

# ILLINOIS COUNSELOR EDUCATORS AND SUPERVISORS

## BY-LAWS

### ARTICLE 1

#### NAME AND PURPOSES

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

The name of the Association shall be the Illinois Counselor Educators and Supervisors (ICES), a division of the Illinois Counseling Association (ICA).

##### **Section 2. Affiliation**

The association is organized and governed in accordance with the By-Laws of the Illinois Counseling Association (ICA). Officers must be members of the Association for Counselor Education and Supervision (ACES), a division of American Counseling Association (ACA).

##### **Section 3. Mission Statement**

Chartered as a division of ICA since 1958, the Illinois Counselor Educators and Supervisors shall be dedicated to provide leadership for quality counselor education programs, training and supervision of the professional activities of all counselors, and maintaining and disseminating of current pedagogical and supervisory practice to the membership.

##### **Section 54. Purposes**

The purpose of the Association shall be:

- a. to improve the counselor education training and site supervision of those engaged in professional counseling.
- b. to provide a vehicle for ensuring cooperation and communication between those engaged in counselor education and supervision in Illinois.
- c. To advocate for the profession through membership in the Coalition of Illinois Counselor Organizations (CICO).
- d. To act in all it does as a mentoring conduit for doctoral students in Counselor Education and Supervision (CES).
- e. To work to include supervisors from training sites as members in full.

### ARTICLE II

#### MEMBERSHIP

##### **Section 1. Types of Membership**

The Association shall include five types of membership: professional, student, new professional, retired, and past president. A member of this Association shall be a member of Illinois Counseling Association.

## **Section 2. Requirements of Membership**

In order to qualify for one of the types of membership, an individual must meet the following requirements for the membership being sought, and be considered a member upon payment of dues according to their membership type.

### **A. Professional Membership**

A professional member must be employed in a counseling setting such as agency, school, hospital, etc., or in an institution of higher education providing counselor education. A professional member must hold at least a master's degree from an accredited college or university with a minimum of 48 semester hours or equivalent of graduate credit in courses related to counseling or be licensed as a Licensed Professional Counselor (LPC), Licensed Clinical Professional Counselor (LCPC), or hold a Professional Educator License (PEL) as a School Counselor in Illinois.

### **B. Student Membership**

A student member must be engaged in a planned program of counselor education on at least a half-time basis designed to result in a graduate degree and licensure or certification as a counselor. No person shall be eligible to be or continue as a student member if they have held student status for a total of four years or who is otherwise eligible to become a new professional member. Student Members are entitled to vote in ICES elections and to have the same obligations and be entitled to the same privileges as professional members.

### **C. New Professional.**

Recent graduates may join ICES at the same rate as student members for a period of one year following program completion. A member must pay annual dues. A member in good standing shall be entitled to vote, to attend meetings of the Association, and shall be eligible to hold office in the Association.

### **D. Retired Membership**

A retired member must have been a member of the association for a minimum of five years and shall hold retired membership status with the Illinois Counseling Association.

### **E. Past President**

A past president shall have been a president of this division. Past presidents do not need to pay dues to the division once their past president term has concluded.

## **Section 3. Application Procedure**

Applicants for ICES membership shall direct their application to the Illinois Counseling Association.

## **Section 4. Dues**

Dues shall be set by the Governing Council for the categories of membership and approved by vote of the membership. Past presidents do not pay dues for the division.

## **Section 5. Rights and Privileges**

Professional, retired, student, new professionals and past-president members shall be eligible to vote and initiate motions of parliamentary proceedings. Subject to any limitations or exceptions otherwise stated herein, only professional, retired, and past-president members shall be eligible for elective office or appointment.

### **Section 6. Severance of Membership**

- a. A member may be dropped from membership for any conduct that tends to injure the Association, or adversely affect the division's reputation, or which violates principles stated in the By-Laws or Code of Ethics of ACA or ACES. An *Ad hoc* Committee on Ethics appointed by the president shall consider any charges made over the signature of five ICES members who are in good standing. A member shall be permitted to resign from membership, whether the charges are true, subject, however, to the right of any accused member to appeal to the Governing Council from any final decision of the Committee on Ethics. Any member charged with engaging misconduct shall be given the opportunity to file an appeal to and have a hearing before the Governing Council, whose decision shall be final.
- b. A member may be dropped from membership for non-payment of dues.

## **ARTICLE III**

### **OFFICERS**

#### **Section 1. Officers and Terms of Office**

- a. The officers of ICES shall be president, an immediate past president or a president-elect, a secretary, and treasurer.
- b. Any professional, retired, or past president member of the association shall be eligible to hold office.
- c. The president-elect, secretary, and one representative for the CICO Board of the association shall be elected at large from among eligible members of ICES. The treasurer shall be appointed. One CICO representative shall be appointed.
- d. The terms of office for any elected officer shall coincide with the fiscal year of the association. The president-elect will serve for a term of one year as such prior to assuming the duties of president. The president-elect will then assume the role of president for two years. The past-president will serve as such for one year.
- e. The secretary will serve two years. The treasurer will serve three years. The CICO representatives will serve for two years. In the event a president-elect should resign or be unable to complete the term, or fill the president's expired term, the president of the association shall assume the position of chairperson of the Governing Council until the Governing Council appoints a qualified member to fill any such vacancy.
- f. The Governing Council shall include a minimum of nine members, two of which will be students in an Illinois doctoral program for counseling, who should represent the constituencies, universities and interest areas of the Illinois Counseling Association. Student members will serve a one-year term, which is renewable based upon their student-status. Governing Council Members will be either elected or appointed by the president, and will remain for a period of three years, with three members rotating off every year to be replaced by vote for two, and one appointment by president. Two members shall be voted on to the council, and one shall be appointed by the president. If all council members are appointed/elected during the same year then at least 3 of the members will serve for a period of two years instead of three years in order to avoid the election/appointment of all council members at the same time.

