



BYLAWS

AMERICAN SCHOOL COUNSELOR ASSOCIATION

Approved July 2025

ARTICLE I: NAME AND MISSION

ARTICLE I, SECTION 1. The name of the Association shall be the American School Counselor Association (ASCA).

ARTICLE I, SECTION 2. ASCA expands the image and influence of school counselors. ASCA empowers school counselors with the knowledge, skills, linkages, and resources to promote equity, access to a high-quality education and overall success for every student in the school. The mission of ASCA is to represent the school counseling profession and equip school counselors to create equitable opportunities and inclusive environments that enable each and every student to succeed.

ARTICLE II: MEMBERSHIP

ARTICLE II, SECTION 1. Types of Membership. This Association shall include four types of membership: Professional, Retired, Student, and Affiliate.

ARTICLE II, SECTION 2. Requirements of Membership. In order to qualify for one of the four types of membership, the following requirements must be met for each category of membership being sought.

II-2a. Professional Membership. School counseling professionals who hold a master's degree or higher in school counseling or the substantial equivalent and are employed as school counselors, supervisors of school counselors or school counseling at the school, district, regional or state level, or professors of counseling in a graduate program that prepares school counselors are eligible for Professional membership.

II-2b. Retired Members. Professional members in retirement are eligible for Retired membership.

II-2c. Student Membership. Students enrolled in a master's level program that prepares school counselors are eligible for Student membership.

II-2d. Affiliate Membership. Individuals who have an interest in school counseling, who are not eligible for any other type of membership, are eligible for Affiliate membership.

ARTICLE II, SECTION 3. Dues. Dues for all categories of membership shall be established in accordance with ASCA policies and procedures that address Membership.

ARTICLE II, SECTION 4. Rights and Privileges. All members shall receive the rights and privileges accorded their membership categories as set forth in ASCA policies and procedures that address Membership. Notwithstanding the foregoing, only Professional and Retired members shall be considered members for purposes of the District of Columbia Nonprofit Corporation Act, which governs the operations of ASCA.

ARTICLE II, SECTION 5. Severance of Membership. Association members who do not renew their membership before their membership expiration date will no longer be considered members of ASCA. Membership may be revoked for revocation of license or credential or for violation of ASCA Ethical Standards, following procedures described in ASCA policies and procedures that address Membership.

ARTICLE II, SECTION 6. Nondiscrimination. The American School Counselor Association does not knowingly engage in or support activities that discriminate on any basis as addressed in federal guidelines and ASCA's Ethical Standards for School Counselors.

ARTICLE III: DIVISION CHARTERS

ARTICLE III, SECTION 1. Organization of Divisions. Any group of Association members residing or working within a particular state, the District of Columbia, or a U.S. Territory may apply for a Division charter, provided that the group consists of at least 25 Professional or Retired ASCA members.

ARTICLE III, SECTION 2. Formation of Divisions.

III-2a. Groups that desire to form a Division must submit a Division Charter application to the Corporate Treasurer.

III-2b. The applicant's Bylaws and other governance documents shall be reviewed and approved by the ASCA Corporate Treasurer to ensure they are not in conflict with ASCA Bylaws.

III-2c. Division Charters are granted to state, the District of Columbia and U.S. Territory school counselor associations. ASCA charters one school counselor association per state, the District of Columbia, or U.S. Territory.

ARTICLE III, SECTION 3. Division Leadership. ASCA Division Presidents and Presidents-Elect or Chair and Assistant Chairs must be members of ASCA.

ARTICLE III, SECTION 4. Revocation of Charter. Division charters may be reviewed and revoked following due process as set forth in ASCA policies and procedures that address Divisions.

ARTICLE IV: ASCA BUSINESS MEETING

ARTICLE IV, SECTION 1. Composition and Selection of the ASCA Business Meeting.

IV-1a. The ASCA business meeting shall be composed of voting members of the ASCA Board of Directors and delegates of the chartered Divisions as described in ASCA policies and procedures that address Delegate Representation.

IV-1b. Division delegates shall be selected in any manner that a Division chooses; however, delegates must be Professional or Retired members of ASCA.

IV-1c. A Division shall submit to ASCA's Corporate Treasurer the names and addresses of its delegates to the ASCA business meeting.

ARTICLE IV, SECTION 2. Functions of the ASCA Business Meeting.

IV-2a. Attendees of the ASCA business meeting represent the ASCA membership.

