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PASERVIC Bylaws

Pennsylvania Counseling Association

Pennsylvania Association for Spiritual, Ethical, and Religious Issues in Counseling

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**BYLAWS
OF THE
PENNSYLVANIA ASSOCIATION FOR SPIRITUAL, ETHICAL,
AND
RELIGIOUS VALUE ISSUES IN COUNSELING**

ARTICLE I

Name and Mission

Section 1: Name:

The official name of the organization shall be the Pennsylvania Association for Spiritual, Ethical, and Religious Value Issues in Counseling (PASERVIC), a state division of the Association for Spiritual, Ethical, and Religious Value Issues in Counseling (ASERVIC) and also a division of the Pennsylvania Counseling Association (PCA). (Referred to as Association or PASERVIC throughout these Bylaws).

Section 2: Mission:

PASERVIC is an association of counselors in Pennsylvania who are committed to the infusion of spiritual, ethical, and religious values into the preparation of counselors and into the practice of counseling.

ARTICLE II

Membership

Section 1: General Membership Requirements

- (a) Eligibility Members must meet the ACA requirements for regular membership, hold membership in ACA and in PCA. They shall also be members of ASERVIC and they shall have a professional commitment to uphold the purpose and the principles of that organization.
- (b) Procedure Any qualified person desiring to become a member of PASERVIC shall make application to PCA, and shall become a member of PASERVIC upon approval of the application and the payment of dues.

- © Obligations and Privileges A member must pay annual dues to PASERVIC and to PCA. A member in good standing shall be entitled to vote, to attend meetings of PASERVIC, and shall be eligible to hold office in the Association.

Section 2: Types of Members

- (a) Professional membership Professional members must hold at least a Masters degree or its equivalent in counseling or in a closely related field. Professional members must also meet the requirements for professional membership in the Pennsylvania Counseling Association as stated in (Section 2. A.) of that organization's Bylaws.
- (b) Affiliate membership Affiliate members shall be those members of ACA who do not hold at least a Masters degree in counseling or a related field, or who do not meet the requirements for professional membership as stated in (2. A.) above.
- © Student Members Any graduate student having interests in the area of human development, counseling, personnel work, or related areas, and who is endorsed by a faculty advisor, shall be eligible to become a student member of PASERVIC with all of the privileges of membership. Student membership status shall not be extended beyond three (3) years.

Section 3: Dues

- (a) Annual Association dues for members shall be established by action of the Executive Committee of PASERVIC.

Section 4: Severance of Membership

- (a) A member may be dropped from membership for any conduct that injures the Association or affects adversely its reputation, or that is contrary to or destructive of its mission according to the Bylaws and the ACA Code of Ethics. If a person is dropped from ACA membership, after having had a hearing by the ACA Ethics Committee, that person shall also be dropped from membership in PASERVIC.

- (b) A member shall be dropped from membership for nonpayment of dues.

ARTICLE III

The Executive Committee

Section 1: Composition

- (a) The executive committee of the Association shall be composed as follows:
 - (1) The President, President-Elect, the Secretary-Treasurer, and the Past President of the Association.
 - (2) Two regional representatives, to be designated by the President. One of these representatives shall be a member who resides in eastern Pennsylvania, and one shall be a member who resides in western Pennsylvania.
- (b) Terms of office:

The officers shall serve on the Executive Committee for the period of time during which they hold their office. Regional representatives shall serve for a period of time as determined by the President.

Section 2: Powers and Functions of the Executive Committee

- (a) To establish policies and to govern the affairs of the Association.
- (b) To approve the annual budget.
- (c) To establish standing committees as determined by the needs of the Association, and to approve appointments to standing committees.
- (d) To develop strategic planning initiatives for the Association, in cooperation with the strategic planning committee of PCA.

Section 3: Meetings of the Executive Committee

- (a) The Executive Committee shall meet during the annual conference of the Pennsylvania Counseling Association. Additional meetings shall be held, as the needs of the Association require them.
- (b) The President of the Association shall be responsible for calling meetings of the Executive Committee, and shall preside at these meetings. In the President's absence, the President-Elect shall preside.

