

# BYLAWS OF COUNSELORS FOR SOCIAL JUSTICE

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## Table of Contents

<b>ARTICLE I: NAME, AFFILIATION, AND MISSION</b> .....	<b>3</b>
Section 1. Name. ....	3
Section 2. Use of Name. ....	3
Section 3. Affiliation.....	3
Section 4. Mission.....	3
<b>ARTICLE II: MEMBERSHIP</b> .....	<b>3</b>
Section 1. Categories of Membership.....	3
Section 2. Qualifications for Membership. ....	3
Section 3. Continuity of Membership. ....	4
Section 4. Rights and Privileges. ....	4
Section 5. Termination of Membership.....	4
Section 6. Membership Requirements. ....	4
Section 7. Meeting of Members. ....	5
<b>ARTICLE III: BRANCH/UNIVERSITY CHAPTERS</b> .....	<b>5</b>
Section 1. Issuing Branch/University Chapter Charters. ....	5
Section 2. Autonomy of Branches/University Chapters. ....	5
Section 3. Involuntary Revocation of a Chapter. ....	5
<b>ARTICLE IV: CSJ BOARD</b> .....	<b>6</b>
Section 1. Board Members and Terms of Office. ....	6
Section 2. Functions. ....	6
Section 3. Meetings.....	7
Section 4. Method of Selection. ....	7
Section 5. Duties of Board Members.....	7
<b>ARTICLE V: NOMINATIONS AND ELECTIONS</b> .....	<b>8</b>
Section 1. Procedures .....	8
<b>ARTICLE VI: COMMITTEES AND TASK FORCES</b> .....	<b>9</b>
Section 1: Standing Committees .....	9
<b>ARTICLE VII: FINANCES</b> .....	<b>10</b>
<b>ARTICLE VIII: BUSINESS AFFAIRS</b> .....	<b>10</b>
Section 10. Appropriation of Association Funds.....	12
Section 11. Filing of Annual Documents .....	12
<b>ARTICLE IX - PUBLICATIONS</b> .....	<b>12</b>

Section 1. Publications. ....	12
Section 2. Editors. ....	12
Section 3. Copyright. ....	12
Section 4. Statement of Relationship. ....	12
<b>ARTICLE X - INDEMNIFICATION</b> .....	<b>12</b>
<b>ARTICLE XI – NONDISCRIMINATION</b> .....	<b>12</b>
<b>ARTICLE XII - BYLAWS</b> .....	<b>13</b>
<b>ARTICLE XIII - RULES OF ORDER</b> .....	<b>13</b>
Section 1. Robert’s Rules of Order. ....	13

## **ARTICLE I: NAME, AFFILIATION, AND MISSION**

### **Section 1. Name.**

The official name of this organization shall be Counselors for Social Justice (hereafter referred to as CSJ).

### **Section 2. Use of Name.**

The official name of the Association as specified in Article I, Section 1, shall be employed in connection with all official business and communications pertaining to CSJ.

### **Section 3. Affiliation.**

CSJ is a division of the American Counseling Association (hereafter referred to as ACA) and shall be subject to those provisions of its bylaws that apply to divisions.

### **Section 4. Mission.**

The mission of Counselors for Social Justice is to work to promote social justice in our society through confronting oppressive systems of power and privilege that affect professional counselors and our clients and to assist in the positive change in our society through the professional development of counselors.

## **ARTICLE II: MEMBERSHIP**

### **Section 1. Categories of Membership.**

There will be four categories of membership in CSJ: regular, student, associate, and retired/limited means.

### **Section 2. Qualifications for Membership.**

The categories of membership shall be determined in accordance with the following.

- A. Regular Members. Regular Members are those whose qualifications are acceptable to the Membership Committee of CSJ. The minimum requirements for regular members shall be:
  - (1) Full or part-time employment in counseling and development work (as defined below) at the time of applying for regular membership, or
  - (2) Experience in counseling and development work, including
    - (a) placement, training, education, and other aspects of counseling and development work in business and industry, government agencies, and other organizations; or
    - (b) test development, occupational, and other research and writing directly related to counseling; or
    - (c) counselor training; or
    - (d) administration of programs of the above types; or
    - (e) interest in and a desire to uphold the purposes and principles of CSJ.
- B. Student Members. A student engaged in full or part-time study in an accredited undergraduate or graduate school in a course of study related to counseling may be admitted

as a student member upon application and endorsement by his/her faculty advisor. Student members shall maintain all the privileges of individual regular membership.

