

**Bylaws**  
**Nevada School Counselor Association (NvSCA)**

**Article I**  
**Name and Purpose**

**Section 1: Name**

The name of the Association shall be the Nevada School Counselor Association (NvSCA), a state division of the American School Counselor Association (ASCA).

**Section 2: Purpose**

The purpose of the Association shall be:

- a. to facilitate communication among all professional school counselors in the state of Nevada and provide information supporting the school counselor profession.
- b. to foster a closer professional relationship among elementary, middle/junior high, high, and post-secondary school personnel responsible for school counseling services.
- c. to support the American School Counselor Association (ASCA), ASCA's mission, and ASCA's programs, including, but not limited to, the implementation of ASCA's National Model.
- d. to actively participate in the promotion, research, and development of the school counseling profession at the local, state, and national levels.
- e. to serve as a state organization concerned with the needs of all professional school counselors in Nevada.
- f. to advocate at the legislative level for the promotion of the professional school counselor as an integral part of the educational process of Nevada's students.
- g. to foster relationships with state and local education associations to advocate for all professional school counselors as part of the educational environment.
- h. to promote the Ethical Standards for School Counselors, Ethical Standards for School Counselor Education Faculty, Ethical Standards for School Counselor Association Leaders, and the School Counselor Professional Standards, and Competencies established by ASCA.
- i. to operate as a not for profit professional organization.

**Article II**  
**Membership**

**Section 1: Types of Membership**

NvSCA shall have four types of membership: Professional, Retired, Student, and Affiliate.

**Section 2: Requirements of Membership**

To qualify for one of the four types of membership, an individual shall meet the following requirements for the membership being sought:

- a. Professional Membership. Professional members must hold a master's degree or higher in counseling or a related field and meet one or more of the following requirements: be credentialed as a school counselor by a state, district or territory of the United States; be

employed as a school counselor or supervisor of school counselors; or be employed as a counselor educator in a post-secondary institution.

- b. Retired Membership. Professional members may become retired members. Retired members shall be entitled to reduced annual dues.
- c. Student Membership. Student members shall be enrolled part or full time in a master's degree school counseling program and are not employed full-time as a school counselor. Proof of enrollment status must be provided.
- d. Affiliate Membership. Individuals interested in school counseling, not eligible for any other type of membership, may be Affiliate members.

### **Section 3: Dues**

Dues shall be set by NvSCA's Executive Board for all categories of membership and are valid for one calendar year.

### **Section 4: Rights and Privileges**

Only professional, student, and retired members of NvSCA may vote on matters that come before the Association. Professional and retired members are eligible to hold elected office in the Association.

### **Section 5: Nondiscrimination**

The Nevada School Counselor Association does not knowingly engage in or support activities that discriminate based on race, color, sex, religion, national origin, affectional or sexual orientation, disability, or age.

### **Section 6: Severance of Membership**

Association members may be dropped from membership for: nonpayment of dues; revocation of license, credential, or certification; violation of NvSCA Bylaws; failure to adhere to membership policies and procedures established by NvSCA, or violation of the ASCA's Ethical Standards for School Counselors.

## **Article III Officers**

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

- a. The officers of NvSCA shall be the President, President-Elect, Immediate Past President, two regional Vice Presidents, one Rural Representative, one Charter/Private School Representative, Secretary, Treasurer, and Past Treasurer.
- b. All officers of NvSCA, except for the President, Treasurer, and Past Treasurer, will be elected annually. Treasurer will be elected biannually.
- c. The position of President-Elect will be elected annually and is open to qualified members in all Nevada counties.
- d. If any officer cannot complete his/her term, the Executive Board shall appoint a replacement for the remainder of the year except for the President.
- e. The terms of President and President-Elect shall run for one year. The President-Elect shall automatically become President of NvSCA one year after the commencement of his/her term as President-Elect, or upon the death, resignation, or other incapacity of the President.

