

Greater Cincinnati Counseling Association

BYLAWS

Article II. Name

The name of the association shall be the Greater Cincinnati Counseling Association (GCCA), a chapter of the Ohio Counseling Association (OCA).

Article II. Purpose

We are a professional organization dedicated to promoting and advancing growth, networking and identity for the discipline of counseling, while valuing the strength derived from collaboration and diversity.

Article III. Membership

Section 1

Membership in GCCA is available upon request to any member of OCA.

Section 2

Categories will correlate with OCA.

Section 3

Dues for membership shall be established by the OCA Executive Council for each fiscal year. A percentage of each member's OCA dues will be designated by OCA to be distributed to GCCA.

Section 4

Professional, retired and student members of the association can be nominated to the Board. Professional members are preferred for Executive Officers. The Board of Directors may nominate a student member if she or he is qualified for office. All members are eligible to vote for association officers and proposed amendments to the GCCA bylaws.

Article IV. Officers

Section 1

The officers of GCCA shall be President, Past President, President Elect, Secretary, Treasurer and Membership Director. These officers shall be known as the Executive Committee.

Section 2

The President, Past President, President Elect, Secretary, Treasurer and Membership Director shall hold office for one year. Elections for President Elect, Secretary and Treasurer are held annually. New officers shall assume their duties as of July 1. Terms of officers may be altered upon recommendation of the Board and approval by ballot of the general membership.

Section 3

The Executive Committee shall have the power to appoint a member to fill any vacancy created by death, resignation, or incapacitation of any officer. In the event of a vacancy in the office of President Elect, the individual on the ballot receiving the next highest number of votes shall assume the office.

Article V. Duties of Officers

Section 1

The President shall preside over all meetings of the association, the Executive Committee and the Board; appoint chairpersons of all committees; be an ex-officio member of all committees; and represent the GCCA at all OCA meetings and other occasions or appoint a delegate.

Section 2

The President Elect shall perform the duties of the President in the absence or incapacity of the President; assist the President when called upon to do so; and become familiar with the work of the association in preparation for the Presidency.

Section 3

The Past President shall chair the Nominations and Elections Committee.

Section 4

The Secretary shall be responsible for recording the minutes of the association, the Executive Committee and the Board; presenting the minutes of the previous meeting for the approval of the members; notifying members of meetings; and attending to official correspondence and communication of the association.

Section 5

The Treasurer shall be collector and custodian of all moneys belonging to the association; pay all bills approved by the Executive Committee; keep an account of all receipts and expenditures; and submit books for audit at the close of the fiscal year.

Section 6

The Membership Director shall oversee the membership directory by maintaining regular contact with the OCA Executive Director or delegate in charge of chapter membership. The Membership Director updates welcome letters, GCCA brochures and delegates members to solicit counselors to become members at professional meetings.

Section 7

Compensation for their services shall not be given to any officer. The Executive Committee may authorize payment of the expenses incurred by a member while performing service for the association.

Article VI Executive Director

The Executive Director as an appointed position intended to run the day to day operations of the organization. The appointment is made by a vote by executive committee vote at the end of the final quarter of the year. The appointment is made prior to the elections of the executive committee and they will assume their duties on July 1st. The Executive Director will be paid a stipend of 100.00 per month.

Article VI. Committees

Section 1

The committee of the association shall consist of such standing and special committees as may be determined by the Executive Committee to be necessary to carry out the work of the association.

Section 2

Members of committees shall serve during the fiscal year.

Section 3

The Executive Committee of the association shall consist of the President, Past President, President Elect, Secretary, Treasurer and Membership Director. Its function is to develop a strategic plan and coordinate GCCA activities.

