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## By-Laws

### Hampton Roads Counselors Association (HRCA) A Chapter of the Virginia Counselors Association (VCA)

Last Biannual Review: May 5, 2025

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#### **ARTICLE I – Name**

Section 1. Name. The name of this Chapter shall be the Hampton Roads Counselors Association (HRCA).

Section 2. Use of Name. The Chapter is organized as the Southeastern Tidewater Area Chapter of the Virginia Counselors Association (VCA) encompassing the cities of Norfolk, Virginia Beach, Portsmouth, and Chesapeake. The name of the Chapter shall be employed in connection with all official business and activities of the Chapter

#### **ARTICLE II - Purposes**

Section 1. Purposes. The purposes of the Chapter, acting in accordance with the purposes and objectives of both the American Counseling Association and the Virginia Counselors Association, shall be as follows:

- (a) To advance the profession of guidance and counseling in the Southeastern Tidewater area.
- (b) To maintain, improve, and encourage high professional standards and professional conduct in the fields of guidance and counseling consistent with the professional standards of our state and national organizations.
- (c) To unite professionals in both public and private settings engaged or interested in guidance and counseling in the Southeastern Tidewater area.
- (d) To provide opportunities for educational and professional development.
- (e) To disseminate information and focus public attention on legislation which would in any way affect guidance and counseling activities in the Southeastern Tidewater area.
- (f) To stimulate interest and membership in HRCA, VCA, and the ACA.
- (g) To enhance individual human development by examining conditions which create barriers to individual development and striving to remove them.

Section 2. Autonomy. The Chapter shall be autonomous in the conduct of its affairs, consistent with the By- laws of the VCA and ACA.

#### **ARTICLE III - Membership**

Section 1. Individual Membership. Membership in the Chapter shall be on an individual basis with the exception of those affiliations approved by the Executive Board.

##### Section 2. Types of Membership.

- (a) Professional. Any individual who holds a master's degree or higher in counseling or a closely related field from a college or university accredited by the Council for Higher Education Accreditation, and who actively engages in (or is interested in) counseling. A professional member shall be eligible to vote.
- (b) New Professional. Any individual who meets the qualifications for a regular member and was holding a student title within the previous 12 months prior to graduating from a counseling program. This newly graduated student as a new professional, may hold this classification for up to two years, shall pay reduced dues as determined by the VCA Board of Directors, and shall be eligible to vote.
- (c) Regular. Professionals whose primary responsibility or interests are in the field of guidance and counseling shall be eligible for membership. Regular members shall be eligible to vote.
- (d) Student. Any individual who is a full-time student majoring in or concentrating in guidance and or counseling shall be eligible for membership. Student members shall pay one-half the regular dues and shall be eligible to vote.
- (e) Emeritus. A person who reaches age 60 and has been an active member of the Chapter for ten of the past fifteen years, and who has made significant contributions to the profession, may apply for *Emeritus Membership*. The application should include information describing the members' years of participation in the Chapter and professional counseling activities. The request for Emeritus membership must be endorsed by the Executive Board of HRCA and forwarded for approval to the VCA Executive Board. Emeritus status is conferred in

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## By-Laws

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---

recognition of outstanding service to the Chapter and profession. Emeritus members are exempted from payment of dues to HRCA and VCA.

(f) Retired. Members who have retired from the counseling profession may make application to the Executive Board of HRCA and VCA to be listed as a retired member with dues then being reduced to one-half the regular fees.

#### Section 3. Procedure.

Persons desiring membership shall obtain an application from the Membership Chairperson of HRCA. Upon completion, the application shall be mailed to the Membership Chairperson of the VCA.

#### Section 4. Dues.

Dues for members of the Chapter shall be recommended by the Board of Directors and approved by the Chapter.

A membership will last for 12 months.

A member who has been dropped from the Chapter rolls may become active by paying current dues.