- C. Associate Members. Individuals who are interested in counseling, development, and social justice but who do not meet the requirements of (a) or (b) may be admitted to Associate membership in CSJ at the discretion of the Membership Committee provided he/she pays his/her annual dues. Associate members shall maintain all the privileges of individual regular membership.
- D. Retired/Limited Means Members. Individuals who have retired from counseling and development work (as defined in Article II, Section A, subsection 2) or individuals who affirm that they have limited economic resources may be admitted as a retired/limited means member upon request and payment of the annual dues for this membership category. Retired/limited means members shall maintain all the privileges of individual regular membership.

### **Section 3. Continuity of Membership.**

Membership in CSJ shall be continuous and on an annual basis as long as dues are in force.

### **Section 4. Rights and Privileges.**

All members in good standing shall be eligible to vote in CSJ elections. All members in good standing shall be eligible to seek positions in CSJ leadership, given that they meet any relevant position requirements.

### **Section 5. Termination of Membership.**

- A. A member may be dropped from membership for any conduct that tends to injure CSJ or to affect adversely its reputation, or that violates principles stated in ACA's Code of Ethics or CSJ's Bylaws. Any member charged with engaging in such conduct shall be given notice of the precise nature of the charges against him/her, be given the opportunity to present evidence on his/her behalf through witnesses or otherwise, be given the opportunity to confront witnesses against him/her, and have the right to appeal and have a hearing before the Implementation Collective whose decision shall be final. A Committee on Ethics appointed by the Board of Directors shall consider any charge made over the signature of two CSJ members in good standing and shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or whether the charges are true, subject, however, to the right of any accused member to appeal to the Board of Directors from any final decision of the Committee on Ethics.
- B. A member may be dropped from membership for the nonpayment of dues.
- C. Voluntary Resignation from Membership. Members in good standing may voluntarily resign from CSJ. The Association will not refund any part of the dues that have been paid by the member. Former members of CSJ that were members in good standing at the time of resignation or severed from membership for nonpayment of dues may rejoin CSJ at any time without penalty.

### **Section 6. Membership Requirements.**

CSJ members are not required to be members of ACA. All CSJ members must abide by the ACA Code of Ethics, whether or not they are members of ACA, and must be supportive of the mission of CSJ.

### **Section 7. Meeting of Members.**

The association shall hold annual meetings at a time and place fixed by the CSJ board, which shall give reasonable written notice thereof to the membership. The association may hold other meetings at a time and place fixed by the CSJ board, which shall give reasonable notice to the members. Meeting notice may be provided by postal mail or email.

## **ARTICLE III: BRANCH/UNIVERSITY CHAPTERS**

### **Section 1. Issuing Branch/University Chapter Charters.**

- A. A proposed branch/university chapter shall: (1) consist of at least 5 people who are CSJ members; (2) apply to CSJ for a charter; (3) submit bylaws which must be congruent with the bylaws of CSJ, ACA, and their branch of ACA (if applicable); and, (4) provide a list of officers and members.
- B. Charter applications shall be considered by the Board at regularly scheduled meetings.

### **Section 2. Autonomy of Branches/University Chapters.**

- A. A branch/university chapter shall be autonomous in the conduct of its affairs within the confines of its bylaws as long as activities of the branch/university chapter are in compliance with the bylaws of CSJ and ACA.
- B. A branch/university chapter shall have the power to elect its own officers who must be members in good standing of CSJ and their branch/university chapter.
- C. A branch/university chapter may levy and collect dues or other fees and shall have full control of the management and disbursement of such funds in providing its programs.
- D. Changes in the bylaws of a branch/university chapter are not effective until approved by the CSJ Board and must be submitted in writing to the CSJ secretary at least two weeks prior to the board meeting.
- E. Guidelines to establish chapters are available from the Membership Committee.

### **Section 3. Involuntary Revocation of a Chapter.**

- A. The Board shall have the power to revoke the charter of a chapter in the event of non-compliance with chapter, CSJ or ACA bylaws, or in the event of unethical or illegal behavior on behalf of the officers.
- B. Before final action may be taken with respect to the revocation of the charter of a chapter, a notice of intent to revoke must first be passed by a majority of the Board present and

voting, and the chapter in question must be advised in writing of the reasons for the proposed action. The chapter shall have until the next national meeting of the Association (but in no case less than nine months) to effect remedial measures.

- C. Two-thirds of the votes cast by the members of the Board who are present at a meeting where there is a quorum shall be necessary to revoke the charter of a chapter.

