

UNITED TEACHERS OF LOS ANGELES STANDING COMMITTEE
UTLA SCHOOL COUNSELOR STANDING COMMITTEE
Committee Bylaws adopted August 22, 2024

- I. **PURPOSE/MISSION:** The mission of the UTLA School Counselor Standing Committee is to provide space for school counselors to provide ideas, raise concerns and to create solutions. Through this mission, UTLA School Counselor will:
 - a. Advocate on behalf of School Counselors (formerly Secondary Counselors) regarding concerns and work conditions.
 - b. Advocate for the integrity of the school counseling profession (as defined by CASC and ASCA) within LAUSD and school counseling services for LAUSD students.
 - c. Collaborate with appropriate UTLA and LAUSD contacts to provide ideas and create solutions.
 - d. Advocate on behalf of the three dynamic platforms of...
 1. Effective 250:1 caseload ratio as prescribed by the American School Counseling Association
 2. Respecting Appropriate Professional Duties as prescribed by the American School Counseling Association
 3. Fair and Equitable Treatment of School Counselors

- II. **ADVOCACY:** Our standing committee advocates for LAUSD school counselors. School Counselor is defined as PPS credentialed employee who is employed as Secondary Counselor (Job number #12200533).
 - a. This standing committee is not related to or connected with Pupil Services and Attendance counselors, A-G counselors, School Psychologists or Psychiatric Social Workers.

- III. **MEMBERSHIP:**
 - a. All UTLA members interested in advocating for school counselors (secondary counselors) are invited to become members of the standing committee regardless of LAUSD position.
 - b. All school counselors (secondary counselors) are highly encouraged to join.
 - c. Members must attend 2 meetings (does not need to be consecutive) to become voting member.
 - d. Retired UTLA members may participate, but cannot vote.

- IV. **MEETINGS & PROCEDURES:**
 - a. First Thursdays prior to House of Representatives (or as decided by Officers), from ~6:00pm to ~7:30pm

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- b. Meetings will be held virtually via Zoom
- c. Meetings will be held in person as needed
- d. Elections: Officer Positions are elected with 51% of voting members present.
 - 1. Elections will be held in May and Confirmed in the first meeting in August/September of the upcoming school year.
- e. Motions: Motions are passed with 51% of voting members present.

V. MEETING ROLES:

- a. Officer - Chair: The chairperson facilitates standing committee person and serves as a point contact for the Standing Committee and collaborates with union leadership and union contacts as well as district leadership and contacts.
- b. Officer - Vice-Chair: The vice-chairperson assists the chairperson and leads proposals for motions to the house of representatives and other UTLA governing/leading bodies. The Vice-Chair-person will co-facilitate meetings with the Chair-person. If the chairperson is unavailable, the Vice-Chair-person will lead meetings.
- c. Officer - Secretary: The Secretary (with assistance of the Communications) documents minutes, agendas, and other documentations for archival or presentations to committee. The secretary is in charge of updating online calendar. The secretary will lead the approval of monthly meeting minutes.
- d. Officer - Parliamentarian: The Parliamentarian serves to keep the meeting in order, keep the meeting in adherence to the bylaws and the platforms of UTLA School Counselor. The Parliamentarian will work with the secretary to submit all calendar and UTLA website changes to UTLA.
- e. Officer - Treasurer: The treasurer manages the internal and external budget of the organization. Treasurer serves to manage payments and work with UTLA on the creation and expenditure of an annual budget.
- f. Officer - Communications Chief: The Communication Chief serves to create all tangible and digital media/marketing items. The Communication Chief is in charge of disseminating important information to all UTLA School Counselor Representatives.

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- g. All Officers: All officers serve as point contacts for the standing committee to committee members and school counselors in the district regarding advocacy for school counselors.
 - i. All officers serve to maintain records and documentation, archival of records, etc.
 - ii. All officers will serve as scribe for minutes as necessary if assigned and when an officer is absent.
 - iii. The terms of officers is one-school year beginning with confirmation in August/September but elected in May. Their term will end in August/September of the following year to allow a period of transition.
- h. UTLA Area Steering Committee Members: UTLA Area Steering Committee Members will serve as representatives to area meetings. UTLA Area Steering Committee Members will bring any information or materials to the Area meetings.
- i. LAUSD Region representatives: LAUSD Region representatives will serve as representatives to LAUSD Region Meetings. LAUSD Region Representatives will bring any information or materials to the Region meetings.

VI. OFFICER & REPRESENTATIVES:

Chair:

Vice-Chair:

Secretary: Erika Gamboa

Parliamentarians: Bunny Saavedra & Heather Brown

Treasurer: Verna Paul

Communications Chiefs: Andrea Perez & Elizabeth Santos

UTLA Area Steering Committee Members:

- i. Central: Adam Ramirez
- ii. North: John U. Aquino & Carmen Ocheita
- iii. South: Michelle Carbonne

LAUSD Region Representatives:

- iv. Region East: Carmen Ocheita
- v. Region North: Angie Yuen & Liliana
- vi. Region South: Erika Gamboa
- vii. Region West: John U. Aquino