ARTICLE IV

Officers of the Association

Section 1: Officers and Terms of Office

- (a) The officers of the Association shall be the President, the President-Elect, and the Secretary-Treasurer, and the Past President. All officers must be members of the Association. All officers of the Association shall be elected officers.
- (b) All officers of the Association shall be elected at large from among the professional members of the Association.
- (c) The President of the Association shall serve a two (2) year term. The President shall then serve as Past-President for one year.
- (d) The President-Elect shall serve a one (1) year term, and shall assume the presidency of the Association if the President is unable to complete his or her term of office.
- (e) The Secretary-Treasurer shall serve for a period of three (3) years.

- (f) If the office of President is vacated for any reason, the President-Elect shall immediately assume the office. If the office of President-Elect is vacated for any reason, the Executive Committee shall cause an election to be held to replace the President-Elect. The newly elected President-Elect shall then complete the unexpired term for this office.
- (g) An elected or appointed officer of the Association shall not serve in two (2) offices at the same time.
- (h) The terms of all officers of this Association shall begin at the time of the June meeting of the Pennsylvania Counseling Association.

Section 2: Duties of Officers

- (a) The President shall preside at all meetings of the Association and at all meetings of the Executive Committee; consider all motions regularly made; and appoint all committees as required by the Association. The President shall perform the duties customary to that office and additional duties as approved by the Executive Committee.
- (b) The President-Elect shall perform the duties of the President in the absence or incapacity of the President. The President-Elect shall also assist the President with other matters as required by the Association.
- (c) The Past-President shall be responsible for the development of a slate of nominations for new officers of the Association. He or she shall also be responsible for managing the election process.
- (d) The Secretary-Treasurer shall keep a record of all meetings of the Association and of the Executive Committee. Copies of all proceedings of the Association shall be mailed to all members of the Executive Committee and to the President of the Pennsylvania Counseling Association. The Secretary-Treasurer shall oversee the receipt and disbursement of monies of the Association; shall submit a financial statement of the Association at each meeting of the Association or as required by the Executive Committee; and shall submit a fiscal report to the Executive Committee of the Association at the close of the fiscal year.

Section 3: Sanction and/or Removal from Office

- (a) An elected officer may be sanctioned and/or removed from office for conduct that adversely reflects upon the reputation of this Association, or for conduct that constitutes a violation of the ASERVIC Bylaws and the ACA Code of Ethics as per (Article II, Section 4) of the ASERVIC Bylaws.
- (b)
- (c)

Section 4: Nomination and Election of Officers

- (a) The procedure for the nomination and election of new officers shall be the responsibility of the Past President. He or she shall solicit nominations for Association officers when necessary and nominations shall be submitted in writing. The Past President shall then conduct an election of officers by means of a ballot mailed to each member of the Association
- (b) The announcement of the results of the election shall be communicated to the Executive Committee within one (1) month of the time that the election is held.

ARTICLE V

Annual Meeting

- Section 1: The annual meeting of PASERVIC shall be held at the time of the annual conference of the Pennsylvania Counseling Association. The meeting shall be open to all members of the Association. The presence of ten (10) members of the Association shall constitute a quorum for the transaction of the business of the Association.

ARTICLE VI

Amendments and Revisions

- Section 1: Any member of the Association who is in good standing may submit a proposal for an amendment or for a revision of these Bylaws. Proposals shall be submitted to the President for review by the Executive Committee at least one (1) month prior to the annual meeting of the Association.

Section 2: Proposals for amendments and/or revisions to these Bylaws shall be reviewed and acted upon at the annual meeting of the Association. A majority vote of the members present at the annual meeting shall be required for the acceptance of the amendment(s) and/or the revision(s).

ARTICLE VII

Rules of Order

Section 1: Robert's Rules of Order, Newly Revised, 1971 Edition (by Henry Martin Robert), as from time to time amended, shall govern the proceedings of all bodies of the Association.

Section 2: The ASERVIC Policy Manual shall serve as a guide for officers and committees in fulfilling their functions and duties.