

# New York State School Counselor Association

## GOVERNING POLICIES

### OPERATIONAL PARAMETERS

The Governing Board (hereafter the board) shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics or compromises the profession of school counselors.

#### **Article I: Treatment of stakeholders**

With respect to interactions with stakeholders or those applying to be stakeholders, the board shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

#### **Section A. Membership**

##### **1. Membership Categories**

School counseling professionals and others interested in school counseling are eligible for membership in various membership categories as specified in the bylaws.

- a. **Professional Membership.** Professional members must hold a masters degree or higher in counseling or the substantial equivalent and must be credentialed as a school counselor by a state, district, or territory of the United States or the credentialing agency of the country in which they practice or must be employed as counselor educators in a graduate program that prepares school counselors.
- b. **Retired Members.** Members who are in retirement and do not hold full-time positions in school counseling are eligible for Retired membership. Retired members hold a masters degree or higher in counseling or the substantial equivalent; are or were credentialed as a school counselor by a state, district, or territory of the United States or the credentialing agency of the country in which they practice; or were employed as school counselors, supervisors of school counselors, or counselor educators in a graduate program that prepares school counselors.
- c. **Student Membership.** Students who are enrolled in a graduate program that prepares school counselors and who do not hold full-time positions in school counseling are eligible for student membership.
- d. **Associate Membership.** Individuals interested in counseling, who are not eligible for any other type of membership, may become Associate members.

## **2. Rights and Privileges.**

All members shall receive the rights and privileges accorded their membership categories as specified in NYSSCA policies that address membership. Members are eligible to vote on all matters that come before the association and hold positions, elected and appointed, on the board as described in the Nominations and Elections policy.

## **3. Severance of Membership.**

Association members may be disciplined or expelled from membership for one or more of the following reasons.

- a. A member is delinquent in paying membership dues. Membership may be revoked at the discretion of the membership chairperson and may be reinstated upon the payment of current dues.
- b. A member is in violation of the American School Counselor Association's Ethical Standards for School Counselors.
- c. A member's state license or credential has been revoked.
- d. Any other reason deemed by the board to be in the best interests of NYSSCA.

## **Revocation Process**

The following process shall be used to determine revocation of NYSSCA membership, except in the case of nonpayment of dues.

- a. A request to revoke membership must be made in writing, with a statement of the specific reasons why revocation is sought, and sent to the NYSSCA President by certified mail. The charges must be made over the signature of at least 10 NYSSCA members in good standing, or one or more members of the board.
- b. To initiate action regarding the revocation of membership, a notice of intent to revoke must first be passed by a majority of the board members present and voting. The member(s) in question must be advised in writing of the reasons for the proposed action.
- c. Member(s) who receive a notice of intent to revoke membership shall be given 30 days to respond in writing to the charges and to submit the response to the NYSSCA President.
- d. Member(s) who receive a notice of intent to revoke membership shall be given the opportunity to appear before the board or a mutually agreed upon impartial body consisting of not less than three nor more than seven individuals selected by the President with the concurrence of the board. Such impartial body shall exclude any NYSSCA members involved with the charges. The hearing may be conducted in person, via telephone conference call or other mutually agreed upon method. The person(s) bringing the charges shall also have an opportunity to appear at a hearing. If any costs are incurred to hold a hearing, such costs shall be paid by the party that requests the hearing. The impartial body shall present its findings and recommendations for revocation, remediation and reinstatement to the board within 30 calendar days following the hearing and gathering of all evidence.
- e. If a hearing is held, the member(s) in question shall have the opportunity to question witnesses against them. If either party desires legal representation at the hearing, the NYSSCA President must be notified in writing by certified mail within 30 calendar days prior to the hearing in order to advise the other party to this action.

- f. Revocation, remediation and reinstatement of membership must be approved by two-thirds of the board members present and voting. Any members of the Board who are involved in the charges in any way shall refrain from voting or taking part in the consideration of the issue.
- g. Decisions made by the board regarding revocation, remediation and reinstatement of membership shall be considered final.
- h. The member(s) charged with violations of Ethical Standards and the person(s) bringing those charges shall be notified by the NYSSCA President within 30 calendar days in writing by certified mail of the final action taken by the board.

**4. Dues Structure**

The dues structure is approved by the board based on recommendations of the membership chairperson, finance committee, and /or NYSSCA President. NYSSCA has a reduced fee for students and retired counselors. The membership fee covers only a fraction of the cost of membership.

The following annual membership dues are in effect as of August 16, 2014:

- Professional \$50.00
- Student \$25
- Retired \$25
- Associate \$50

**5. Membership List Rental/Release**

NYSSCA’s membership or email list shall not be rented or released to any for-profit organization unless approved by the Executive Board. At the discretion of the NYSSCA President and/or Executive Director, the membership list may be released to other professional associations if those associations reciprocate.

**6. NYSSCA Regions:**

NYSSCA’s membership is divided into ten regions. This structure reflects the division of the state into BOCES Joint Management Teams, as defined by the New York State Education Department. The list below describes which BOCES regions are in each of NYSSCA’s ten regions. Any school counselor working in a public or private school, and counselor educator employed by a college or university, or any retired/student member residing within the confines of a particular BOCES should consider themselves residents of the corresponding NYSSCA region.

