

WCTCCA Bylaws (2023 Update)

Article I: Name:

This organization shall be known as the Washington Community and Technical College Counselors Association (WCTCCA).

Article II: Purposes

1. To Identify and Address Issues with a Focus on Social Justice:

The organization shall identify and initiate solutions for issues and concerns arising out of the counseling functions at community and technical college campuses, with a particular emphasis on promoting social justice, equity, and inclusivity in counseling practices.

2. To Provide an Inclusive Information Channel:

The WCTCCA shall provide an inclusive information channel for community and technical college counselors, ensuring that all members have access to relevant resources, research, and best practices related to counseling, including issues of diversity and inclusion.

3. To Advocate for Social Justice:

The Association shall serve as the spokes-group for community and technical college counselors on political issues directly affecting counseling, with a strong commitment to advocating for policies and practices that uphold social justice, diversity, and the rights of all students.

4. To Promote Ethical and Inclusive Counseling Standards:

WCTCCA shall assess, clarify, and promote professional standards for community and technical college counseling, placing a significant emphasis on ethical and inclusive counseling practices that respect the cultural, social, and individual backgrounds of all students.

5. To Foster Collaboration and Partnership:

The Association shall actively engage in liaising with organizations and groups that share its commitment to social justice and inclusive counseling practices, seeking collaboration and partnerships to advance its mission.

6. To Promote Professional Development and Networking:

WCTCCA shall provide a means for identification and interaction with other professionals in counseling, promoting continuous learning, networking, and the exchange of ideas related to diverse and inclusive counseling approaches.

7. To Address Diverse Learning Needs:

The Association shall identify the diverse learning needs of students and prospective students,

advocating for appropriate responses that ensure equitable access to counseling services and support.

8. To Share Inclusive Professional Methods and Techniques:

WCTCCA shall provide a platform for the sharing of professional methods and techniques that are culturally sensitive, inclusive, and responsive to the needs of all students.

9. To Facilitate Inclusive Campus Discussions: The organization shall provide an arena for the discussion of local campus issues, with an emphasis on creating a safe and inclusive space for dialogue. It shall also offer consultation and advocacy services to community and technical college counselors to address these issues effectively.

Article III: Members

1. Full members are voting members who have paid the annual dues and who have been employed as a counseling faculty member by a Washington State community or technical college within the past four years and have either
 - a. earned at least a Master's degree in a field which included a counseling practicum or
 - b. have worked for at least two years as a mental health counseling faculty member.
2. The annual membership cycle for renewing members will concur with the regular academic calendar, running from the beginning of Fall Quarter until the subsequent Fall Quarter. New membership fees will be due upon joining WCTCCA (\$45).
3. The annual membership fees will be due (\$45) in Fall Quarter and announced on the listserv shortly after Fall Quarter begins.
4. Student members are non-voting members and pay a reduced fee of \$20.00 a year. Student members must be enrolled in a graduate level counseling program at an accredited college or university.
5. Membership will confer a discount on Conference/Training Registration fees.

Article IV: Officers

1. There shall be six officers:

- a. The President - whose duties shall include acting as the executive officer of the Association, implementing the actions of the Association and Steering Committee, calling meetings, preparing the agenda, and presiding at meetings of the Association and Steering Committee, among other responsibilities. The President shall serve a term of two years.
 - b. The Vice President - whose duties shall include those usually assumed by a Vice President and assisting the President. The person accepting this position agrees to assume the duties of the President in the year immediately following their term as Vice President or when the standing President steps down. The Vice President shall serve a term of two years.
 - c. Secretary - whose duties shall include those usually assumed by a secretary, such as taking meeting minutes and distributing them to the officers and association members.
 - d. Treasurer/Membership Chairperson - whose duties shall include those usually assumed by a treasurer and membership chairperson, such as working with the other officers and the Steering Committee, collecting dues and fees, and reporting the financial status of the Association at each Association and Steering Committee meeting. The Treasurer/Membership Chairperson shall serve a term of two years.
 - e. Technology Specialist - whose duties shall include providing expertise and guidance on technology-related matters, assisting with technological aspects of the Association's activities, and collaborating with the officers and the Steering Committee to ensure effective use of technology. The Technology Specialist shall serve a term of two years.
 - f. Diversity, Equity, Inclusion, and Social Justice (DEIC) Officer - whose duties shall include leading efforts to promote and integrate diversity, equity, inclusion, and social justice principles and practices within the Association's activities. This officer will ensure that the Association's initiatives align with its commitment to social justice, equity, and inclusivity in college counseling. The DEIC Officer shall serve a term of two years.
2. Terms for the President, Vice President, Secretary, Treasurer/Membership Chairperson, and Technology Specialist shall be two years.