## ARTICLE IV - Officers

### Section 1. Officers.

The officers of this Chapter shall include President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Immediate Past President, Graduate Student Representative, and School Counselors Representative,

All officers of the Chapter shall be elected at large from among the members of the Chapter. They shall serve for a one-year term or until their successors are elected.

The President-Elect shall automatically become President of the Chapter one year after commencement of the office as President-Elect, or upon the death or resignation of the President. The Secretary-Elect shall automatically become Secretary of the Chapter one year after the commencement of the term of office as Secretary-Elect, or upon the death or resignation of the Secretary. The Treasurer-Elect shall automatically become Treasurer of the Chapter one year after the commencement of the term of office as Treasurer-Elect, or upon the death or resignation of the Treasurer.

In the event of the resignation, incapacity, or death of the President-Elect, Secretary-Elect, or Treasurer-Elect, the Executive Board shall elect a person to fill out the remainder of the term of office as acting President-Elect, Secretary-Elect, or Treasurer-Elect.

The President-Elect succeeding to the office of President by reason of death or resignation of the President shall serve the full one-year term as President in addition to serving the unexpired term of the resigned or deceased President, and the Secretary-Elect succeeding to the office of Secretary by reason of death or resignation of the Secretary, shall serve the full one-year term as Secretary, in addition to serving the unexpired term of the resigned or deceased Secretary. The Treasurer-Elect succeeding to the office of Treasurer by reason of death or resignation of the Treasurer shall serve the full one-year term as Treasurer, in addition to serving the unexpired term of the resigned or deceased Treasurer.

Ancillary board members in the interest of diversifying representation for the board, ancillary members will be appointed to provide insight and support to the executive board to promote the mission and vision of the HRCA: to provide support, professional development, and resources to HRCA members. The ancillary members of HRCA shall be composed of those professionals across the lifespan of the counselor to include (but not limited to) the following to be solicited from the membership pool, and appointed by the executive board: Master's level clinical mental health counseling practicum student, master's level clinical mental health counseling internship student, post-graduate clinical mental health counseling resident, Licensed Professional Counselor, Counselor Education and Supervision (CES) graduate student, CES professional, School Counselor, Substance Abuse Counselor, Clinical Supervisor. Additionally, there will be an ancillary position for social media representative- this person will manage the HRCA social media presence, as directed/delegated by the President.

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## By-Laws

Hampton Roads Counselors Association (HRCA)

A Chapter of the Virginia Counselors Association (VCA)

Last Biannual Review: May 5, 2025

Section 2. Qualifications of Officers. An officer shall have been a member of the Chapter for at least one (1) year and must be a member of VCA for at least one (1) year. Membership duration may be waived at the discretion of the Executive Board in cases where a candidate brings significant value to the Chapter.

Section 3. Duties of Officers.

- (a) The President shall be the chief elected officer of the Chapter, shall preside at all meetings of the Chapter, and at all meetings of the Executive Board. The President shall formulate a plan of action for the upcoming year to be considered by the Executive Board. The President shall appoint the Chairpersons of all committees, except as otherwise specified in the By-Laws and shall be Ex-Officio member of all committees. The President shall represent the Chapter at the annual VCA meeting and at Executive Board meetings of the VCA.
- (b) The President-Elect shall perform the duties of the President in the absence or incapacity of the President, and such other duties as the President may designate. The President-Elect shall chair the Programs Committee. The President-Elect shall commit to a total of 2 years of service. The first year shall involve shadowing the incumbent (president holding office). For the purposes of these by laws, shadowing is said to mean learning the duties of the president in preparation for the leadership role the 2nd year.
- (c) The Secretary, with the assistance of the Secretary-Elect, shall record all proceedings of the Chapter and shall handle correspondence as directed by the President.
- (d) The Secretary-Elect shall chair the Communications Committee. The Secretary-Elect shall commit to a total of 2 years of service. The first year shall involve shadowing the incumbent (secretary holding office). For the purposes of these by laws, shadowing is said to mean learning the duties of the secretary in preparation for the leadership role the 2nd year.
- (e) The Treasurer, with the assistance of the Treasurer-Elect, shall represent the Chapter in the preparation of the budget and the receipt and expenditure of funds in accordance with the provisions established by the Executive Board and the By-Laws. In addition, the Treasurer shall prepare reports for review by the Executive Board prior to presentation at membership meetings.
- (f) The Treasurer-Elect shall chair the Membership Committee and assist with the processing of applications for membership to the VCA. The Treasurer-Elect shall commit to a total of 2 years of service. The first year shall involve shadowing the incumbent (treasurer holding office). For the purposes of these by laws, shadowing is said to mean learning the duties of the secretary in preparation for the leadership role the 2nd year.
- (g) The Immediate-Past-President shall chair the Awards Committee.

