

BYLAWS WASHINGTON COUNSELING ASSOCIATION

ARTICLE I – Name and Purpose

Section 1. NAME

The name of this association shall be the Washington Counseling Association (WCA).

Section 2. AFFILIATION WITH ACA.

The Washington Counseling Association shall be a branch of the American Counseling Association.

Section 3. USE OF NAME.

The name of the association shall be employed in connection with all official business and activities of the association. The association shall not endorse or promote any external group, project or program.

Section 4. MISSION STATEMENT.

The mission of the Washington Counseling Association is to promote the counseling profession and to promote public confidence and trust in the counseling profession.

Section 5. PURPOSES.

A. The WCA is a partnership of associations representing professional counselors and for the provision of services for promoting normal development, remedying the effects of anomalies in normal development (physical, psychological, social, ethical, and spiritual), and enhancing human potential. In addition, WCA serves to promote intercommunication between and among counseling groups and organizations in Washington between and among counseling groups and organizations in Washington, to represent the state in national forums and meetings, and to be a communication link with national and other state counseling organizations.

B. These purposes shall be achieved by:

1. Uniting persons and groups engaged in the application of mental health, psychological, or human development principles, through cognitive, affective, behavioral or systemic intervention strategies, that address wellness, personal growth, or career development, as well as alleviation of psycho pathological concerns.

2. Encouraging the establishment and improvement services for promoting normal development, remedying the effects of anomalies in normal development (physical, psychological, social, ethical, and spiritual), and enhancing human potential.

3. Disseminating information regarding problems and progress in the human services.
4. Developing and promoting legislative measures to improve the standards and support of professional counseling.

ARTICLE II – Membership and Dues

Section 1. VOTING RIGHTS.

Each individual member of WCA shall be entitled to one vote. Organizational memberships do not include voting rights.

Section 2. ELIGIBILITY.

Any person is eligible for membership whose primary responsibilities or interests are in the area of counseling and human services. Eligible persons hold membership in WCA and one or more of its Divisions.

Section 3. TYPES OF MEMBERSHIP

There are five types of individual membership in addition to the one type of group membership.

A. Professional. Members who are appropriately certified, licensed, and/or eligible for such certification or licensure based on training and education, or so designated by the appropriate Division or Affiliate.

B. Associate. Members not otherwise designated.

C. Retired. Members who are over the age of 50, are no longer employed, and who met the qualifications for professional membership prior to retirement.

D. Student. Members who are bonafide (professor's signature required) full-time undergraduate and/or graduate level students in a counseling-related professional course at an accredited college or university. Upon completion of their graduate counseling studies, students are eligible for an additional two-year extension at the current student rate for membership dues, provided that continuous membership is maintained. Hardship exceptions shall be made on a case-by-case basis.

E. Life. All WCA Past Presidents who have maintained continuous membership since their service, and all future Past Presidents shall be granted life membership in WCA. This membership shall include one division. Life members are entitled to all the privileges of regular members.

F. Organizational. Open to organizations who wish to contribute to the progress of WCA. This membership does not include voting or office-holding rights. Dues are twice the regular amount. Each organizational member may send up to 3 attendees to the WCA fall conference with a fee reduction of \$30 per person.

Section 4. MEMBERSHIP COMMITTEE

A. The membership Chair shall be appointed by the President and approved by the Board. He/She shall chair the Membership Committee and shall attend Board meetings.

B. Divisions. Dues for joint membership shall consist of WCA dues plus division dues. Membership dues for joining a second division and subsequent divisions will be set by the divisions.

C. Payment. Dues shall be paid at the beginning of each dues year to the membership chair, who will transmit them to the treasurer.

D. Disbursement to Divisions. The Treasurer shall disburse Division dues to Branch Divisions at least monthly. Similarly, WCA dues collected by independent divisions will be requested/received at least monthly.

E. Each division, as well as the WCA, shall establish its dues autonomously.

F. Divisions covered in the WCA charter will be included in the WCA accounting system for annual audits and for tax accountability. Each division will maintain its own separate checkbook.

G. The renewal date of membership dues shall be the member's anniversary date.

Section 5. DUES

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Section 6. **DISCIPLINE OF MEMBERS**

A. Members may have their membership terminated if they have been found to display conduct that can be considered injurious to the Association or the Association's reputation, or that is contrary to its bylaws and/or ethics.

B. A case in which a person is both a member of WCA and ACA will be referred to ACA's Ethics Committee.

ARTICLE III – WCA DIVISIONS

Section 1. **ORGANIZATION OF WCA DIVISIONS.**

A. Number. WCA shall include one or more divisions representing specialized area of professional counseling.

B. Rules. WCA Divisions shall be organized in accordance with WCA Bylaws and standing rules. WCA divisions ordinarily will be part of a corresponding national organization. Charters are granted by the national organization for national organization affiliates and by WCA for all other divisions.

C. Representation. Each WCA Division, which has adopted a Constitution or Bylaws, elects officers, and meets regularly shall have one representative on the WCA board.

D. Officers. All elected officers in a WCA Division must hold membership in WCA.

Section 2. **FORMATION OF WCA DIVISIONS.**

The standing rules governing the formation of new Divisions within the state shall be in accordance with the WCA Bylaws and standing rules.

Section 3. **AUTONOMY OF DIVISIONS.**

A Division of WCA shall be autonomous in the conduct of its affairs, consistent with Bylaws of WCA.

ARTICLE IV – The Executive Board

Section 1. **COMPOSITION**

A. The President, Past-President, President-Elect, Secretary, Treasurer,

Membership Chair, Publications Editor, Division Presidents, and such other persons as designated by the Executive Board.

B. The officers shall be elected by the membership.

C. The Membership Chair and Publications Editor shall be appointed by the President with the approval of the rest of the Board.

D. The President, Past- President, President-Elect, Secretary, and Treasurer shall comprise the Executive Committee of the Board. The Executive Committee will serve to establish agenda and fulfill its function as a steering committee.

Section 2. POWERS AND FUNCTIONS.

A. The Executive Committee shall be the governing body of WCA and shall transact the general business of WCA.

B. The Executive Committee shall not exercise decision powers outside of properly convened Board meetings. When a regularly scheduled meeting cannot be held or emergent decisions need to be made, the Executive Committee can make decisions by email correspondence and decisions made shall be included in past meeting minutes for the following Board meeting.

Section 3. INDEMNIFICATION.

A. WCA shall indemnify each member of the Executive Committee 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.

B. Indemnification shall be from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or any appeal therein, imposed upon or asserted against him or her by and acting within the scope of his or her official duties, provide that he or she acted in good faith or for the purpose which he or she reasonably believed to be in the best interest of WCA and, in the case of criminal action, ~~in addition~~ had no reasonable cause to believe that his or her conduct was unlawful.

Section 4. MEETINGS.

A. The Executive Board shall meet at least twice annually at the time and place agreed upon.

B. A quorum of the Board shall consist of a majority of voting members in attendance or duly represented by proxy at a meeting duly called by the President after fourteen (14) days written notice. When a regularly

scheduled meeting cannot be held the Board can make decisions by email correspondence or conference call and recorded as minutes for the following Board meeting.

B. Meetings by Telephone Conference Calls

Any member of the Board or any committees may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in such a meeting by the aforesaid means shall constitute presence in person at such meeting.

ARTICLE V – Officers of WCA

Section 1. OFFICERS AND TERMS OF OFFICE.

A. The officers of WCA shall be the President, Past President, President-Elect, Secretary, and Treasurer.

B. Officers must be voting members in good standing of WCA and ACA.

C. All officers shall be elected at large.

D. The President-Elect shall become President one year after the commencement of his/her term of office as President-Elect, or upon the death, incapacity, or resignation of the President.

E. The Secretary shall serve for a two-year term. The Treasurer shall serve for three-year term.

F. Unexpired terms shall be filled by appointment by the President, subject to confirmation by the Executive Board.

G. The term of office of any officer shall begin on July 1 of the year elected.

Section 2. NOMINATION AND ELECTION OF OFFICERS

A. The Elections Committee shall be composed of the immediate Past Presidents as chair and at least two (2) additional members, appointed by the President and confirmed by the Executive Board.

B. The Elections Committee will submit a time-line and description of procedures to the Board for approval, seek nominations and conduct the election.

C. The President shall notify each candidate of election results within ten (10) days after said election, and shall see that election results are published in the next Newsletter.

Section 3. DUTIES OF OFFICERS.

- A. Each officer shall, in addition to the duties listed below:
 - 1. Perform duties customary to the office, and such additional duties as directed by the Executive Committee;
 - 2. Prepare an annual written statement of goals and plans of action;
 - 3. Prepare a written year-end report;
 - 4. Maintain a file of materials related to the office, to be transmitted to his/her successor.

- B. The President shall:
 - 1. Be the chief elected officer;
 - 2. Be chairperson of, call, and preside at meetings of the WCA Board;
 - 3. Appoint the members of all committee, subject to confirmation by the Board, except as otherwise specified by the Bylaws;
 - 4. Conduct correspondence;
 - 5. Appoint an ad hoc audit committee to complete the annual audit prior to the June Board meeting.
 - 6. Be an exofficio member without vote on all committees;
 - 7. Perform the duties customarily expected by ACA.

- C. The President- Elect shall:
 - 1. Perform the duties of the President in his/her absence or incapacity;
 - 2. Coordinate the annual WCA conference;

- D. The Past President shall:
 - 1. Serve as chair of the Elections Committee;
 - 2. Serve as chair of the Resolutions Committee.

- E. The Secretary shall:
 - 1. Record and maintain minutes of all official meetings.
 - 2. Send copies of the minutes to members of the Executive Committee within thirty (30) days after meetings;
 - 3. Conduct the correspondence;

4. Keep a file of all correspondence and minutes.

F. The Treasurer shall:

1. Represent the WCA in assuring that the receipt and expenditure of funds is in accordance with the directives established by the Executive Committee:

2. Keep a current record of receipts and expenditures, and prepare a written report for each Executive Committee meeting:

3. Prepare a yearly budget;

4. Submit all records for audit.

Section 4. **REMOVAL OF OFFICERS**

A. Officers may be relieved of their duties from office, for cause, upon the concurrence of the President and the Executive Committee, less the officer(s) in question.

ARTICLE VI – General Membership Meetings

Section 1. **FREQUENCY AND PLACE OF MEETINGS.**

The WCA general membership shall meet as determined by the Executive Committee.

Section 2. **CONDUCT OF MEETINGS.**

The President or the person designated by the President shall preside.

ARTICLE VII – Business Affairs of the WCA

Section 1. **APPROPRIATION OF ASSOCIATION FUNDS.**

No appropriation of funds shall be made except to pursuant to the authority of the Executive Committee.

Section 2. **TREASURER’S REPORT.**

The Treasurer shall submit a written financial report to the President at each Board meeting, and at the end of each fiscal year.

Section 3. **EXECUTIVE BOARD EXPENSES.**

A. The WCA shall be responsible for authorized expenses of all Board members for Board meetings, including travel expenses of the Board members for the Board meeting held in conjunction with annual WCA Conference. Mileage shall be reimbursed at the current Washington State rate.

B. When committee chairpersons and other members are invited officially

by the Executive Committee to attend Board meetings, their authorized expenses will be met by WCA. Such expenses shall be at a rate set by the Executive Committee.

Section 4. FINANCIAL LIABILITY

A. No officer or member shall be authorized to create any liability for WCA unless approved in advance by the Executive Committee.

B. All expenses of a Division and any liability incurred in excess of such funds, shall be the liability of the person or persons incurring or authorizing such liability.

Section 5. ASSOCIATION YEAR.

The fiscal year shall be July 1 to June 30.

Section 6. DISSOLUTION.

No member shall have any severable or transferable interest in the property of the Association. Upon dissolution of the Association, none of its property shall be distributed to any of the members, and all property shall be distributed to such other organization (s) as the Executive Committee shall determine to have purposes and activities most nearly consonant with those of the Association, provided that they also be non-profit organizations.

ARTICLE VIII – Publications

Section 1. NEWSLETTER EDITOR.

The Newsletter Editor shall be appointed by the President and approved by the Executive Committee. He/she shall attend Board meetings and her/she shall chair the Publications Committee.

Section 2. NEWSLETTER

The WCA Newsletter is the official publication of the Association.

ARTICLE IX- Committees

Section 1. STANDING COMMITTEES.

The standing committees shall include:

- A. Bylaws and Ethics
- B. Graduate Student
- C. Government and Community Relations
- D. Human Rights
- E. Nominations and Elections
- F. Professional Development
- G. Awards and Recognition
- H. Publications
- I. Membership

Section 2. APPOINTMENT OF COMMITTEES.

A. The President shall have authority, subject to confirmation by the Board; to name such standing and special committees as may be needed to conduct the activities of WCA.

B. The chairperson of each committee shall be designated by the President, with approval of the Executive Committee. Each committee chairperson, in collaboration with the President, shall select his/her committee members.

C. Vacancies in membership of committees, both standing and special, shall be filled by appointment of the President.

Section 3. RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS.

The chairperson of each standing or special committee shall:

A. Submit a written list of goals for the year at the Fall Board meeting.

B. Be prepared to report for the committee at the Board meetings;

C. Submit a written report, including a summary of committee activities and recommendations, to the President no later than June 15.

ARTICLE X – Bylaws Amendments

Section 1. ADOPTION AT BOARD MEETING.

Amendments may be proposed to the Executive Committee in writing by the Bylaws and Ethics Committee or over the signature of ten (10) members in good standing.

Section 2. ADOPTION BY MAIL BALLOT.

Proposed amendments may be voted upon by mail at the direction of the President. The Bylaws and Ethics Committee shall administer a mail ballot in this case.

Section 3. RULES OF ORDER.

Robert's Rules of Order, Revised by Henry Martin Robert, shall govern the proceedings of all bodies of WCA except where otherwise specified in these Bylaws.

Amended 1990; 1993; 1996; 1997; 1998; 1997; 1999; June 2000; October 2007

WCA POLICIES (revised June, 2007)

I. OFFICERS AND BOARD

- A. Every attempt will be made to balance Board composition regarding geographical residence of its members, gender, and divisional status.
- B. Board members are expected to attend scheduled meetings. A pattern of failure to notify the President of an inability to attend scheduled meetings will lead to replacement.
- C. Board members shall fulfill their assigned responsibilities and respond to communications from the President, other board members, and the membership in a timely fashion.
- D. Decisions will be accomplished by vote of the Executive Committee following input from board members.
- E. When discussing issues before the board, each board member has a responsibility to balance his/her own views with the views of the membership.
- F. Ordinarily, board members will limit their tenure on the board to a maximum of five consecutive years. Following a 5 year term of service, a board member will take a leave of absence from the board before serving another term.
- G. Before taking a position on controversial social issues directly or indirectly related to the practice of counseling, the board will attempt to seek input from the membership. The WCA board will refrain from taking official positions on issues unrelated to the practice of counseling.

II. BOARD MEETINGS

- A. A minimum of three board meetings will be held a year at intervals, including the annual conference, and a transitional board meeting in June.
- B. Additional meetings may be called at the discretion of the President.
- C. An effort will be made to rotate or centrally locate meeting sites for the convenience of all board members.
- D. A quorum of the Executive Committee shall consist of a majority of the members.
- E. Members shall receive notification of meetings via electronic mail. In the event that there is no response to the e-mail, members shall receive notification in writing a minimum of three weeks in advance of a scheduled board meeting.
- F. The President may convene a meeting of the Executive Committee (President, President-elect, Past-president, Secretary, Treasurer) to plan meeting agendas or

deal with emergency issues.

- G. WCA will reimburse members for one nights' lodging at the annual conference/board meeting when the scheduled time requires board members to arrive a day early or stay an extra night provided that board members live more than 30 miles from the meeting site and incur a receipted expense for overnight accommodation. Board members who live more than 75 miles away from an early morning Saturday board meeting will be reimbursed for Friday night lodging provided that they incur a receipted expense for overnight accommodation.
- H. Board members are encouraged to select the most economical means of transportation and to save money by carpooling to meetings and sharing rooms whenever possible.
- I. Car mileage will be computed at the current Washington State rate.
- J. WCA will reimburse meal costs incurred as necessary expenses for attendance at board meetings.
- K. Alcohol served in conjunction with any social function served before or after a board meeting will not be paid for by WCA.

III. OUT-OF-STATE TRAVEL

- A. Prior approval must be given by the Executive Committee for travel to conferences and for other conference expenses.
- B. When representing WCA at regional or national ACA meetings, board members shall seek the most economical fare at the most convenient schedule.
- C. Sharing a room is encouraged to save costs.
- D. Alcohol is not a reimbursable expense during out-of-state board travel.
- E. Board members are encouraged to use prudent judgment regarding travel costs such as meals, hotel selection, and related expenses.

IV. REIMBURSEMENT OF EXPENSES

- A. All requests for reimbursement must be accompanied by a completed voucher and submitted to the Treasurer.
- B. Receipts must be attached to the voucher.

- C. All expenses must be itemized.
- D. Expenses which do not have a line item in the budget must receive prior approval for payment from the President.
- E. When known, the budgetary category and line item that reimbursable expenses come from will be indicated.

V. ANNUAL FALL CONFERENCE

- A. The location of the conference will be rotated between western and eastern Washington with consideration for membership needs and finances.
- B. The purpose of the annual conference is to hold a general membership meeting, provide continuing education to our members, encourage networking, and raise money for the association.
- C. The annual membership meeting will be conducted as the initial portion of the WCA luncheon and awards presentation ceremony.
- D. Site selection within the specified geographical location is the responsibility of the President-Elect, who shall serve as the conference director.
- E. Sites should be selected and reserved immediately after the conference director's election to ensure site availability.
- F. A preliminary contract or letter of understanding shall be signed at or shortly after the time a site is reserved. To avoid future misunderstandings, as much detail in the initial contract as possible will be included.
- G. The conference director will ensure that the site selected can reasonably accommodate a conference to meet member needs and cover expenses.
- H. Free suites awarded on the basis of the number of rooms sold shall be awarded first to the WCA President, then Board members.
- I. A separate conference banking account shall be established to handle conference funds.
- J. A final accounting will be presented to the WCA board as soon as all the conference income has been received and all expenses paid.
- K. Conference prices will be set high enough to cover all anticipated costs and provide a 35-50% profit.
- L. Conference registration fees will be discounted for students, retirees, presenters, WCA members, and early registrants.
- M. Fees paid by voucher will be charged on-site rates.

- N. Individuals serving on the conference planning committee who register for the conference will receive a discount. They will pay a reduced fee equal to the actual costs of the conference.
- O. If alcohol is served at an official conference function, food and a selection of nonalcoholic beverages must be served.
- P. In addition to working with the Conference Director, the WCA President-elect and President will gain a majority consensus of either the Executive Committee (President, Past-President, President-elect, Treasurer, and Secretary of WCA) or a Conference Planning Committee approved by the WCA Board on all decisions regarding:
 1. Conference theme, title and logo.
 2. Selection of keynote and pre-conference speakers.
 3. Budget and financial decisions on amounts greater than \$200.
 4. Selection of session presenters.
- Q. The President-elect and Conference Coordinator will adopt a mutually agreed upon schedule for the submission of all materials and information to the Conference Coordinator so that s/he has reasonable time to accomplish the tasks delineated in the employment contract. This planning schedule will be presented by the President-elect no later than the WCA Board meeting no less than 8 months prior to the conference date for approval.
- R. In order to foster the identity of professional counselors and to serve all WCA members, conference themes and keynote presenters shall reflect the larger goals and concerns of WCA and be of interest and utility to members of all divisions and affiliates.
- S. A concerted effort will be made to provide a broad spectrum of workshops seeking to address the specific interests of each division, affiliate, or specialty.
- T. The Conference Coordinator shall continue to report to the WCA Executive Committee, with the WCA President acting as primary liaison to ensure effective communication with WCA.
- U. For conference presenters, registration will be offered at a reduced rate of \$30.00 off the cost of the professional member or non-member registration fee. The recipient must be registered as a presenter.

VI. NEWSLETTER

- A. All "opinion" pieces must carry the by-line of the author. Announcements and objective news do not require by-lines.
- B. No signed or copyrighted cartoons or artwork may be reproduced without the written permission of the artist.
- C. No previously published or copyrighted article may be printed in total without written permission.

- D. The names and addresses (including E-mail) of the board shall be printed on each issue of the newsletter.
- E. The editor reserves the rights to edit, accept, or reject any article submitted to the newsletter.
- F. The newsletter shall be printed a minimum of 4 times a year.
- G. All board members are expected to regularly contribute to the newsletter.
- H. A sizable portion of the fall newsletter shall be devoted to membership renewal news.
- I. A copy of the year-end Treasurer's report shall be published in the first issue of the fiscal year.
- J. Current mailing labels for the WCA newsletter and all division newsletters shall be obtained from the Membership Chair.
- K. Newsletters with a circulation of 200 or more shall be mailed by bulk rate, unless an emergency exists requiring a faster response time.
- L. A WCA membership application shall be published in each WCA newsletter.
- M. Any advertising accepted in WCA or divisional newsletter must be in good taste and relate to the practice of counseling. Any want ads accepted must not discriminate against counselors. For example, an ad stating, "Wanted: Licensed clinical psychologist or MSW" would be considered discriminatory.
- N. The WCA E-mail and website addresses will be prominently displayed on each issue.

VII. MEMBERSHIP

- A. The Membership Committee will consist of a chairperson and either the membership chairperson or president of each of the divisions.
- B. Every effort will be made to promote new membership in WCA and to retain current members.
- C. Membership recruitment will take place through membership brochures, posters in counselor education departments, newsletters, word-of-mouth, letters to prospective members, and other methods appropriate to a professional association.

- D. The emphasis in membership recruitment shall be in providing relevant, professional services to members.
- E. All WCA divisions are expected to assist in membership recruitment and maintenance.
- F. WCA and its divisions and affiliates will continue to find ways to make membership attractive by offering relevant services and member discounts at workshops and conferences.
- G. Time will be provided at the annual_conference for the annual meeting of each division.
- H. WCA encourages each division to hold at least one membership meeting a year, in addition to the meeting at the annual conference.
- I. Dues for retired and student members will be no more than half the amount of professional member dues.

VIII. ACCOUNTABILITY

- A. Each WCA officer and committee chair is required to prepare a brief report in writing, which will be presented at each scheduled board meeting.
- B. Each division President is required to submit an annual report by June 30, using the form provided by WCA. Information gathered will be used in submitting our tax report to the IRS.
- C. Failure to submit annual reports in a timely fashion may result in loss of official divisional status and a position on the WCA Board.
- D. The WCA President and President-Elect are responsible for completing reports requested by ACA.
- E. Written minutes of all WCA Board meetings will be kept by the Secretary, distributed to Board members, and made available to any member upon request.
- F. A written quarterly financial report will be made and kept by the Treasurer, distributed to Board members, and made available to any other member upon request.
- G. The Treasurer will prepare or direct a professional tax preparer to prepare our annual IRS tax report.

IX. AFFILIATES

- A. WCA amended its by-laws to end any official fiscal or governing relationship with regional chapters in 1990, although it seeks to encourage formation of counselors who wish to maintain an informal, grassroots relationship with WCA for the purpose of communication and networking (Bylaws Article 1, Section 5:B-1).

- B. Any group of twenty (20) WCA members may apply for recognition as a WCA division. If such members hold a charter from a national division of ACA, they will be granted a one-year provisional membership on the WCA Board. At the beginning of their second year as an organization and if their membership is in excess of twenty (20), they may request regular status. If such members are not affiliated with ACA, they may present a written constitution and an application for chartering by WCA as a WCA division. The admission of such organization will be by action of the WCA Executive committee. Admission to the Board will be by action of the WCA Executive Committee in a regularly scheduled meeting. An independent organization that does not hold an external charter may present its constitution and operating policies along with an application for a WCA charter as a division.

- C. The Executive Committee will exercise caution in granting divisional status to any group whose purpose and membership are in direct competition with those of existing divisions.

- D. Dissolution of a division shall occur when membership drops below 20 members or when the membership officially votes to disband. Dissolution of assets must follow procedures specified in division by-laws.

X. LEGAL AND ETHICAL ISSUES

- A. WCA supports the ethics contained in the Washington State Uniform Disciplinary Act (UDA), the Washington Administrative Code, and ACA Code of Ethics.

- B. Known or suspected violations of the UDA shall be reported to the Department of Health for investigation, and other proper legal authorities when appropriate, for investigation.

- C. Known or suspected violations of the ACA code of Ethics shall be reported to the ACA Ethics Committee when the suspected violator is a member of ACA.

- D. Known or suspected violations of the ACA Code of Ethics, which are not covered by the UDA, shall result in a letter of concern being sent to the suspected violator. Allegations of ethical violation will be handled by the chairperson of the Bylaws and Ethics Committee who will communicate such findings to the WCA Executive

Committee. A designee of the Executive Committee will communicate the concerns to the member and consult as to the methods for altering any offensive practice(s).

END

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