IV-2b. Delegates review and vote on proposed revisions to ASCA Bylaws.

IV-2c. Delegates review and vote on newly proposed revisions to existing ASCA position statements.

IV-2d. Delegates at the ASCA business meeting perform such other functions as may be in the best interest of ASCA, not in conflict with the Bylaws and specifically assigned to it by the Board of Directors.

ARTICLE IV, SECTION 3. ASCA Business Meetings.

IV-3a. Delegates shall meet annually for a business meeting. Additional meetings may be called by majority vote of the Board of Directors.

IV-3b. Two-Thirds of the delegates must be present to constitute a quorum.

IV-3c. Each delegate shall have one vote. Decisions shall be made by a simple majority vote except in cases involving issues that require a greater majority, as defined in ASCA Bylaws and policies and procedures that address Governance.

IV-3d. Business meetings shall be conducted in accordance with standing rules adopted by the delegates.

ARTICLE V: ASCA OFFICERS AND BOARD OF DIRECTORS

ARTICLE V, SECTION 1. Officers. The officers of ASCA shall be the Chief Governance Officer (Chair of the Board), Assistant Chief Governance Officer (Assistant Chair of the Board), and the Corporate Treasurer.

ARTICLE V, SECTION 2. Powers and Functions.

V-2a. The Board of Directors shall conduct the governance of ASCA but shall not take any action contrary to Bylaws adopted at the ASCA business meeting.

V-2b. The Board of Directors shall create policies and procedures to carry out the mission of ASCA.

V-2c. The Board of Directors shall be voting members consisting of nine at-large Directors.

V-3d. The selection of the Board of Directors and the elected leaders of the Board (CGO & ACGO) will be in accordance with the policy and procedures that address Governance.

ARTICLE V, SECTION 3. Board of Directors

V-3a. Three Directors shall be elected by the ASCA membership each year.

V-3b. Directors shall not serve more than two terms on the Board of Directors.

V-3c. The term of office for any elected Director shall coincide with the Fiscal Year of ASCA.

V-3d. Directors must be employed full-time in school counseling in a school, school district, regional or state department of education or as a full-time faculty in a school counselor education program.

- V-3e. Directors must hold a valid and active school counselor license or certificate issued by a state department of education or equivalent state or federal agency.
- V-3f. Directors must maintain ASCA Professional Membership through the entirety of their term.
- V-3g. Directors must be a member of an ASCA affiliated state school counselor association through the entirety of their term.

ARTICLE V, SECTION 4. Nominations and Elections of Board of Directors.

- V-4a. Three Directors shall be elected annually through a general election by ASCA Professional and Retired members held in accordance with ASCA Policies and procedures that address Nominations and Elections.
- V-4b. Candidates must be an ASCA professional member and hold a master's degree or higher in school counseling or the substantial equivalent and must be employed full-time in school counseling in a school, school district, regional or state department of education or as a full-time faculty in a school counselor education program.
- V-4c. Candidates must have been practicing school counselors for at least five years on the due date for the submission of candidate applications.
- V-4d. Candidates must hold a valid and active school counselor license or certificate issued by a state department of education or equivalent state or federal agency on the due date for the submission of candidate applications.
- V-4e. Candidates must be ASCA Professional Members and must have been ASCA Professional Members for at least the five continuous years immediately preceding the due date for the submission of candidate applications and must be a member of an ASCA affiliated state school counselor association.
- V-4f. Candidates are required to complete ASCA leadership training no more than five years before the due date for the submission of candidate applications.
- V-4g. Candidates for the Board of Directors shall meet additional qualifications required by ASCA policies and procedures that address Nominations and Elections.
- V-4h. Candidates whose eligibility changes at any time during the election process must notify the Nominations and Elections Committee Chair immediately.
- V-4i. The Nominations and Elections Committee shall conduct elections in accordance with ASCA policies and procedures that address Nominations and Elections and present their recommendation to the Board for approval.
- V-4j. The Nominations and Elections Committee selects a slate of candidates not to exceed eight candidates.
- V-4k. Nominations and Elections guidelines shall be developed by the Nominations and Elections Committee and approved by the Board of Directors.
- V-4l. If any elected candidate should be unable to assume office by the beginning of ASCA's Fiscal Year, the candidate with the next highest number of votes in the election shall be asked to serve in the vacant position. If none of the candidates agrees to serve, the Board of Directors shall fill the vacancy.