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## By-Laws

Hampton Roads Counselors Association (HRCA)

A Chapter of the Virginia Counselors Association (VCA)

Last Biannual Review: May 5, 2025

---

(h) The Graduate Student Representative shall assist with coordination and collaboration between HRCA and local graduate student programs. Aspects of collaboration will include, but are not limited to, relevant topics that speak to HRCA's mission, assessing graduate student membership interests, and how HRCA can support in these endeavors.

(i) The School Counselor Representative shall assist with coordination and collaboration between HRCA and local schools. Aspects of collaboration will include, but are not limited to, relevant topics that speak to HRCA's mission and how HRCA can support

### Section 4. Compensation and Expenses of Officers.

None of the officers of the Chapter shall receive any compensation for their services to the Chapter. The necessary expenses of the elected officers of the Chapter may be paid from the funds of the Chapter with the approval of the Executive Board. The VCA meeting expenses of the President and/or the President-Elect will be paid at the discretion of the Executive Board.

The Treasurer shall be authorized to pay for board-approved expenses. Unusual expenses must be approved by the Executive Board prior to purchase. The Treasurer-Elect will shadow the process of expenditures under the facilitation of the Treasurer.

Any funding or reimbursement requests are to be approved by majority executive board vote prior to initiation of reimbursement or purchase.

## **ARTICLE IV- B – Officers Installation and Appointment Process**

### Section 1. Installation of Officers.

Officers, excluding President-Elect, may be elected by membership. Appointment of officers will be conducted by the President as deemed necessary. The board's recommendations of appointment will be taken into account as necessary.

The President-Elect is an appointed position, chosen by the current President. This position is based on engagement, contributions, and alignment with the Chapter's vision.

### Section 2. Election of Board Members.

All officer seats, excluding President-Elect, shall be voted by members at large. In the absence of sufficient nominations or votes, appointments may be made as deemed necessary by the current Executive Board.

### Section 3. Transition and Archives

All officers, excluding Elects, shall transition responsibilities to the next seating person before July 1.

The Archives Committee Chair shall coordinate with each outgoing and incoming board officer to collect bios, contact details, and credentials for HRCA logins for all web accounts.

This documentation shall be stored in the HRCA Archives File via Google Drive and submitted to the Website Manager for historical continuity.

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## **By-Laws**

**Hampton Roads Counselors Association (HRCA)**

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**Last Biannual Review: May 5, 2025**

---

### **ARTICLE V- Executive Board**

#### **Section 1. Composition of the Executive Board.**

- (a) The members of the Executive Board shall be the President, the President-Elect, the Immediate Past- President, the Secretary, the Secretary-Elect, the Treasurer, the Treasurer-Elect. The members of the Executive Board shall also include all elected and appointed officers, and any ancillary roles as deemed necessary.
- (b) The President shall serve as Chairperson of the Executive Board.
- (c) The President may invite the attendance of committee chairpersons and resource persons as deemed necessary.