In the event a President-Elect shall resign or be unable to complete the President's unexpired term, the Immediate Past President shall assume the position as President until the Executive Board appoints a qualified member to fill any such vacancy.

- f. The Immediate Past President shall serve for one year, following the expiration of his/her term as President.
- g. The Treasurer shall serve a term of two years, and one year as Past Treasurer.
- h. An elected officer shall not be a candidate for re-election to the same office for more than 2 consecutive terms.
- i. The term of office for any elected officer shall coincide with the fiscal year of NvSCA (June 16 – June 15).
- j. All appointed officers shall serve during the President's Term of Office and may be reappointed by the President-Elect.
- k. All officers shall be employed or retired in Nevada for at least one year as a school counselor, supervisor of school counselors, or counselor educator in a post-secondary institution.

## **Section 2: Duties of Officers**

- a. The President shall preside at all meetings of the Association and the Executive Board, call special meetings, authorize the Treasurer to pay bills within the limits of the budget between meetings of the Executive Board; and with the approval of the Executive Board, appoint all committees. The President shall serve as a delegate to the ASCA Delegate Assembly. The President shall perform the duties customary to that of the office and any additional duties as directed by the Executive Board. Further, the President shall have the power to appoint, with Board approval, any member to act in his/her stead as representative of the Association in any organization or coalition to which the Association is allied.
- b. In the event of a vacancy in the office of President, the President-Elect shall perform the duties of the President. The President-Elect shall become familiar with the work of this Association in preparation for the term of President. The President-Elect shall be the second delegate to any national convention or assembly at which the organization is represented; and shall act as second representative of ASCA. The President-Elect shall maintain a master membership listing and/or database on the NvSCA website and serve as the board representative for the Membership Committee. In the event of a vacancy in the office of President-Elect, the Executive Board shall select a Past President to fill the unexpired term for the duration of the fiscal year.
- c. The Immediate Past President shall preside over meetings of the Association and the Executive Board in the event of a vacancy in the offices of President and President-Elect. The Immediate Past President shall facilitate the Nominations and Elections process. In the event of a vacancy in the office of Immediate Past President, the Executive Board shall select a Past President to fill the unexpired term for the duration of the fiscal year.
- d. The Secretary shall record and report all official proceedings of the Association and its Executive Board. The secretary shall handle correspondence pertaining to the Association and perform such other duties as are incidental to this office.
- e. The Treasurer shall receive and disperse all money belonging to the Association, deposit all receipts in the depository designated by the Executive Board; keep an account of all receipts and expenditures; and present in writing a financial report at each Executive Board meeting and at the end of the fiscal year. The Treasurer shall prepare or facilitate the

- preparation of the account for audit annually. Along with the President, the Treasurer will serve as a point of contact for a third-party accounting firm (if utilized).
- f. The Immediate Past Treasurer shall serve as a resource for the Treasurer in matters concerning the duties of the office of Treasurer.
  - g. The Regional Vice Presidents shall be responsible specifically for disseminating information, generating interest, promoting activities, and representing the interests of the counties they represent. The Regional Vice Presidents shall maintain a list of county contacts that serve as communication links to all school counselors in their respective counties. Eastern Region counties include: Clark, Elko, Eureka, Lincoln, Nye, and White Pine. Western Region counties include: Carson City, Churchill, Douglas, Esmeralda, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, and Washoe.
  - h. The Rural Representative shall provide a voice to the Executive Board that represents the needs, interests, and perspective of rural counselors across the state and encourage participation of rural counselors. Rural counties include: Churchill, Douglas, Elko, Esmeralda, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, and White Pine.
  - i. The Charter/Private School Representative shall provide a voice to the Executive Board that represents the needs, interests, and perspective of counselors working in charter or private schools across the state and encourage participation of charter/private school counselors. The Charter/Private School Representative shall maintain a list of charter and private school counselors and contacts that serve as communication links to all school counselors in charter and private schools in Nevada.
  - j. All elected and appointed officers shall be familiar with the responsibilities listed in these Bylaws, NvSCA Policies & Procedures, and in their respective job descriptions.
  - k. All elected and appointed officers must hold Professional Membership in ASCA.
  - l. All elected and appointed officers shall adhere to the ASCA Ethical Standards for School Counselor Association Leaders, ASCA State School Counselor Association Policies and Procedures, and NvSCA Policies & Procedures.

