Division's unified "Individual" members, as per the following: one vote (up to 99), two votes (100-499), three votes (500 and above).

ARTICLE IV
Charter Chapters

Section 1.

OCA shall include Charter Chapters consisting of local counseling organizations within the State of Ohio.

Section 2.

Local counseling organizations shall be eligible for charter chapter status by application to and approval of the Executive Council.

A. The acquisition of Charter Chapter status shall require that:

- 1. Each such organization must have no fewer than thirty unified "Individual" members.
- 2. Each Chapter seeking charter status must submit Chapter Bylaws prior to June 1.
- 3. Each Chapter seeking charter status must submit a list of officers prior to June 1.
- 4. The official acceptance of affiliation shall be confirmed by the granting of a charter by the Executive Council.
- 5. All members of each such organization must also be members of OCA.
- 6. The official acceptance of affiliation with OCA shall be confirmed by the granting of a charter by the Executive Council.

B. The maintenance of Charter Chapter status shall require that:

1. Each such organization must have no fewer than thirty unified "Individual" members.
2. Each Charter Chapter must submit Chapter Bylaws by June 1.
3. Each Charter Chapter must submit a list of officers by June 1.
4. Each Charter Chapter must submit a financial report by June 1.
5. The official acceptance of affiliation shall be confirmed by the Executive Council.
6. All members of each such organization must also be members of OCA.

C. Charter Chapter status will be revoked if a final annual report is not received at the final Executive Council meeting.

Section 3.

In order to maintain voting privileges on the Executive Council, Charter Chapters shall conform to the provisions of the Bylaws of OCA and the American Counseling Association.

Section 4.

Each Charter Chapter shall be eligible for one vote on the Executive Council.

Section 5.

A copy of the current Bylaws and membership list of each Charter Chapter must be on file with OCA secretary by June 1 of each year. Any Bylaws changes by a Charter Chapter shall be approved by the Executive Council.

Section 6.

The membership fee for unified OCA and Charter Chapter memberships shall be the same as for membership in OCA alone. OCA shall return to each Charter Chapter, respectively, twenty percent (20%) of all paid membership fees for the respective OCA and Charter Chapter unified members only for the periods of time that all requirements in ARTICLE IV, Section 2, A, B, and C are fully met.

ARTICLE V

Ohio Branch Executive Council

Section 1. FUNCTION:

The OCA Executive Council shall be the agency through which the general administration and executive functions of OCA shall be conducted. The Executive Council shall act as the liaison between OCA, the state Divisions and Chapters, and ACA.

The Executive Council shall maintain, update, and assure compliance with the procedures manual entitled, Ohio Executive Council Operating Procedures (OECOP).

The President of OCA shall be the chairperson of the Executive Council.

Roberts Rules of Order, revised, as interpreted by the Parliamentarian, shall prevail in all matters of OCA business except where inconsistent with OCA Bylaws.

Section 2. MEMBERSHIP:

The Executive Council shall be composed of:

- a. The officers of OCA which include: President, President-Elect, Secretary, Treasurer, and Past-President.
- b. One to three representatives from each State Division in accordance with Article III, Section 2.
- c. One representative from each Charter Chapter.
- d. Committee Chairpersons.
- e. Parliamentarian.

Each member of the Executive Council must be a member of OCA and ACA and at least one OCA Division.

If the representative from a State Division or Charter Chapter resigns or is otherwise unable to fulfill his/her duties on the Executive Council, the State Division or Charter Chapter shall be entitled to select a replacement.

Section 3. VOTING MEMBERS:

Of those Executive Council members listed in

Article V, Section 2 above, voting members of the Executive Council include:

- a. President, President-Elect, and Past-President
- b. State Division representatives
- c. Charter Chapter representatives

Committee Chairpersons, Parliamentarian, Secretary, and Treasurer are non-voting members of the Executive Council.

Section 4. MEETINGS:

The Executive Council must have a minimum of four meetings per fiscal year and one annual meeting for the general membership.

ARTICLE VI
Officers

Section 1.

The officers of OCA shall be President, President-Elect, Past-President, Secretary, and Treasurer.