ARTICLE V, SECTION 5. Meetings.

- V-5a. The Board of Directors shall meet at least once each year. Such meetings may be held in person or via telephone conference call or other electronic medium in which all

individuals can hear one another. Meetings of the Board of Directors may be called by the Chair of the Board or by majority vote of the Board.

- V-5b. Two-thirds of the members of the Board of Directors must be present to constitute a quorum.
- V-5c. Each member of the Board of Directors shall have one vote. Decisions of the Board of Directors shall be made by a simple majority vote except in cases involving issues that require a greater majority, as defined in ASCA Bylaws and policies and procedures that address Governance.
- V-5d. Board of Directors members are required to attend all Board of Directors meetings and other functions in accordance with ASCA policies and procedures that address Governance.

ARTICLE V, SECTION 6. Vacancies.

- V-6a. In the event of a vacancy in the office of Chair of the Board, the Assistant Chair of the Board assumes the office of Chair of the Board.
- V-6b. In the event of a vacancy in the office of the Assistant Chair of the Board, the Board of Directors shall select an Assistant Chair of the Board to fill the unexpired term.
- V-6c. In the event of a vacancy in an office of a Director, the Board of Directors may fill the unexpired term, but is not required to fill the vacancy.
- V-6d. The Board of Directors shall have the authority to fill any vacancy for which there are no other provisions.

ARTICLE V, SECTION 7. Removal from Office.

- V-7a. An elected officer or member of the Board of Directors may be removed from office, for cause, by a two-thirds majority vote of the Board of Directors. At the discretion of the Board of Directors, a due process committee may be appointed to review any charges and to make recommendations. This committee shall complete its assignment and submit a final report within 30 days after appointment.
- V-7b. A Director who becomes ineligible to serve on the Board shall be allowed three months to regain eligibility. If a Director is ineligible to serve on the Board for three months, the Director shall be asked to resign. Directors who know they cannot or will not regain eligibility within three months shall be asked to resign immediately upon becoming ineligible.

ARTICLE V, SECTION 8. Compensation and Reimbursement of Expenses.

- V-8a. Members of the ASCA Board of Directors shall not receive any compensation for services, but their necessary expenses shall be paid in accordance with ASCA policies and procedures that address Governance and Finance.
- V-8b. Members of the ASCA Board of Directors shall not benefit financially or materially from their service on the Board of Directors, in accordance with ASCA policies and procedures that address Governance and Conflicts of Interest.

ARTICLE VI: ADDITIONAL POSITIONS AND DUTIES

ARTICLE VI, SECTION I. Corporate Treasurer.

- VI-1a. The Board of Directors shall appoint a Treasurer of the Corporation who may also function as Secretary if the Board so decides.

VI-1b. The Treasurer of the Corporation shall maintain ASCA's records, administer the affairs of the Association, including financial affairs, and perform such other duties as are incidental to this office, in accordance with ASCA's mission and vision, subject to the provisions of its Bylaws and policies and procedures adopted by the Board of Directors.

ARTICLE VI, SECTION 2. Parliamentarian.

VI-3a. The Board of Directors shall appoint a Parliamentarian to serve a one-year term.

VI-3b. A Parliamentarian shall perform appropriate duties at the ASCA business meeting and may be appointed for other official meetings.

ARTICLE VI, SECTION 3. Additional Appointments.

The Board of Directors may appoint other positions as needed.

ARTICLE VII: COMMITTEES

ARTICLE VII, SECTION 1. The standing committees shall be established through the policies and procedures that address governance.

Article VII, SECTION 1: ASCA's Board of Directors will utilize and maintain committees for efficiency and the effective leadership of the organization. ASCA's committees shall be appointed to accomplish specific tasks within specific timeframes. If membership on a committee includes individuals who are not members of the Board of Directors, that committee shall function only as an advisory committee and shall not conduct any function reserved for the Board.

ARTICLE VIII: BUSINESS AFFAIRS OF THE ASSOCIATION

ARTICLE VIII, SECTION 1. Fiscal Year. The fiscal year shall begin October 1 and end the following September 30.

ARTICLE VIII, SECTION 2. Property of the Association. In the event the Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all of its property shall be transferred to such organizations(s) as the Board of Directors shall determine to have purposes and activities most nearly consonant with those of the Association provided, however, that such organization(s) shall be exempt under Section 501(c)(3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

ARTICLE VIII, SECTION 3. Annual Meeting.