### **Section 3: Removal from Office**

- a. In accordance with the NvSCA Policies and Procedures, any officer may be removed from office, for cause, by a two-thirds majority vote of the Executive Board. At the discretion of the Executive Board, a due process committee may be appointed to review all charges and make recommendations. This committee shall complete its assignment and submit a final report within 30 days after appointment to the President or Executive Board.
- b. Any officer may resign at any time by giving written notice, including by electronic transmission, to the Executive Board or the President. The resignation will take effect as of the date of receipt of such notice, unless the notice prescribes a later effective date or states the resignation will take effect on the occurrence of a future event. If the resignation is to take effect on a later date or on the occurrence of a future event, the resignation will take effect on that later date or the occurrence of that event. The resignation is irrevocable when it takes effect. The resignation is revocable before it takes effect unless the notice of resignation states that it is irrevocable. Unless specified in the notice of resignation, the acceptance of the resignation will not be necessary to make it effective.

## **Article IV Executive Board**

### **Section 1: Function of Executive Board**

The Executive Board shall be the agency through which the administrative function of the Association shall be implemented.

### **Section 2: Composition of Executive Board**

All elected and appointed officers will make up the Executive Board: President, President-Elect, Immediate Past President, Secretary, Treasurer, Past Treasurer, Regional Vice Presidents, Rural Representative, and Charter/Private School Representative.

### **Section 3: Voting of the Executive Board**

- a. A quorum shall consist of at least two-thirds voting members of the Executive Board. Members must be present to vote.
- b. Each member of the Executive Board shall be entitled to one vote, except for the President, who shall vote only in the event of a tie. Members must be present to vote.

### **Section 4: Meetings of the Executive Board**

- a. The Executive Board shall meet at least quarterly, during the annual meeting, and at such other times as directed. Additional meetings of the Board may be called by the President or by simple majority vote of the Board. The number of meetings is not restricted. Meetings shall occur in person, virtually, or through another platform designated by the Executive Board.
- b. Members of the Executive Board are required to attend all Board Meetings and other functions in accordance with NvSCA Policies & Procedures. Members are required to contact the President or other designated officer regarding an absence.

### **Section 5: Compensation and Reimbursement of Expenses**

- a. Members of the Executive Board shall not receive any compensation for services, but their necessary expenses shall be paid, in accordance with the NvSCA Policies & Procedures.
- b. Members of the Executive Board shall not benefit financially or materially from their service on the Board, in accordance with NvSCA Policies & Procedures.

## **Article V Committees**

### **Section 1: Committees**

With the approval of the Executive Board, the President shall form committees and appoint committee chairs to serve during the President's Term of Office. Committees shall perform functions in accordance with NvSCA Policies & Procedures and at the request of the Executive Board.

## **Article VI Nominations and Elections**

### **Section 1: Nominations of Officers**

The Executive Board shall issue a call to all current members of the Association for the nomination of officers for the following year. Announcement of nomination procedures and appropriate forms will be published in the Nevada School Counselor Association Newsletter, the NvSCA web site, sent electronically, or by other means designated by the Executive Board.

### **Section 2: Election of Officers**

The Immediate Past President and one member of the Executive Board shall prepare a ballot of qualified candidates for each elected office and send a copy of the Nomination and Election Policies to each candidate. The ballot will be sent to all current members of the Association electronically.

