

**BY-LAWS
OF
THE ORGANIZATION OF COUNSELING CENTER DIRECTORS
IN HIGHER EDUCATION**

**California State Universities
University of California
Independent Colleges and Universities in California**

*Approved: October 26, 1990
Approved as Amended: May, 1991; April, 1996;
October, 1999; November, 2005; April, 2006;
April 2008; October 2013; April 2015*

ARTICLE I

Name

The name of this Organization shall be The Organization of Counseling Center Directors in Higher Education.

ARTICLE II

Purpose

The purpose of this Organization shall be to serve as a forum for counseling center directors to share and discuss those issues which bear directly on providing the most effective counseling services to students.

ARTICLE III

Membership

The Organization of Counseling Center Directors in Higher Education is composed of counseling center directors from eligible counseling centers in the California State Universities, University of California, and private universities and colleges in California.

Section 1. Membership Criteria

- a.** To be eligible for membership, the “director” will generally:
 1. be recognized by their campus as holding a position commensurate with the role of “director” (though given the range of campus structures some variability in language may be considered);
 2. be ultimately responsible for clinical decision making within their campus counseling center; and
 3. be a licensed mental health professional.
- b.** The director will oversee a counseling center that:
 1. functions as a counseling and psychological services unit at an accredited four-year college or university in California;
 2. is staffed by career employee(s) of the university and is subject to university regulations and standards;
 3. provides, within available resources, a range of counseling and psychological services; and
 4. complies with legal and ethical standards of the profession.

Section 2. Emeritus Membership may be open to any person, upon retirement from their counseling center role, who has been a member of OCCDHE for a minimum of five years. Emeritus members are non-voting and do not pay membership dues.

Section 3. Eligibility for membership will be reviewed and determined by the Steering Committee. Exceptions to the membership criteria outlined above will be considered at the discretion of the Steering Committee.

Section 4. The annual dues, payable at the beginning of each fiscal year, shall be determined and collected in a manner approved by the Steering Committee.

ARTICLE IV

Officers

Section 1. The officers of the Organization shall be a Chair, an Associate Chair, four Directors, the Co-Chairs of the Standing Committee on Cultural and Ethnic Affairs, and a Treasurer.

Section 2. At least two officers shall be from the California State Universities; at least two officers shall be from the University of California; and at least two officers shall be from the private colleges and universities.

Section 3. Officers are appointed to the Steering Committee by the caucus for a three-year term of office. Appointments are made at the Spring Directors' Meeting and the term begins at the Fall Conference/Meeting.

- a. The Chair-elect is elected by the Steering Committee from among the officers and serves one year as Associate Chair, one as Chair, and one as Past Chair.
- b. The Co-Chairs of the Standing Committee on Cultural and Ethnic Affairs are appointed by the Standing Committee on Cultural and Ethnic Affairs.
- c. The Treasurer is appointed by the Chair, upon approval of the Steering Committee, from among the Members.

Section 4. Chair. It shall be the responsibility of the Chair to function as the Organization's executive officer, to preside at all meetings of the Organization, and to fill any vacancies which might occur, until the next regular election.

Section 5. Chair-Elect. The Chair-Elect shall serve as the recorder for both the Fall and Spring meetings, and shall serve in the absence of the Chair. The incumbent will be responsible for such matters as are delegated by the Chair and the Steering Committee.

Section 6. Treasurer. The Treasurer shall keep and maintain adequate and correct accounts of the business transactions of the Organization, including accounts of its assets, liabilities, receipts, and disbursements. The books and records shall be open to inspection by the Steering Committee and any Member. The Treasurer shall deposit all monies in the name and to the credit of the Organization with such depositories as may be designated by the Steering Committee. The Treasurer shall disburse the funds of the Organization as may be ordered by the Steering Committee, shall provide the Chair and the Steering Committee an account of all transactions and of the financial condition of the Organization at the annual meetings, and shall have such other powers and perform such other duties as may be prescribed by the Steering Committee or the Bylaws. The Treasurer shall bill for and collect dues annually from the Membership, and present a complete financial report at the annual meeting of the Members. The Treasurer shall keep current records showing the names and mailing addresses of the Members of OCCDHE, and shall provide such list to Members upon request. The Treasurer's term shall be established by the Steering Committee. The Treasurer serves at the pleasure of the Steering Committee and may be removed by the Steering Committee at any time.