## **ARTICLE IV: CSJ BOARD**

### **Section 1. Board Members and Terms of Office.**

- A. The CSJ Board shall be comprised of the President, President-Elect, Past President, Secretary, Communication Officer, Treasurer, Community Representative, School Representative, Retiree/Limited Means Representative, Student Representative, and ACA Governing Council Representative. A Process Observer serves at the pleasure of the President of the Association.
- B. All elected CSJ Board members shall be members of ACA and CSJ.
- C. The term of office of any elected Board member shall begin on July 1.
- D. The term of office is three years for the following Board members: Secretary, Communication Officer, Treasurer, Community Representative, School Representative, Retiree/Limited Means Representative, and ACA Governing Council Representative.
- E. The term of office is one year for the Student Representative.
- F. The role of President-Elect, President, and Past President is a three-year term in total with one year in each of the roles consecutively.
- G. Any elected officer may be removed from office if the officer: does not fulfill the responsibilities of the position, exhibits conduct that tends to injure CSJ or adversely affect its reputation, or engages in behavior that is contrary to or destructive of the mission of CSJ according to the CSJ Bylaws and the ACA Code of Ethics. Removal will require a two-thirds vote of the Board. The Board must provide the officer with at least ten days notice of the proposed removal and the officer at issue shall have the opportunity to address the Board prior to a final vote for removal.
- H. In the event of resignation, continued absence, illness, removal from office, or death of any member of the Board, the Board shall, by majority vote, elect a successor to serve until the next annual election. In the event that the President-Elect is unable to assume the duties of President, the Board shall, by majority vote, choose a member of the Board to serve as President until the successor takes office.
- I. Service in the same elected office is limited to two consecutive terms and no member shall serve as an officer of CSJ for more than 9 consecutive years.

### **Section 2. Functions.**

The Board shall be the agency through which the policies of CSJ shall be determined and shall have the following powers and functions:

- A. To establish policies to govern the affairs of CSJ; and
- B. To act on the reports of all Committees of CSJ.

### **Section 3. Meetings.**

- A. The Board shall meet at least once per year. A meeting shall be held at the time and place of each national convention of ACA. Other meetings of the Board shall be held at the call of the President or of a majority of the Board or by 25 or more CSJ members.
- B. At least one-half of the members of the Board shall constitute a quorum throughout any meeting of the Board at which official business is transacted.

### **Section 4. Method of Selection.**

- A. The President-Elect shall be elected by the general membership from a list of nominees who will have completed one full term of office as an elected member of the CSJ Board or a the chair of a CSJ committee prior to the assumption of this office. Nominations for these positions shall be made in accordance with Article V.
- B. The Secretary, Communication Officer, Treasurer, Community Representative, School Representative, Retiree/Limited Means Representative, and Student Representative shall be elected in accordance with Article V.
- C. The ACA Governing Council Representative shall be elected by the general membership from a list of nominees who will have completed one full term of office as an elected member of the Board prior to the assumption of this office. Nominations for these positions shall be made in accordance with Article V.
- D. All candidates for office and/or chair positions shall read the CSJ Policies and Procedures Handbook before becoming a candidate for office.

### **Section 5. Duties of Board Members.**

- A. The President shall assume this office for one year in the year immediately following the office of President Elect. The President shall preside at all CSJ Board meetings and shall perform duties as described in the Policies and Procedures Handbook (per CSJ Bylaws Article XII, Section 3). The President oversees the activities of the organization, including assigning duties, appointing committee leadership, and other actions as recommended by the CSJ Board.
- B. The President Elect shall perform the duties of the President in the absence or incapacity of the President. The President Elects serves as liaison to the Membership Committee and oversees Strategic Planning activities. The President Elect assumes the role of President at the end of the one-year President Elect term. The President-Elect shall have served at least one full term on the CSJ Board and/or as a committee chair prior to assuming office of President Elect.

- C. Past President shall assume this office for one year in the year immediately following the office of President. The Past President oversees CSJ elections and chairs the Bylaws committee.
- D. The Secretary shall maintain records for the organization and shall perform the duties customary to the office of secretary and such additional duties in that capacity.
- E. The Communication Officer shall oversee activities related to communication with CSJ members, the public, and other constituencies.
- F. The Treasurer shall represent CSJ in assuring the receipt and expenditures of funds in accordance with the directives established by the CSJ Board and ACA policy. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by the President.
- G. The School Representative represents the concerns of counselors working in school settings and promotes CSJ initiatives to meet these concerns.
- H. The Community Representative represents the concerns of counselors working in community settings and promotes CSJ initiatives to meet these concerns.
- I. The Student Representative is a current student in a master's or doctoral program in the counseling field at the time that they begin their term as Student Representative. The Student Representative represents the concerns of counseling students and promotes CSJ initiatives to meet student concerns.
- J. The Retiree/Limited Income Representative is a retiree or someone of limited income at the time that they begin their term as Retiree/Limited Income Representative. The Retiree/Limited Income Representative represents the concerns of retirees and those with limited incomes and promotes CSJ initiatives to meet these concerns.
- K. The ACA Governing Council Representative is an elected representative from CSJ who serves on the ACA Governing Council and acts as a liaison between CSJ and the ACA Governing Council.
- L. At the President's discretion, a Process Observer/Facilitator shall be invited to participate in Board meetings. The Process Observer/Facilitator must be a CSJ member in good standing, may not be holding an elective office in CSJ, and is not compensated beyond expenses and costs. The Process Observer must be skilled in group process. Procedural guidelines for the role and function of the Process Observer/Facilitator are stipulated and agreed upon by Board members in attendance at the beginning of each meeting. In that regard, Board members will determine the extent of observation and/or facilitation desired for each meeting or activity.