- g. CICO Board Members (2) will include a rotating elected member of the ICES Governing Council, and one appointed by the President. CICO members will act to provide opportunities for mentorship and professional development for doctoral Counselor Education and Supervision students of Illinois.
- h. CICO Representatives of ICES will attend CICO meetings, and will report back to the Officers and Governing Council current CICO information by submitting a copy of the meetings of said meeting.

## **Section 2. Nominations and Elections of Officers**

- a. The president and secretary shall be elected bi-annually by ballot, to be completed electronically through the ICA website.
- b. To be eligible for any elective office, a member must be a professional member and must have been a member for two years prior to election or appointment.
- c. During a regular membership meeting of the association, electronically through the ICA website or by mail, the immediate past president shall issue a call for nominations of officers for the following year.
- d. The immediate past president shall determine the eligibility of nominees for inclusion on the election ballot of two candidates for each of the following positions: president-elect and secretary. An effort will be made to ensure that the ballot will be representative of the membership. Should an insufficient number of nominations be submitted to fill the ballot, the Governing Council shall select the names of qualified members consenting to have their names placed on the election ballot.
- e. If an officer should be unable to assume office by the beginning of the association's fiscal year or to complete a term of office, the next ranking candidate on the election return shall assume that position. The Governing Council shall have the authority to fill any vacancy for which there no other provisions.
- f. The treasurer shall be appointed by the president and serve a three-year term.

## **Section 3. Duties of Officers**

- a. During the term of office, the president shall serve as the presiding officer of ICES. The president shall appoint all members to the Governing Council *AD hoc* committee chairpersons and perform such duties as are incidental to the office.
- b. The president-elect shall perform the duties of the president in the absence or incapacity of the president and such duties as may be directed by the president.
- c. The immediate past-president shall conduct the bi-annual elections for ICES officers.
- d. The secretary shall keep the record and minutes of all meetings of the Association and shall perform such other duties as are incidental to the office.
- e. The treasurer shall maintain records of any assets, validate monthly bank statements, submit financial reports at the Governing Council and membership meetings, submit fiscal information to ICA for inclusion in the association's audit, and shall perform such other duties which are incidental of the office.

## **Section 4. Removal from Office**

An elected officer or member of the Governing Council may be removed from office, for failure to follow to perform duties as described in the bi-laws for cause, by a majority vote of the Governing Council.

## **Section 5. Compensation and Expenses of Officers**

None of the elected officers of association shall receive any compensation for services, but their necessary expenses may be paid as provided by the Governing Council.

## **ARTICLE IV**

### **GOVERNING COUNCIL**

#### **Section 1. Powers and Functions**

The Governing Council shall conduct the business affairs of the association but shall not take any action contrary to decisions or policies adopted by the membership.

#### **Section 2. Meetings**

The president shall establish meeting dates for the Governing Council.

## **ARTICLE V**

### **GENERAL MEMBERSHIP MEETINGS**

Meetings shall be held at the annual ICA conference and as called by the president. These meetings could take place at the CICO Educator Summit and at an Annual ICES Conference.

## **ARTICLE VI**

### **AD HOC COMMITTEES**

*Ad hoc* committees may be created by the president to promote the purposes of the association and shall consist of members of the association.

## **ARTICLE VII**

### **BUSINESS AFFAIRS OF THE ASSOCIATION**

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

The fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

#### **Section 2. Parliamentary Authority**

The parliamentary authority for the meetings of the association shall be Robert's *Rules of Order (Revised)*.

#### **Section 3. Membership Year**

The membership year shall coincide with that of the ICA.

#### **Section 4. Quorum**

A quorum for conducting business shall be the number of members present at any meeting called by the president after notice of such meeting has been given to the entire membership.

### **Section 5. Dissolution of the Association**

Should the association fail to meet for two consecutive annual ICA conferences, it shall be dissolved.

### **Section 6. 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 its property shall be transferred to the ICA.

## **ARTICLE VI**

### **ADOPTION AND AMENDMENT OF BY-LAWS**

#### **Section 1. Adoption**

These By-Laws shall become effective immediately upon a majority vote of ICES members present at a general membership meeting, electronically through the ICA website or by a mail ballot.

#### **Section 2. Amendment**

The By-Laws may be amended by the following procedure:

- a. An amendment shall be presented in writing to the Governing Council. Copies of proposed amendments shall be made available to the membership by mail, electronically through the ICA website, by e-mail, or at a membership meeting at least thirty days prior to action on the amendments. The Governing Council's written recommendation shall accompany the notification.
- b. Not earlier than thirty (30) days following member notification, an amendment shall be voted upon at a general membership meeting, electronically through the ICA website, by e-mail, or by mail ballot. An amendment is adopted by a majority vote of members present at the general meeting or of ballots received.

#### **Section 3. Publication**

The By-Laws of the Association shall be published in their entirety from time to time and shall be available to any member upon request via the ICES website.

#### **Section 4. Communication**

The primary mechanism of communication with members, including election of officers, approving bylaws and submitting amendments, shall be by e-mail or electronically through the ICA website.