Section 2.

All officers shall be elected at large from among Professional and Retired members of OCA except for the Secretary, who shall be appointed by the President, and the Treasurer in accordance with Article VI Section 5.

Section 3.

Each of the officers, with the exception of Treasurer, shall serve a one year term which shall coincide with the fiscal year.

Section 4.

The President-Elect shall automatically become President, and the President shall become Past-President of OCA at the end of the fiscal year.

Section 5.

The Treasurer shall be appointed by the President with the guidance of the Finance Committee and the approval of the Executive Council for a two (2) year term. The Secretary shall be appointed by the President and shall serve a one (1) year term.

Section 6.

In the event of a vacancy in the office of

President, the President-Elect shall complete the term of President as well as his/her own term.

In the event of the resignation, death, or incapacitation of any other officer other than President, the Executive Council shall appoint a member to fill the remainder of the term of office within 30 days.

In the event of a vacancy in the office of Treasurer, the books are to be turned over to the chairperson of the Finance Committee who shall see that the books are audited within 30 days by a CPA.

Section 7.

No officer of the Ohio Counseling Association except for the Past-President may concurrently be an elected officer of a State Division or Charter Chapter.

ARTICLE VII
Duties of Officers

Section 1.

It shall be the duty of President to preside at meetings, to call special meetings, and to appoint all committees not otherwise provided for in the Bylaws. The President shall be a non-voting, ex-officio member of all committees.

Section 2.

In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect shall be OCA Convention Chairperson or co-chairperson and shall become familiar with the work of OCA in preparation for the presidency.

The President-Elect, with the Finance Committee, shall develop and present a proposed budget for his/her term of office for Executive Council approval at the last Executive Council meeting preceding his/her term of office.

The President-Elect shall present a list of proposed committees and chairpersons for Executive Council approval at the last meeting preceding his/her term of office.

Section 3.

The Secretary shall record all official proceedings of OCA and the Executive Council. Copies of the Official proceedings of OCA and the Executive Council meetings shall be mailed to all members of the Executive Council and a copy of the membership list shall be turned over to the chairperson of Archives at the end of each fiscal year.

Section 4.

The Treasurer shall receive, deposit, and disburse all money belonging to OCA, keep an account of all receipts and expenditures, and present, in writing, a financial report at each Executive Council meeting that includes a budgetary analysis and an itemized accounting of every expenditure during the period since the preceding Executive Council meeting.

Only the President and Treasurer shall be able to write checks on OCA accounts.

The Treasurer shall present in writing a summary financial report at the end of each fiscal year. Copies of each treasurer 's report and the audit shall be turned over to the chairperson of Archives at the end of each fiscal year. On the first day of the new fiscal year, the Treasurer shall turn over all records to the Finance Committee.

Section 5.

The Past-President shall serve as chairperson of the Nomination and Election Committee (in accordance with Article IX, Section 1, i) and shall serve as an advisor to the President.

Section 6.

None of the officers or members of the Executive Council shall receive any compensation for their services on behalf of OCA. The Executive Council may authorize payment of expenses only for travel, food, and lodging incurred by any member while performing services for OCA.

Section 7.

Any person authorized by the Executive Council to handle OCA funds must be bonded.

OCA shall pay for any necessary bonding.

ARTICLE VIII
Nominations and Elections

Section 1.

The President-Elect of OCA shall be elected annually by ballot from among those holding Professional and Retired membership in OCA. The Treasurer shall be appointed for a two-year term. The Secretary shall be appointed by the President. The nominations and Election Committee shall function in accordance with the provisions of Article IX, Section 1, i, and present the final slate of officers to the Executive Council prior to February 1.

Section 2.

Candidates for an office must be members of ACA and OCA at the time they are nominated.

Section 3.

The election procedures shall be published with the ballot. All election results shall be disseminated through the President and shall be announced before the ACA Convention.

ARTICLE IX
Committees

Section 1.

The standing committees of OCA shall consist of the following: Archives, Awards, Bylaws, Ethics, Finance, Government Relations, Membership, Newsletter, Nomination and Election, Professional Development, and Public Relations. All standing committees shall operate in accordance with procedures as specified in the Ohio Executive Council Operating Procedures (OECOP).