Section 7. All terms of office shall begin at the start of the annual Fall meeting, following the election at the Spring meeting.

ARTICLE V

Steering Committee

Section 1. The Steering Committee shall comprise the governing board of the Organization, and shall consist of the Officers of the Organization.

Section 2. The Steering Committee shall function as much as possible based on broad consultation and collaboration between the chair and individual members. Members of the Steering Committee represent the private colleges and universities, the University of California, and the California State University systems. The Chair is in the role of taking an advocacy position for the profession, the Organization, or individual systems within the Organization. At minimum, consultation with Steering Committee representatives is required before positions are

taken. In exceptional circumstances, if a position has to be taken without broad consultation in the caucuses, the spirit of the Organization requires at least communication with the entire Steering Committee.

The representatives from the systems/caucuses will take an active role in the consultative process by carrying the consultation and communication from the Chair to their constituents and returning summaries to the Chair.

ARTICLE VI Dues and Finance

Section 1. Dues. All Members of the Organization shall be obligated to pay the annual dues according to the schedule fixed from time to time by the Steering Committee. Members shall also pay such additional assessments as are approved by both the Steering Committee and the Members.

Section 2. Checks. All checks or demands for money and notes of the Organization shall be signed by either the Chair or the Treasurer or by such other officer as the Steering Committee may designate.

Section 3. Budgets and Financial Statements. The following financial statements and related information for the Organization shall be regularly prepared:

- a. Budget. A budget for each fiscal year consisting of at least the estimated revenue and expenses.
- b. Year-End Report. Within 120 days after the close of the fiscal year, a year-end report consisting of at least a balance sheet as of the end of the fiscal year.

ARTICLE VII Meetings

Section 1. There shall be two annual meetings of the Organization. The annual meeting in the Fall shall include OCCDHE Members and at the discretion of the membership will include professional counseling staff employed at member institutions. The annual meeting in the Spring shall include the OCCDHE Membership. Non-director committee Members shall attend the Spring meeting as non-voting Members.

Section 2. Special meetings may be called by the Chair of the Organization by a majority of the Steering Committee Members, or upon petition by a majority of the Members of the Organization.

ARTICLE VIII Committees

Section 1. Legal and Ethical Issues Committee. The Committee shall be composed of up to two representatives appointed by each of the three caucuses and confirmed by the Steering Committee to serve three year overlapping terms. The term of office shall begin at the start of the annual Fall meeting, following appointment at the Spring meeting. Successive terms may be approved for those with responsibility for on-going projects and assignments.

It shall be the responsibility of the Committee to 1) develop guidelines which define the standards of practice for counseling center psychologists and other professional staff (i.e. suicide, recordkeeping, release of records); 2) write position papers on broad ethical-legal issues (e.g. confidentiality, the use of computers), keep abreast of legal issues, and report on current and proposed legislation affecting Members; and 3) provide consultation and/or training workshops via a circuit rider team to update the member counseling center on current ethical-legal issues.

Section 2. Professional Development and Training Committee. The Committee shall be composed of up to two representatives appointed by each of the three caucuses and confirmed by the Steering Committee to serve three-year overlapping terms. The term of office shall begin at the start of the annual Fall meeting, following appointment at the Spring meeting.

It shall be the responsibilities of the Committee to (1) oversee the professional development and training activities of the Membership of OCCDHE; (2) develop and plan for the continuing education units (CEUs) provided at the meetings; (3) help the Membership meet professional standards through education and training; and (4) support the training director/coordinator network.

Section 3. Standing Committee on Cultural and Ethnic Affairs. The Committee shall be composed of up to two representatives appointed by each of the three caucuses and confirmed by the Steering Committee to serve three year overlapping terms. The term of office shall begin at the start of the annual Fall meeting, following appointment at the Spring meeting. Successive terms may be approved for those with responsibility for on-going projects and assignments.

It shall be the responsibility of the Standing Committee on Cultural and Ethnic Affairs to consider ethnic minority issues of importance to its Members and to provide input on those issues to OCCDHE.

Section 4. Other committees shall be established by the Steering Committee as it deems necessary to carry on the work of the Organization.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

ARTICLE X

Amendment of Bylaws

These bylaws can be amended by a majority vote of the Members in attendance at the annual Fall or Spring meeting or electronically through the steering committee. An e-vote will be carried by a majority vote of at least 50% of the paid membership.