Section 4

The Board of Directors (Board) shall be an advisory committee that meets four times a year. The Board serves to provide direction for the association and input to the officers. Board members may serve as members or chairs of committees. The Board shall consist of the six officers of the association and six other GCCA members, at least one of whom shall be a student in a graduate counseling program (is this master's levele, doctoral or both). New board members are appointed by the president. The term of membership for a board member is two years. Board members can re-commit and can be reappointed by the president. When a vacancy on the Board occurs, the Nominations and Elections Committee, chaired by the outgoing president, will prepare a slate of candidates from which the President will select.

Article VII. Nominations and Elections

Section 1

The association officers whose terms expire shall be elected by an annual ballot.

Section 2

The Nominations and Elections Committee shall consist of three to five persons; at least one shall be a school counselor and at least one an agency or private practice counselor. The chair of the committee shall be the Past President.

Section 3

The duties of the Nominations and Elections Committee shall include the preparation of a slate of candidates for the offices of President Elect, Secretary, Treasurer and Membership Director for general election, and of Board members from which the President will select. The committee shall establish procedure and count ballots. Election results will be disseminated through the President.

Article VIII. Methods of Decision Making

A consensus model of decision-making shall prevail in all matters of business of the association. The President may use electronic communication via e-mail to gain approval for a motion be Board members. Approval for expenditures greater than \$300 should be **approved by a vote of the Board. Any expenditure should be approved verbally or by email from president, executive director or treasurer.**

Process for removing people as officers. (ie people that do not attend the monthly meetings)

All financial accounts will have the signature of the current Treasurer and the current Executive Director.

Article IX. Amendments

Section 1

These Bylaws may be amended by an affirmative vote of the majority of all members present and voting at any general meeting of the association provided that all members have been given written notice of the proposed amendment and of the proposed meeting at least ten days in advance.

Section 2

Amendments may be initiated by the Executive Committee, the Board, the Bylaws Committee, or by an individual member provided he or she had consenting signatures of at least ten members of the association.

Section 3

Amendments, if passed, shall be added to the Bylaws and shall be effective on July 1 of the following year.

Article X. Effective Date

These Bylaws shall be effective upon their adoption by the association.

RESPONSIBILITIES OF GCCA BOARD MEMBERS

- 1) **ATTEND QUARTERLY BOARD MEETINGS** – this includes contacting the president or secretary if you are unable to attend. Missing more than two meetings in one year may make it difficult to participate fully on board and should be addressed with the president.
- 2) **PARTICIPATE ON COMMITTEES** – *this includes active involvement on at least one committee.*
- 3) **ATTEND GCCA EVENTS** – Board members are expected to attend GCCA sponsored events and should notify the president if unable to attend
- 4) **COMMIT TO AT LEAST TWO YEARS OF PARTICIPATION ON THE BOARD** – this helps to ensure ongoing leadership of the association.
- 5) **E-MAIL CONSULTATION** – Board members will communicate by e-mail and approve or make decisions based on e-mail consultation when meetings are not scheduled.

Responsibilities of GCCA Officers

President – assumes leadership of the organization, develops membership, and writes president’s message in newsletter. Additionally, conducts board meetings and monitors responsibilities of other officers and committees. *The GCCA President is a member of the OCA Executive Committee with voting rights. She or he is responsible for finding a delegate if unable to attend OCA meetings.*

Past President – serves a consulting role to the president and chairs the Nomination and Elections Committee.

President Elect – shares responsibility with president for programs and workshops. Assumes leadership of the organization in president’s absence and prepares to assume president position the following year.

Secretary – responsible for recording minutes at every meeting, typing and distributing minutes to each board member *on e-mail* prior to the next meeting, and preparing for board meetings, including facilities and preparation of other information/materials.

Treasurer – responsible for all financial and related matters of the board, including record keeping. Prepares and delivers a treasurer’s report at each board meeting.

Membership Director – responsible for monthly tally of current members, sending out renewal reminders, maintaining e-mail list, sending out welcome letter to new members and leading efforts to recruit new members. The GCCA Membership Director must be in regular contact with the OCA Membership Director.

These offices comprise the Executive Committee.