3. Each officer may serve up to three consecutive terms, or longer if there are no members to serve.
4. Election and installations shall be at the regular Spring Quarter meeting during 'even' years. (2022, 2024, 2026, etc.)
5. After the President completes their term(s) the committee will offer them a 'member at large' position, they can choose to accept or not.
6. If there are not enough representatives from within the community the Officers will consist of as many members as possible to attain. This shall not prevent the committee from holding regular sessions/meetings or voting.

Article V: Steering Committee

1. There shall be a Steering Committee consisting of the officers, plus:
 - a. one representative from the seven community and technical colleges east of the Cascade Mountains (Eastern Region: Big Bend, Columbia Basin, Spokane, Spokane Falls, Walla Walla, Wenatchee Valley and Yakima Valley);
 - b. one from the eight community and technical colleges within the Seattle/Puget Sound - North Metropolitan area (North Puget Sound Region: Bellevue, Edmonds, Everett, Lake Washington, Seattle Central, Shoreline, North Seattle, South Seattle);
 - c. one from the seven community and technical colleges within the Seattle South/Tacoma area (South Puget Sound Region: Renton, Green River, Highline, Tacoma, Pierce, Bates, Clover Park);
 - d. and one from the other ten western community and technical colleges (Western Region: Bellingham, Centralia, Clark, Grays Harbor, Lower Columbia, Olympic, Peninsula, Skagit Valley, South Puget Sound, and Whatcom).
 - e. If there are not enough representatives from within the community the Steering Committee will consist of as many members as possible to attain. This shall not prevent the committee from holding regular sessions/meetings or voting.
2. Representatives shall be voting members of WTCCA and only one may be selected from a given campus.
3. Election of Representatives
 - a. Representatives to the Steering Committee, other than officers, shall be elected by voting members.

- b. In cases where no representatives are elected through the regular election process, representatives may be nominated at regular WCTCCA meetings. Such nominations may be followed by an election by those present.
 - c. The Steering Committee, in its discretion, may appoint a new representative if a member elected is unable to serve or continue to serve, and this appointment shall remain in effect until the next voting meeting.
 4. The Steering Committee shall meet in early Fall and immediately following the Spring Association meeting and at other times as necessary. Regular virtual meetings may also be held.
 5. The Steering Committee shall act for the Association between meetings, guide the officers in implementing the purposes and actions as delegated by the Association, and shall oversee the planning for regular meetings of the Association.
 6. Steering Committee members shall regularly contact the campus contact persons named by local campus counseling faculty to communicate concerns.
 7. There shall be an Executive Committee consisting of the officers which shall meet virtually or in person as able.

Article VI: The Legislative Committee

1. The Legislative Committee is established to monitor any and all legislation, laws, rules or procedures that may pertain to counseling or counselors, to investigate and/or recommend legislation to rule-making bodies, to report all findings and actions to the Association in a timely manner; and with the Association chair, to carry out directives from the Association relative to legislative matters.
 - a. If there are not enough representatives from within the community the Legislative Committee will consist of as many members as possible to attain. This shall not prevent the committee from holding regular sessions/meetings or voting.

Article VII: Other Committees

1. There shall be a Nominating Committee of two members, one of whom shall be elected by the Steering Committee from its membership to

serve as Committee chairperson and one elected from the body at large. Their duties shall be to nominate officers and subsequent Nominating committee members, to provide for distribution the names of nominees in advance of the spring meeting, and to carry out the election at each spring meeting. Terms shall be for one year for up to three consecutive terms.

- a. If there are not enough representatives from within the community the Nominating Committee will consist of as many members as possible to attain. This shall not prevent the committee from holding regular sessions/meetings or voting.
2. All other committees shall be ad hoc, appointed by the Chairperson, as directed by the Association or Steering Committee.

Article VIII: Meetings

1. Regular meetings shall be held at least twice annually, during fall and spring quarters as set by the Steering Committee. Meetings can be conducted in person or virtually, utilizing appropriate technology platforms.
2. Special meetings may be called by the Executive Committee for unusual circumstances. These meetings can also be conducted in person or virtually.
3. A quorum shall be 20% of the voting members.
4. The Association may take action on issues outside regular policies if the issues are announced on the published agenda or if 2/3 of the members attending agree to add the issue to the agenda at the time of the meeting.
5. Meetings are to be held virtually, due to location and geographical barriers.

Article IX: Parliamentary Authority

Roberts Rules of Order, Revised, shall guide the Association in all areas not in these by-laws.

Article X: Amendments

Amendments to the by-laws may be made at any regular meeting when accepted by a 2/3 majority vote of members present, with proposed amendments sent in advance to all members unless in the case of an

emergency when the Executive Committee may make decisions until the next regular meeting.