## **ARTICLE V: NOMINATIONS AND ELECTIONS**

### **Section 1. Procedures**

The following procedures shall be followed by the Nomination and Election Committee.



- A. There shall be established a Nomination and Election Committee consisting of the Past President as chair and two other members who shall be members of CSJ in good standing, appointed by the President, but subject to confirmation by the Board. No member of the Nomination and Election Committee may serve more than two consecutive years.
- B. More than one nominee will be sought for each elected position, and all nominees for President-Elect must have served at least one full term on the CSJ Board and/or as a committee chair prior to assuming office of President Elect.
- C. The Nomination and Election Committee shall submit to the Board for its approval the proposed procedures for carrying out the annual election.

## **ARTICLE VI: COMMITTEES AND TASK FORCES**

### **Section 1: Standing Committees**

- A. All committee chairpersons and members shall be members of CSJ.
- B. Membership Committee shall be responsible for promoting membership in CSJ by addressing member recruitment and retention.
- C. Marketing, Media and Public Relations Committee shall be responsible for developing resources, materials, and procedures which enhance the Association's public profile.
- D. Research Committee encourages and implements activities that enhance the quality and quantity of research related to social justice advocacy and counseling.
- E. The Bylaws and Policies Committee shall be responsible the bylaws, policies, and procedures of CSJ, including reviewing and revising these documents.
- F. The Nominations and Elections Committee shall be responsible for seeking nominations for officers on the Board, for recommending a slate of officers to the Board, and for establishing procedures for carrying out the annual election.
- G. The Awards Committee shall select the recipients for all CSJ Awards, following the criteria for each award.
- H. The Strategic Planning Committee is responsible for updating and monitoring the Association's Strategic Plan. The President-Elect shall chair this committee.
- I. The Professional Development Committee is responsible for the provision of any professional development activities coordinated by CSJ.
- J. The ACA Conference Coordination Committee is responsible for coordinating CSJ activities at the annual ACA conference.
- K. The Social Justice Advocacy Committee is responsible for coordinating and following through with the advocacy actions as articulated in the Strategic Plan and as desired by

the membership. The advocacy committee may address issues related to public policy, legislation, activism, and social action that promotes social justice in the counseling profession and beyond.

## **Section 2. Special Task Forces**

These entities shall be established by the Board to carry out such activities as it believes will further the objectives of CSJ. The Board shall, from time to time, review the charge and function of all special and continuing committees and task forces and shall make such changes in their number, characteristics, or organization as may seem desirable. Task Forces will address specific tasks and will be time-limited, as determined by the Board.

## **Section 3. Appointment of Committees**

In the absence of any provision to the contrary in these bylaws or in the motion creating a Committee:

- A. The President shall appoint, subject to confirmation by the Board, chairpersons and members of all Committees except as otherwise specified in these Bylaws. The term of office of those appointed and confirmed shall coincide with that of the President.
- B. Said appointees shall serve for two years as committee members, with the exception of completing an unexpired term followed by an appointed term. Chairs of standing committees shall serve for one year or until the appointment of their successors.

# **ARTICLE VII: FINANCES**

## **Section 1. Dues and Assessments.**

The following procedure shall be followed in establishing CSJ dues and assessments, in addition to those required by the bylaws of ACA:

- A. Annual dues for all categories of membership shall be established at the business meeting.
- B. The Board may levy special assessments on the entire membership or on any class of members.
- C. The annual dues for "retired/limited means" members shall never be more than one half of the individual regular member dues.

## **Section 2. Salaried Employees.**

The Board may authorize the employment of such staff as may be necessary to fulfill the objectives of CSJ and set compensation for such employees.

# **ARTICLE VIII: BUSINESS AFFAIRS**

## **Section 1. Fiscal Year.**

The fiscal year shall run from July 1 to June 30 of the following year.