#### **Section 2. Functions of the Executive Board.**

The Executive Board shall formulate and approve policies within the provision of the By-Laws of the Chapter.

The Executive Board shall formulate policies appropriate for executive action and direct their execution.

The Executive Board is responsible for execution of the Chapter business between general meetings in accordance with the By-Laws of this Chapter, or as assigned to them by a vote of membership.

The Executive Board is responsible for decision-making and/or for referring appropriate items to the membership.

The Executive Board is responsible for the control, management, and auditing of all properties and funds acquired by the Chapter.

The Executive Board shall nominate and elect officers for the Chapter.

#### **Section 3. Meetings of the Executive Board.**

The Executive Board shall meet at a minimum twice per quarter. The Executive Board shall meet as often as needed to carry on the business of the Chapter. The meetings shall be held at such time and place as designated by the President.

The Executive Board must have a quorum of not less than one-half of the members (four) to carry on the business of the Chapter.

Meetings of the Executive Board shall be called by the President, or by any three members of the Executive Board.

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## By-Laws

Hampton Roads Counselors Association (HRCA)  
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Last Biannual Review: May 5, 2025

---

### ARTICLE VI - Committees

Section 1. Creation of Committees. Committees of the Chapter, both standing and special committees, may be created to promote the purposes of the Chapter, and shall consist of members of the Chapter, with their number, jurisdiction, method of selection, and tenure determined in accordance with the By-Laws of the Chapter.

Section 2. Standing Committees. The Chapter shall have the following standing committees, and others as deemed necessary by the Executive Board, each of which shall perform such functions as may be prescribed by the Executive Board, and which will be appointed prior to the first general meeting. As nearly as possible, committee membership shall be representative of agencies and public and private schools at elementary, secondary, and higher levels. Whenever feasible, committee membership shall also be representative of diverse Southeastern Tidewater cities.

**Advocacy.** The Advocacy Committee shall disseminate information among members and focus public attention on legislation which would in any way affect guidance, counseling, mental health, or human resource activities in the Southeastern Tidewater area. As appropriate, the Advocacy Relations Committee shall formulate resolutions and propose them to the membership for approval. The Advocacy committee shall plan for and attend the annual Legislative Day in collaboration with the VCA Advocacy Committee. The Advocacy Chair must be a member of the VCA Advocacy Work Group and attend at least one VCA advocacy meeting per quarter.

**Archives.** The Archives Committee shall be responsible for collecting information to be assembled in a scrapbook to be submitted at the state and or national level. It may also be assigned responsibility for tasks related to the process of recording and maintaining documents of historical value to the Chapter. Archive records will serve as official documentation for continuity and accountability.

The Archive chair must coordinate with outgoing board members to preserve bios, headshots, contact info. The past president is to ensure the effective transfer of information/access from one position of leadership to the next across the roles of president to president-elect. Prior to exiting the executive board, the past president will provide the board with a biography and picture to be maintained on the HRCA website indefinitely. This maintenance is crucial for the recordkeeping/continuation of the chapter. All presidents should be featured on the website with contact information and a brief biography. This maintenance also includes the effective transfer of chapter access/records to include login information for the HRCA website, email account, and shared drive. Access will be transferred within the last month of the fiscal year to ensure a smooth/effective transfer to the incoming president.

**Awards.** The HRCA Awards Committee shall determine the recipients of the Chapter Awards: "HRCA Counselor of the Year," "HRCA Chapter Member of the Year," "HRCA Humanitarian & Caring Person of the Year" and "HRCA Career Service Award." This committee shall also submit the HRCA Chapter recipients to VCA for the "VCA Counselor of the Year," "VCA Humanitarian & Caring Person of the Year," "William H. Van Hoose Career Service Award" as well as submitting for the "VCA Chapter of the Year (Large & Small)." These awards are not necessarily made annually. This committee is responsible for the submission of materials on behalf of our members for awards at state and national levels. The Awards Committee shall be chaired by the Immediate-Past President.