- a. The Archives Committee shall be responsible for maintaining a history of OCA.
- b. The Awards Committee shall be responsible for choosing those to be honored.
- c. The Bylaws Committee shall review the Bylaws and submit changes to the Executive Council.

- d. The Ethics Committee shall be comprised of the presidents from each of the State Divisions or their designees. The Ethics Committee shall be responsible for educating the membership concerning the ethical standards, monitoring and periodically upgrading the document and procedures pertinent to ethical standards and receiving and processing complaints of alleged violations of the ethical standards of the association (refer to Article II, Section 5--Severance of Membership).
- e. The Finance Committee shall be composed of a chairperson appointed by the President, President-Elect, Secretary, Treasurer, and One State Division representative, and one Charter Chapter representative. The Treasurer shall not be the committee chair. The Finance Committee shall be responsible for comprehensive financial planning and control which is to include the development and implementation of proposed and existing financial obligations, and routine monitoring of all financial transactions.
- f. The Government Relations Committee shall be concerned with matters of government activities at all levels. They shall seek opportunities to promote local, state, and national legislation that will aid the work of OCA and promote counseling.
- g. The Membership Committee shall maintain an official membership list and recruit new members. The Membership chair or individual appointed by the President shall receive membership application and dues. All membership dues are to be forwarded to the Treasurer immediately upon receipt.
- h. The Newsletter Committee shall be responsible for organizing four issues of *Guidelines* each fiscal year.
- i. The Nomination and Election Committee shall be composed of the immediate Past-President who shall serve as chairperson and a representative appointed by the

President of each State Division. In the event the Past-President cannot serve, the President shall designate one of the members of the committee to serve as chairperson. The Nomination and Election Committee shall include the preparation of a slate of no more than two candidates for the office of President-Elect.

If a member of the committee becomes a candidate, that member shall automatically resign from the committee and be replaced by a new member appointed by the President.

- j. The Professional Development Committee shall organize and/or promote activities such as inservices, conference, workshops, and courses which shall focus on counseling and counseling issues. The committee shall administer the award of all CEUs through OCA.
- k. The technology committee shall address OCA technology-related matters. The committee will advise the person maintaining the OCA website.

Section 2.

The President of OCA shall appoint all committee chairpersons and reserve the right to appoint one committee member with the exception of the Nomination and Election Committee, and with the approval of the Executive Council. Each committee chairperson shall select at least two committee members with the exception of the Ethics, Finance and Nomination and Election committees.

Section 3.

Special committees may be established for a one year period by the President with the approval of the Executive Council, as they are needed to carry out the work of OCA.

ARTICLE X *Amendment to Bylaws*

Section 1.

The OCA, by majority mail vote of all

members holding Professional, Retired and Student membership who return ballots within a time limit specified by the Executive Council, may adopt such amendments to the Bylaws as are deemed necessary for the management of OCA. Any amendment thus adopted shall be consistent with the Bylaws of ACA

Section 2.

Amendments may be initiated by (a) the Executive Council, (b) a group of Professional, Retired, or Student members who submit a request in the form of a petition signed by at least 10% of the current Professional membership, or (c) the Bylaw committee by December 1 of the previous year.

Section 3.

A copy of the proposed amendment to the Bylaws with a ballot, for indicating approval or disapproval, shall be mailed to each member holding Professional, Retired, or Student membership by the Secretary or person designated by the President. Immediately following the time specified by the Executive Council for the ballots to be returned to the designated person, the results shall be determined by the Bylaws Committee and shall be announced in the next newsletter to the members-at-large.

Section 4.

The amendment, if passed by a majority of all members voting, shall be added to the Bylaws and shall go into effect at the beginning of the next fiscal year.

ARTICLE XI

Fiscal Year

The fiscal year of OCA shall be from July 1 through June 30.

ARTICLE XII

Annual Meeting

The annual meeting shall be held at least once each fiscal year at such time and place as shall be specified by the Executive Council.