NORTH CAROLINA ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION

BY-LAWS

ARTICLE I
NAME AND PURPOSES

Section 1. Name

The name of the Association shall be the North Carolina Association for Counselor Education and Supervision (NCACES), a division of the North Carolina Counseling Association (NCCA).

Section 2. Affiliation

The Association is organized and governed in accordance with the By-Laws of the NCCA. Officers must be members of the Association for Counselor Education and Supervision.

Section 3. Purposes

The purpose of the Association shall be:

(a) to maintain and improve the professional standards related to training and supervision in the field of counseling in North Carolina.

(b) to ensure cooperation and communications among those concerned with counselor education and supervision in North Carolina.
ARTICLE II

MEMBERSHIP

Section 1. Types of Membership

The Association shall include two types of membership: regular and student. A member of this Association shall be a member of NCCA.

Section 2. Requirements of Membership

In order to qualify for one of the two types of membership, an individual must meet the following requirements for the membership being sought:

(A) Regular Membership

A regular member must be employable in a counseling setting or in an institution of higher education providing counselor education. A regular member must hold a master’s degree from an accredited college or university with a minimum of 30 semester hours or equivalent of graduate credit in courses related to counseling.

(B) Student Membership

A student member must be engaged in a planned program of counselor education designed to result in a graduate degree or licensure as a counselor.

Section 3. Application Procedure

Applicants for NCACES membership shall request application through the NCCA.

Section 4. Dues
Dues shall be set by the Executive Board for the categories of membership and approved by vote of the membership.

Section 5. Rights and Privileges

Regular and student members shall be eligible to vote and initiate motions of parliamentary proceedings. Subject to any limitations or exceptions otherwise stated herein, only regular members shall be eligible for elective office or appointment.

Section 6. Severance of Membership

(a) A member may be dropped from membership for any conduct that tends to injure the Association, or adversely affects its reputation, or which violates principles stated in the By-Laws or Code of Ethics of NCCA or NCACES. An ad hoc Committee on Ethics appointed by the president shall consider any charges made over the signature of five NCACES members who are in good standing. A member shall be permitted to resign from membership, whether or not the charges are true, subject, however, to the right of any accused member to appeal to the Executive Board any final decision of the Committee on Ethics. Any member charged with engaging in misconduct shall be given the opportunity to file an appeal to have a hearing before the Executive Board, whose decision shall be final.

(b) A member may be dropped from membership for non-payment of dues.

ARTICLE III

NCACES OFFICERS

Section 1. Officers and Terms of Office
(a) The officers of NCACES shall be president, president-elect, president-elect elect, past-president, secretary, treasurer, member at large, and student member at large.

(b) Any regular member of the Association who has been a member for at least one year prior to their election or appointment shall be eligible to hold office. The student member at large position is exempt from this and may hold office in their first year of membership.

(c) The terms of office for any elected officer shall coincide with the fiscal year of the Association.

(d) All elected officers shall serve one year except secretary, treasurer, and member at large. Secretary, treasurer, and member at large shall serve two years.

(e) In the event a president-elect should resign or be unable to complete the term, or fill the president’s expired term, the president-elect-elect of the Executive Board shall assume the position of president-elect of the Executive Board until the Executive Board, if it chooses, appoints a qualified member to fill the remaining vacancy.

**Section 2. Nominations and Elections of Officers**

(a) The president-elect-elect shall be elected annually. The secretary and member at large shall be elected biennially. The student member position shall be elected annually. The position of Treasurer shall be an appointed position. The Executive Board will select a Treasurer from among the eligible nominees.

(b) During a regular membership meeting of the Association or by electronic mail, the immediate past president shall issue a call for nominations of officers for the following year.

(c) The immediate past president shall determine the eligibility of nominees for placement on the decision ballot of at least two candidates for each of the following positions: president-elect and secretary. The immediate past president will also provide the Executive Board with the names of eligible nominees for Treasurer. An effort will be made to ensure that the ballot will be representative of the membership. Should an insufficient number of nominations be submitted to fill the ballot, the Executive Board shall select the names of qualified members consenting to have their names placed on the election ballot.
(d) If an officer should be unable to assume office by the beginning of the Association’s fiscal year or to complete a term of office, the Executive Board shall have the authority to fill any vacancy for which there are no other provisions.

**Section 3. Duties of Officers**

(a) During the term of office, the president shall serve as the presiding officer of NCACES and perform such duties as are incidental to the office, including the appointment of all ad hoc committee chairpersons.

(b) The president-elect shall perform the duties of the president in the absence or incapacity of the president, coordinate the division’s work in government relations and advocacy, and perform any other such duties as may be directed by the president.

(c) The president, president-elect, and immediate past-president shall conduct the biennial elections for NCACES officers.

(d) The secretary shall keep the record and minutes of all meetings of the Association and shall perform such other duties as are incidental to the office.

(e) The treasurer shall maintain records of any assets, validate bank statements quarterly, submit financial reports at the Executive Board and membership meetings, and shall perform such other duties that are incidental of the office.

**Section 4. Removal from Office**

An elected officer or member of the Executive Board may be removed from office, for cause, by a majority vote of the Executive Board.

**Section 5. Compensation and Expenses of Officers**

None of the elected officers of the Association shall receive any compensation for services, but their necessary expenses may be paid as provided by the Executive Board.
EXECUTIVE BOARD

Section 1. Composition of Executive Board

The Executive Board shall be composed of the NCACES officers and appointed representatives.

Section 2. Powers and Functions

The Executive Board shall conduct the business affairs of the Association, but shall not take any action contrary to decisions or policies adopted by the membership.

Section 3. Meetings

The president shall establish meeting dates for the Executive Board.

ARTICLE V

GENERAL MEMBERSHIP MEETINGS

Meetings shall be held at the annual NCCA conference and as called by the president.

ARTICLE VI

AD HOC COMMITTEES

Ad hoc committees may be created by the president to promote the purposes of the Association and shall consist of members of the Association.

ARTICLE VII

BUSINESS AFFAIRS OF THE ASSOCIATION
Section 1. Fiscal Year

The fiscal year shall be from July 1st to June 30th.

Section 2. Parliamentary Authority

The parliamentary authority for the meetings of the Association shall be Robert’s Rules of Order (Revised).

Section 3. Membership Year

The membership year shall coincide with that of the NCCA.

Section 4. Quorum

A quorum for conducting business shall be the number of members present at any meeting called by the president after notice of such meeting has been given to the entire membership.

Section 5. Dissolution of the Association

Should the Association fail to meet for three consecutive annual NCCA conferences, it may be dissolved.

Section 6. Property of the Association

In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all its property shall be transferred to the NCCA.

ARTICLE VIII

ADOPTION AND AMENDMENT OF BY-LAWS

Section 1. Adoption
These By-Laws shall become effective immediately upon a majority vote of NCACES members present at a general membership meeting or by an electronic ballot.

Section 2. Amendment

The By-Laws may be amended by the following procedure:

(a) An amendment shall be presented in writing to the Executive Board. Copies of proposed amendments shall be made available to the membership by electronic mail at least thirty days prior to action on the amendments. The Executive Board’s written recommendation shall accompany the notification.

(b) Not earlier than thirty (30) days following member notification, an amendment shall be voted upon at a general membership meeting or electronic ballot. An amendment is adopted by a majority vote of members present at the general meeting or of ballots received.

Section 3. Publication

The By-Laws of the Association shall be published in their entirety from time to time and shall be available to any member upon request.