**Communications.** The Communications Committee shall coordinate the publicity efforts of the Chapter, using the various means available (email, internet, webpage, local newspapers, etc.) to get the word out and keep the membership informed. The Secretary-Elect shall chair the Communications Committee.

**Ethics.** The committee on Ethics shall be charged with responsibility of promoting ethical professional behavior among members by providing members with the ACA Code of Ethics, reporting to the members the results of pertinent court rulings, and conducting educational programs as needed.

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## By-Laws

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---

**Hospitality.** The Hospitality Committee provides social amenities for the general membership meetings including the sign-in for members and the checking off of reservation lists. They are also responsible for sending acknowledgments to our members who are ill or who have other unfortunate circumstances such as bereavement.

**Membership.** The Membership Committee shall be responsible for the monitoring of membership status and trends, recommend strategies for recruitment and retention.

**Multi-Cultural.** The Multi-Cultural Committee promotes understanding of multi-cultural information and concerns pertaining to the counseling profession through varied efforts such as news articles, programs, etc.

**Newsletter.** The Newsletter Committee shall be chaired by the student representative. The Newsletter Committee compiles and disseminates the newsletter four times during the year to HRCA membership and retains additional copies for submission to competitions at the state and or national level.

**Professional Development.** The Professional Development Committee shall be responsible for promoting and facilitating professional learning opportunities that support the ongoing development of counseling professionals within the Association. The committee shall identify relevant topics; coordinate, develop, and evaluate continuing education programs; and ensure alignment with current professional standards and member needs. The committee shall also establish and maintain protocols for the submission, review, and approval of workshop proposals. All activities shall support the mission and strategic goals of the Hampton Roads Counselors Association.

**Programs.** The Program Committee shall make all arrangements for the Chapter-related meetings (i.e., town halls, professional development events, etc.) This responsibility shall include procuring suitable facilities and arrangements and appropriations for the professional aspect of the meetings. The Programs Committee shall be chaired by the President-Elect.

**Scholarship.** The Scholarship Committee shall advertise, solicit and adjudicate scholarship applications from individuals in graduate programs, to award an annual scholarship in an amount to be approved by the board.

**Technology.** The Technology Committee shall be responsible for maintaining and updating the HRCA website, managing virtual platforms such as Zoom, and ensuring the smooth operation of all technology-related aspects for HRCA events and member activities. This includes providing technical support, facilitating virtual meetings, and implementing tools that enhance communication and engagement within the organization.

#### Section 3. Professional Development Protocols

The Professional Development Committee shall operate in accordance with the most current version of the HRCA Professional Development Protocol. Revisions to responsibilities or procedures outlined in the protocol may be made with the approval of the Executive Board, as deemed necessary. The most recent version of the protocol shall be maintained on file and made available to members upon HRCA executive board request.

#### Section 4: Standing Committee Chairs

Committee chairs that are not designated by standing bylaws shall commit to at least 1 fiscal year of active leadership within the designated committee. The committee chair shall be responsible for scheduling and facilitating committee meetings at minimum once per quarter. The committee chair shall provide the Board with committee updates at least once per month, inclusive but not limited to any suggestions and/or concerns. Should active leadership be compromised, the executive board is to be notified, and a replacement committee chair is to be voted on/ determined to promote the success and continuity of the committee.



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---

### **ARTICLE VIII - By-Law Revision**

Section 1. Review. By-Laws of this Chapter will be reviewed every two (2) years to determine if an update is needed. By-Laws should be consistent with those of the VCA and ACA where applicable.

Section 2. Revision. Proposed amendments to the By-Laws will be presented to the Executive Board for approval. Upon approval by a majority vote of that body, copies of the revised document and/or changes will be published in the Chapter's newsletter. The revisions will be submitted to the membership at least 30 days prior to the annual meeting and may be adopted by at least a four-fifths vote of the members present.