<b>Region</b>	<b>BOCES Districts</b>
I	Eastern Suffolk Nassau Western Suffolk
II	Putnam-Northern Westchester Rockland Southern Westchester
III	Dutchess

	Orange-Ulster Sullivan Ulster
IV	Capital Region Hamilton-Fulton-Montgomery Questar III (Rensselaer-Columbia-Green) Washington-Saratoga-Warren-Hamilton- Essex
V	Champlain Valley Educational Services Franklin-Essex-Hamilton Herkimer-Fulton-Hamilton-Otsego Jefferson-Lewis Madison-Oneida Oneida-Herkimer-Madison St. Lawrence-Lewis
VI	Cayuga-Onondaga Onondaga-Cortland-Madison Oswego Tompkins-Seneca-Tioga
VII	Broome-Delaware-Tioga Delaware-Chenango-Madison-Otsego Otsego-Northern Catskills Schuyler-Chemung-Tioga
VIII	Genesee Valley Monroe 1 Monroe 2-Orleans Ontario-Seneca-Yates-Cayuga-Wayne
IX	Cattaraugus-Allegany-Eire-Wyoming Erie 1 Erie 2-Chatauqua-Cattaraugus Orleans-Niagara Steuben-Allegany
X	New York City

## **Article II: American School Counselor Association**

NYSSCA is a chartered division of the American School Counselor Association (ASCA). NYSSCA adheres to ASCA's policies and procedures as outlined in that association's bylaws and governance policies. Among the benefits and responsibilities this relationship entails are (from ASCA's governing policies):

### **1. Benefits**

- a. ASCA supports state divisions, and promotes state divisional membership and activities.
- b. ASCA apportions state divisions delegates to the Delegate Assembly in accordance with ASCA Governance Policies.
- c. ASCA maintains a state leadership networking site for state division presidents, past presidents and presidents-elect.
- d. ASCA assists state divisions by providing organizational and management expertise and consultation about issues relevant to them.
- e. State Divisions may use ASCA's logo in materials and may incorporate ASCA's logo into state division logos, with ASCA's approval.
- f. State division leaders and executive board members may attend ASCA's Leadership Development Institute.
- g. ASCA recognizes exemplary state leaders and divisions.
- h. State divisions are eligible to apply for ASCA Legislative, Innovative Initiative and Public Policy grants.
- i. ASCA provides materials and resources for distribution to State divisions members and offers discounts for selected ASCA publications.
- j. ASCA national leaders provide professional development, keynote addresses and other presentations at state conferences at cost.
- k. State Divisions may host ASCA's annual conference, LDI or other meetings.

### **2. Responsibilities**

- a. State divisions shall support ASCA, and ASCA's mission and ASCA's programs.
- b. State division leaders shall act ethically and with integrity in a professional manner.
- c. State divisions shall promote membership in ASCA.
- d. State divisions shall use ASCA's logo responsibly and professionally. ASCA reserves the right to determine whether its logo is misused or used in a manner that is detrimental to the image or reputation of the organization.
- e. State divisions shall submit their bylaws to ASCA for review and approval every five years. State divisions shall submit any changes in Bylaws to ASCA when they are approved by the division. State division bylaws must not be in conflict with ASCA bylaws and must be approved by ASCA.
- f. State divisions shall submit a list of leaders, including board members, officers and committee chairs each year.
- g. State divisions shall submit a list of all state division members, with contact information, to ASCA each year.
- h. State divisions shall submit dates and locations of conferences and other meetings to ASCA each year.

- i. State divisions shall submit an annual report for inclusion in Delegate Assembly working papers.
- j. State divisions shall promote leadership opportunities in ASCA.
- k. State divisions shall not hold conferences, seminars or other meetings or activities that conflict or compete with ASCA activities without prior approval from ASCA.
- l. State divisions shall agree to fulfill the responsibilities stated herein.

### **Article III: Affiliate Groups**

A group which has a common purpose related to school counseling may request recognition as an official NYSSCA affiliate. Affiliate charters may be granted or revoked following processes set forth in this article.

1. Groups wishing to affiliate with NYSSCA must apply to the Executive Board for this status. The Executive Board can accept or reject applications by a majority vote. Affiliates will agree to the following:
  - a. Support and publicize NYSSCA's mission, conferences, activities, publications and programs
  - b. Display the NYSSCA logo and website links on websites and printed materials
  - c. Encourage membership in NYSSCA
2. NYSSCA will agree to support Affiliates as follows:
  - a. Support and publicize Affiliate conferences, activities, publications, and programs
  - b. Display Affiliate logos and website links on websites and printed materials.
  - c. Encourage Affiliate membership
  - d. Encourage Affiliate leaders to attend NYSSCA leadership development workshops.
3. The NYSSCA Board can revoke an affiliation by a majority vote for the following reasons:
  - a. Group is no longer considered an active association.
  - b. Group does not fulfill aforementioned obligations.
  - c. Any other reason deemed by the Executive Board to be in the best interests of NYSSCA.

### **Article IV: Treatment of Staff**

With respect to the treatment of all paid and volunteer staff, the board may not cause or allow conditions that are unfair, unsafe, or undignified.

### **Article V: Communication and Support to the Board**

The President shall not permit the board to be uninformed or unsupported in its work.