VIII-3a. The ASCA business meeting shall be held annually.

VIII-3b. The Board of Directors of ASCA may call additional business meetings of the ASCA general membership that are not part of the ASCA business meeting.

VIII-3c. At any meeting of the general membership that is not a meeting of the delegates, 100 Professional or Retired members of ASCA in good standing and a majority of the Board of Directors members must be present to constitute a quorum.

ARTICLE IX: INDEMNIFICATION

ARTICLE IX, SECTION 1. The Association shall indemnify each member of the Board of Directors and each of its officers, as described in Article V 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 by applicable law.

ARTICLE IX, SECTION 2. The Association shall indemnify each of its directors and officers, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or an appeal therein, imposed upon or asserted against them by reason of being or having been such a director or officer and acting within the scope of their official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided that they acted in good faith for the purpose which they reasonably believed to be in ASCA's best interests and, in the case of criminal action or proceeding, in addition, had no reasonable cause to believe that their conduct was unlawful.

ARTICLE IX, SECTION 3. Every reference herein to a member of the Board of Directors or officer of the Association shall include every member and officer thereof or former member and officer thereof. This indemnification shall apply to all judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as above-stated. The right of indemnification herein provided shall be in addition to any and all rights to which any ASCA member or officer might otherwise be entitled and the provisions hereof shall neither impair nor adversely affect such rights.

ARTICLE X: AMENDMENT OF BYLAWS

ARTICLE X, SECTION 1. Amendment. These Bylaws may be amended by majority vote at the ASCA business meeting or a majority vote at a general membership meeting as provided in this section.

X-1a. An amendment shall be proposed by the Board of Directors or by petition over the signature of not less than 50 Professional or Retired members of ASCA in good standing. Petitions for Bylaws amendment must be submitted to the Board of Directors not less than 90 days prior to the first session of the ASCA business meeting. All proposed Bylaws amendments shall be reviewed by the Bylaws Review Committee.

X-1b. Copies of amendments proposed under the provision of the foregoing paragraph shall be distributed to delegates not less than 30 days prior to the first session of the ASCA business meeting.

X-1c. In the event the attendance at the ASCA business meeting does not constitute a quorum, Bylaws amendments may be approved by mail ballot, electronic ballot or other means approved by the Board of Directors. In such case, amendments shall be approved by a majority of ballots or votes received.

X-1d. Amendments originating during the ASCA business meeting shall be discussed and if approved by the delegates in attendance at the ASCA business meeting shall be submitted for mail ballot, electronic ballot or other means approved by the Board of Directors. Such proposed amendments shall be sent, no more than (90) days following the date of presentation, for a vote by the delegates in attendance of the business meeting before whom the amendment originated. Such proposed amendment shall be

referred forthwith to the Bylaws Review Committee whose written recommendation shall accompany any such ballot. Amendments originating at the ASCA business meeting shall be approved by a majority of ballots or votes received.

X-1e. Bylaw amendments that affect Board or delegate service, such as terms or eligibility, shall not be applicable to Board members and delegates who are in office, newly elected or engaged in an election at the time the amendment is approved, unless the delegates explicitly approves applying the Bylaw amendments immediately.

ARTICLE X, SECTION 2. Publication. The Bylaws and the Policies of ASCA shall be published in their entirety periodically and shall be available to any member upon request .

Revised:
June 1998
Delegate Assembly
San Antonio

October 1998
Delegate Assembly
By mail ballot

June 2000
Delegate Assembly
Cherry Hill

June 2001
Delegate Assembly
Portland

October 2003
Delegate Assembly
By mail ballot

June 2004
Delegate Assembly
Reno

September 2005
Delegate Assembly
By mail ballot

June 2006
Delegate Assembly
Chicago

September 2007
Delegate Assembly
By mail ballot

June 2012
Delegate Assembly
Minneapolis

June 2013
Delegate Assembly
Philadelphia

June 2015
Delegate Assembly
Phoenix

July 2016
Delegate Assembly
New Orleans

July 2017
Delegate Assembly
Denver

July 2018
Delegate Assembly
Los Angeles

June 2019 Delegate
Assembly
Boston

July 2021
Delegate Assembly
Las Vegas

July 2022
Delegate Assembly
Austin

July 2023
Delegate Assembly
Atlanta

July 2024
Delegate Assembly
Kansas City

July 2025
Business Meeting
Long Beach