

CONSTITUTION FOR THE URBAN COUNSELORS ASSOCIATION OF MASSACHUSETTS

ARTICLE I NAME

Section 1. The name of this organization shall be *Urban Counselors Association of Massachusetts (UCAM)*.

Section 2. The organization is established as a constituted chapter of the *Massachusetts School Counselors Association*, which in turn is a state branch of the *American School Counselors Association*.

ARTICLE II OBJECTIVES

The mission of this organization is to enhance the lives of urban students. To meet that goal, the objectives of this organization are:

- a. To unite professionals engaged or interested in some phase of school counseling or admission work specific to urban areas of Massachusetts
- b. To serve as a vehicle to bring its members current information regarding school counseling or admission services specific to urban areas of Massachusetts
- c. To initiate change through public relations and advocacy efforts with legislative and community groups in support of school counseling or admission services in urban areas of Massachusetts
- d. To provide professional development opportunities specific to the needs of urban students
- e. To provide a support network for members
- f. To act as a clearinghouse for members who are seeking to network for new positions.

ARTICLE III MEMBERS

Any person working in a professional setting engaged or interested in school counseling or admission work is eligible to become a member of the association and is entitled to the benefits of membership upon submission of a membership application and any needed dues.

ARTICLE IV OFFICERS

Section 1. The officers of the *Urban Counselors Association of Massachusetts* shall be:

President
President-Elect
Treasurer/Membership Coordinator

All of the officers shall be members in good standing.

Section 2. The President shall:

- a. Organize and facilitate at least two yearly meetings including securing the location.
- b. Organize and facilitate meetings of the Executive Board. At least one additional meeting shall be held prior to the beginning of the school year to plan for the upcoming year.
- c. Appoint chairs for each of the standing committees (Article VI, Section 1) and the MASCA Trustee (Article V, Section 4).
- d. Represent the organization as needed at relevant public events.
- e. Be available to members at large for feedback/input for the operation of the organization.
- f. Ensure information is provided to the membership
- g. Be an ex-officio member of all committees.

Section 3. The President-Elect shall:

- a. Assist the President in program planning and implementation.
- b. Take over the duties of the President should s/he be unable to do so.
- c. Attend Executive Board meetings.

Section 4. The Treasurer/Membership Coordinator shall:

- a. Make deposits.
- b. Reimburse members for approved expenses
- c. Pay bills
- d. Balance the checkbook.
- e. Report on income, expenses and cash bank balance at each meeting.
- f. Maintain accurate records of the members of the Association.
- g. Produce annual membership renewal form.

Section 5. Any vacancies that appear during the term of office of the above three officers will be filled by appointment by the President with the approval of the Executive Board. The order of succession in the failure of the President to carry out the duties of the elected office shall be President-Elect and Treasurer/Membership Coordinator.

**ARTICLE V
EXECUTIVE BOARD**

Section 1. The Executive Board shall include:

- (1) The officer positions listed in Article IV, Section 1;
- (2) The immediate past president;
- (3) The Trustee to MASCA

Section 2. The Executive Board shall act on the call of the President as a planning board for programming and as an action Board for carrying out the functions of the Association.

Section 3. The Past President shall:

- a. Assist the President with support and advice.
- b. Attend Executive Board meetings.

Section 4. The MASCA Trustee shall:

- a. Represent the organization as needed on the Massachusetts School Counselors Association Governing Board.
- b. Report to the membership on a regular basis activities happening at the state counselor's association level.
- c. Be available to members at large for input to be shared with MASCA.
- d. Attend Executive Board meetings.

**ARTICLE VI
COMMITTEES**

Section 1. Chairs for the following committees and such other as deemed appropriate by the Executive Board shall be appointed by the President with the approval of the other officers:

Communication
Professional Development
Nominating

Section 2. The responsibilities of each Committee Chair shall consist of the following:

- a. The Communication Chair shall:
 1. Be responsible for collecting information from the executive board and the membership.
 2. Be responsible for disseminating information of importance to members.

- b. The Professional Development Chair shall:
 - 1. Gather input from Executive Board Members and the general membership in selecting professional development opportunities
 - 3. Publicize professional development opportunities through the Communications Chair
 - 4. Organize all necessary arrangements between the speaker and the host institution.

- c. The Nominating Chair shall:
 - 1. Present nominations of officers to the Association prior to the scheduled election of officers.
 - 2. Convene the Nominating Committee to assist in selecting members to fill the officer positions outlined in article IV, section 1.

Section 3. Each chair shall attempt to select representation from the various membership subgroups.

Section 4. Each chair shall attend executive board meetings at the President's request.

Section 5. The Executive Board shall oversee the scope of action of all committees.

ARTICLE VII ELECTION OF OFFICERS

Section 1. The Nominating Committee shall present nominations by the last regularly scheduled meeting of the year.

Section 2. The officers shall serve for one year, unless re-elected. They will assume office at the close of the last scheduled meeting, or no later than June 1.

ARTICLE VIII MEETINGS

Section 1. There shall be at least two meetings of the Association each year. Dates shall be set by the Executive Board.

Section 2. The President shall assure proper notice of meetings to all members at least 15 days before the scheduled date.

Section 3. If the President or Officers of the Association fail to call a meeting for six consecutive months between the period of September 1st and June 1st of any year, a meeting may be called by ten members of the organization. The purpose of this meeting shall be to discuss the need for re-organizing the Association and the holding of a new election.

Section 4. Ten members or 10 Percent of the total membership, whichever is less, shall constitute a quorum to transact any business at a meeting of the Association.

**ARTICLE IX
DUES**

The amount of the dues shall be set at a level to insure financial stability for the Association. Ratification of a new dues structure must be made at a regular meeting of the Association with a majority of those present voting in the affirmative for the new rate. Dues shall be mailed to the Treasurer/Membership Coordinator.

**ARTICLE X
AMENDMENTS**

Amendments to the constitution shall be made at a regular meeting of the Association by a two-thirds (2/3) vote of the members present. An amendment to the constitution may not be presented unless written notice thereof has been presented to the members at least fifteen days prior to the meeting at which the amendment is to be voted upon.

VOTED: