

NATIONAL LOUIS UNIVERSITY COUNSELING ASSOCIATION (NLUCA)
National Louis University
Revised Summer 2021

ARTICLE I OVERVIEW AND PURPOSE

The National Louis University Counseling Association (NLUCA) is a chapter chartered by the Illinois Counseling Association and is subject to the Constitution and By-laws of that organization insofar as they affect the functions of the chapter and are not in conflict with this constitution.

The purpose of the organization shall be (a) to foster wide student interest and participation in activities by providing leadership, programs, and service and (b) to assist the students in developing skills in leadership and (c) to provide opportunities for networking in counseling, and (d) advocate for social justice and inclusivity.

ARTICLE II ANNUAL GOALS

2021-2022 Goals:

1. Increase participation in NLUCA events and meetings.
2. Develop a deeper sense of community amongst NLUCA members.
3. Host quarterly professional development webinars or events.

ARTICLE III MEMBERSHIP

Section 1 – Any counseling and human services student, faculty, site supervisor, and alumni in good academic/disciplinary standing at National Louis University may become a member of the NLUCA organization with voting and office holding privileges. The standards for qualification and the amount of dues to be paid shall be determined by the organization.

ARTICLE IV EXECUTIVE OFFICERS

The executive officers of NLUCA shall be as follows: President, President Elect, Past President, Vice-President, Secretary, Treasurer, Membership Chair, Alumni Representative, Site Supervisor Representative, Campus Representatives, and Sponsor(s). The aforementioned officers shall constitute the Leadership Team.

ARTICLE V DUTIES OF EXECUTIVE OFFICERS

- I. President
 - a. To preside at organizational meetings and membership meetings; create and present meeting agendas for organizational meetings; appoint special committees with the approval of the Leadership Team; write and present Chapter reports at ICA Governing Council meetings; acquaint President-Elect with ICA Governing Council; perform other such duties as may be required by the by-laws or resolution of the organization.
- II. President-Elect
 - a. To preside in the President's absence; perform other such duties as may be required by the by-laws or resolutions of the organization; to become President of the organization in the year immediately following the term served as President-Elect.
- III. Vice-President/Program Chair
 - a. To preside in the President Elect's absence and perform other such duties as may be required by the by-laws or resolutions of the organization. Be

the Program Chair for all events. Supervise program planning and organize publicity for programs, activities and special events. Arrange for refreshments.

IV. Secretary

- a. To attend to all general correspondence of the organization; To take minutes and attendance at all meetings, forward these minutes to President and Faculty Sponsor(s) for revisions and forward a copy to all NLUCA membership; to secure minutes of all official meetings and membership meetings, to disperse minutes and all other Chapter information to the entire membership, and to preserve the records of the organization. They will also perform other such duties which may be required by the by-laws or resolutions of the Leadership Team.

V. Treasurer

- a. Work closely with Faculty Sponsor(s) with regards to the financial administration of all revenue. Complete funding requests with National Louis's Student Engagement office one month prior to event. Perform other such duties as may be required by the by-laws or resolutions of the organization. As of June 2019, student membership dues are included in registration fees to the university (NLU). Membership dues for all faculty (including adjuncts), site supervisors, and all alumni are waived.

VI. Membership Chair

- a. To attend all meetings and keep an accurate record of all current members. Reach out to new faculty and site supervisors. Encourage current students to participate in NLUCA meetings and events. Contact NLU MS in Counseling alumni.

VII. Alumni Representative

- a. To attend all meetings and provide information to NLU alums.

VIII. Site Supervisor Representative

- a. To attend all meetings and provide information to other NLU Site Supervisors. Must have supervised an NLU student during year of practicum and internship.

IX. Campus Representatives

- a. To attend all meetings and provide information to students on each respective campus.

X. Faculty Sponsor(s)

- a. To provide support and guidance to the Leadership Team; to attend all meetings and provide information to faculty who are members of the NLU Counseling and Human Services Program. Work closely with program faculty members who have been assigned to serve on the NLUCA committee.

ARTICLE VI ELECTION & Appointments

Any NLUCA member who (a) meets the university's eligibility for student office-holding which consists of a 3.0 Grade Point Average for graduate students; and (b) fulfills the qualifications as set up by the Leadership Team is eligible for an officer position.

I. Election

- a. The Leadership Team shall appoint a nominating committee consisting of counseling students, and the outgoing President who shall serve as chairperson of the committee.
- b. Annual officer elections take place during the month of May.

- i. An attempt will be made to send an electronic ballot to all NLUCA members to appoint the new Leadership Team. If this is not possible or there is no nominee for a board position, elections can be made at a general body meeting.
 - c. If there is a tie, the two or more candidates can serve as co-officers or one may choose to withdraw.
- II. Appointment
 - a. The new Leadership Team will be announced by the outgoing President at the final NLUCA meeting for the academic year.
- III. Resignation
 - a. Officers may choose to resign at any point for reasons including but not limited to: academic success, relocation, personal or family distress. The resigning officer must provide a resignation notification to the remaining officers and organization advisor as soon as possible.
 - b. The Leadership Team will convene to determine how to fill the vacant position.
- IV. Discipline and Impeachment
 - a. If an officer has been found in violation of the organization's requirements or acts against the mission/values of the organization, disciplinary action must be discussed with the organization advisor and the Office of Student Engagement.
 - i. Reference: Standards of Student Conduct (pg. 48 in [Student Guidebook](#))

ARTICLE VII AMENDMENTS

The NLUCA Leadership Team will update Article II every year with new goals. A majority vote by the Leadership Team is required to approve the annual goals. The approved goals will be presented to all NLUCA members at the next general meeting. Amendments to this constitution may be proposed to the voting membership by majority vote of the Leadership Team or by petition signed by 1/10 of the voting membership. The amended constitution will be emailed to all NLUCA members in advance of a general body meeting to vote on these changes. Amendments shall be declared adopted if they receive a majority favorable vote at the general body meeting. If a decision cannot be made, a special meeting may be called.

ARTICLE VI BY-LAWS

By-Laws, not inconsistent with this constitution, may be adopted or amended by 2/3 vote of the regular members present at any regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.