## **Section 2. Severable Or Transferable Interest.**

No member, individually or collectively, shall have any severable or transferable interest in the property of CSJ.

## **Section 3. Control and Management of Property.**

All property shall be subject to the management: and control of the Board of Directors and no real property shall be disposed of except pursuant to the prior written approval of the Board of Directors.

## **Section 4. Basic Documents.**

The basic governance documents of CSJ and all amendments thereto shall be transmitted to the President of the American Counseling Association within 30 days after their adoption.

**Section 5. Fidelity Bonds.** The CSJ Board shall secure and maintain in force a fidelity bond adequate in amount to protect CSJ against defalcations by designated officers or employees.

## **Section 6. Annual Audit.**

The CSJ Board shall make sure that all financial records are available for an annual audit which is conducted by a certified public accountant. A full report will be submitted to the CSJ Board.

## **Section 7. Dissolution.**

Upon the vote of two thirds of the membership of CSJ, CSJ shall be dissolved.

## **Section 8. Disposal Upon Dissolution.**

On dissolution or final liquidation, the Board shall, after paying or making provision for the payment of all the lawful debts and liabilities of the Association, distribute all the assets of the Association to one or more of the following categories of recipients as the Board of the Association shall determine:

- A. A nonprofit organization or organizations which may have been created to succeed the Association, as long as such organization or each of the organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) and 501(c)(3) of such Code; and/or
- B. A nonprofit organization or organization having similar purposes as the Association and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) and 501(c)(3) of such Code.

## **Section 9. Voluntary Withdrawal from ACA.**

CSJ's status as a national division of ACA may be voluntarily withdrawn only in compliance with ACA bylaws, policies, and procedures adopted by the Governing Council of ACA, and with a two-thirds vote of CSJ members.

## **Section 10. Appropriation of Association Funds**

- a. No appropriation of association funds shall be made except pursuant to the authority of the CSJ board.
- b. The CSJ board shall adopt an annual budget.

## **Section 11. Filing of Annual Documents**

Annually, CSJ will file with ACA: current bylaws and a proposed annual budget. CSJ either provides an annual audit or participates in ACA's bundled management services agreement whereby an annual review is conducted by an independent accounting firm.

# **ARTICLE IX - PUBLICATIONS**

## **Section 1. Publications.**

There shall be an official Journal, Newsletter, and such other publications as are deemed necessary or appropriate by the Board. The Board, acting on the recommendations of related committees, shall determine the basic publications and programs of the Association.

## **Section 2. Editors.**

The President of the Association shall appoint a Journal Editor, Newsletter Editor, and such other staff as may be deemed necessary subject to the approval of the Board. The Journal Editor and Newsletter Editor must be members in good standing of CSJ and ACA.

## **Section 3. Copyright.**

The Association shall own the copyright for the original and any renewal term for any writing that is published by the Association. The author of any such writing shall have the right to make a non-profit or non-commercial use of the work provided that there be affixed to each copy the copyright notice used by the Association when the writing was first published. The author shall have the right to make or authorize the profit or commercial use of any such writing only after first obtaining the written consent of the Association.

## **Section 4. Statement of Relationship.**

Any CSJ publication must include a statement identifying CSJ as "a Division of the American Counseling Association."

# **ARTICLE X - INDEMNIFICATION**

## **Section 1. Provision.**

CSJ shall indemnify each of its officers, as described in IV and each of its committees, as described in Article VI for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these Bylaws, in a manner and to the extent permitted applicable by law.

# **ARTICLE XI – NONDISCRIMINATION**

## **Section 1. Nondiscrimination.**

There shall be no discrimination against any individual on the basis of ethnic group, race, religion, national origin, gender, affectional or sexual orientation, age, and/or disability.

## **ARTICLE XII - BYLAWS**

### **Section 1. Notification.**

The membership of CSJ shall be notified of pending changes to the CSJ Bylaws for 30 days prior to a scheduled vote by the Board.

### **Section 2. Amendment to Bylaws.**

These Bylaws may be amended by a two-thirds majority vote of the Board at any regular or special meeting. All changes to these Bylaws must be approved by ACA according to the procedures described in the ACA Bylaws.

### **Section 3. Policies and Procedures.**

Supplementary policies and implementation guidelines for these Bylaws are found in the most recent edition of the CSJ Policies and Procedures Handbook.

## **ARTICLE XIII - RULES OF ORDER**

### **Section 1. Robert's Rules of Order.**

The current edition of Robert's Rules of Order, as from time to time amended, shall govern all proceedings of all bodies of the Association except where otherwise specified in these Bylaws.