### **Section 3: Voting for Officers**

Officers shall be elected annually by electronic ballot sent to all current members of the Association. The ballots shall be counted by the members of the Executive Board, election committee, or through a third-party scoring vendor. Individuals elected to the office shall be notified by the Executive Board of their selection electronically or by other means designated by the Executive Board within 48 hours of the ballots being counted. Regional Vice Presidents, Rural Representative, and Charter/Private School Representative will be voted on only by their respective constituents. Election results shall be sent electronically to all members within one week of the ballots being counted.

### **Section 4: Vacancies**

If any officer candidate or elected officer should be unable to assume office prior to the Association's Fiscal year or to complete the term of that office, the Executive Board shall have the authority to fill any vacancy for which there are no other provisions.

### **Section 5: Violation of Nomination and Election Policies**

Violation of the Nomination and Election Policies shall subject candidates to possible invalidation of their eligibility as candidates. If a candidate is disqualified prior to an election, their name shall be removed from the ballot. If a candidate is disqualified during an election, the candidate with the next highest vote count shall be declared the winner. The Executive Board shall have the authority to fill a vacancy if there were no other nominated candidates.

## **Article VII Annual Meeting**

### **Section 1: Annual Meeting**

The annual meeting of the Association shall be held in conjunction with the State Conference or at a place designated by the Executive Board. All members shall be notified 30 days in advance of the annual meeting. A quorum shall consist of voting members of the Association who are present. The meeting shall occur in person, virtually, or through another platform designated by the Executive Board.

## **Article VIII Fiscal Year**

### **Section 1: Fiscal Year**

The fiscal year shall run from June 16 to June 15.

## **Article IX Finances**

### **Section 1: Finances**

The Executive Board shall determine the method of financing the Association. Membership dues recommended by the NvSCA Executive Board shall be paid annually. The Executive Board, by a majority vote shall approve the annual budget of the association. The President or Executive Board shall authorize the expenditure of all association funds.

## **Article X Parliamentary Authority**

### **Section 1: Parliamentary Authority**

The business of the Association shall be conducted by consensus of the Executive Board except where otherwise specified in these Bylaws and NvSCA Policies & Procedures.

## **Article XI Indemnification**

### **Section 1: Indemnification**

The Executive Board shall determine and implement guarantees for the indemnification of each of its officers in keeping with ASCA recommendations in so far as may be appropriate and feasible for the Association.

## **Article XII Amendments and Revisions**

### **Section 1: Amendments and Revisions**

Amendments or changes in these Bylaws may be made through the following procedure:

- a. The Executive Board or any current member of the Association may propose amendments.
- b. Proposed amendments shall be submitted in writing to the Executive Board.
- c. The Executive Board shall review proposed amendments at least thirty (30) days prior to presentation for vote.
- d. A copy of proposed amendments shall be provided to all current members of the Association at least ten (10) days prior to the vote or, alternately, a ballot may be enclosed with the proposed amendments.
- e. Voting on proposed amendments shall be made at the annual meeting or by electronic ballot. A simple majority of members who vote shall be required for passage.

The Executive Board, by a majority vote shall approve changes made to the NvSCA Policies & Procedures.

### **Section 2: Bylaw and Policy Review**

Bylaws and NvSCA Policies & Procedures shall be reviewed periodically to ascertain that they meet the Association's needs and adhere to ASCA State School Counselor Association Policies and Procedures. NvSCA Bylaws shall be submitted to ASCA for review and approval every five years.

### **Section 3: Publication**

The Bylaws and the NvSCA Policies & Procedures shall be published in their entirety on the NvSCA website and shall be available to any member upon request.

## **Article XIII Dissolution of the Association**

### **Section 1: Dissolution of Association**

In the event of the dissolution of the Association all assets of the Association will be transferred to another non-profit group, which meets Nevada State and Federal regulations governing non-profit corporations, as determined by the Executive Board.

#### **Dates of Revision(s):**

March 15, 2005

June 22, 2005

August 26, 2006

April 30, 2009

October 27, 2010

January 20, 2014

August 14, 2020

January 30, 2021

#### **Revised by:**

Judy Pelto, NvSCA President

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Revised 1.30.2021