



# Policies & Procedures

Handbook and Governing Board Tasks

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2019-2020





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# AzSCA Governance

## AzSCA Inc. Governing Board

The Governing Board acts as the governing body of Arizona School Counselors Association, Inc. (AzSCA, Inc.). AzSCA, Inc. has been chartered by the American School Counselor Association (ASCA) since 1968. AzSCA, Inc. is also a charter non-profit corporation of the State of Arizona. Actions taken by the AzSCA, Inc.

The Governing Board must be in harmony with the AzSCA, Inc. Bylaws and with this Policies and Procedures Handbook.

The Governing Board members are Chair of the Board, Assistant Chair of the Board, Past Chair and six (6) elected board of directors and one appointed treasurer, Committee Chairs and committee members. The Committee Chairs and Liaisons are appointed by the Chair with the approval of the executive committee. The Board of Directors consists of the Chair of the Board, Assistant Chair of the Board, Past Chair and 6 elected board of directors. All members of the Board of Directors are voting members. The finance committee consists of the Board of Directors, business manager, conference director, membership chair and treasurer.

## Appointments

The AzSCA, Inc. Bylaws give authority to the Chair with the approval of the Board of Directors to make all appointments.

Consideration should be given to provide continuity to the Board of Directors by reappointing some individuals in their same position or a different position. A balance of old and new members provide effective functioning of the Board of Directors.

## Chair Succession Procedure

In the event that the Chair is unable to fulfill his/her Chair duties for the term to which he/she was appointed, the Chair will appoint his/her replacement, who will be the Interim Chair. The Interim Chair will be selected from someone who has been elected to the Board of Directors. The Interim Chair will hold office of Chair for the balance of the outgoing Chair's term. The Interim Chair will then appoint his/her own replacement to the Board of Directors. The replacement's term will be the balance of the term of the person he/she is replacing. At the conclusion of the interim time period the Chair progression will continue as normal, with the Interim Chair moving to Past Chair, the Assistant Chair moving to Chair, and a new Assistant Chair being elected by the Board of Directors.

## General Duties and Responsibilities

All AzSCA, Inc. Board Members are responsible to the membership of the Arizona School Counselors Association, and therefore should be aware of the professional needs of the membership.

### Board Member Duties

- Shall attend all meetings of the Governing Board and AzSCA, Inc. including the Annual LDI
- Shall follow board member roles as stated at each governing board meeting
- Shall maintain and update the action plan as it pertains to the committee the board member is serving on, to be provided one week prior to the Board meeting
- Shall encourage and assist all board members in recruiting new members
- May write submissions for issues of the Arizona School Counselor Newsletter (to be assigned)
- May submit lesson plans or resources to our website in the members only section.
- Encouraged to attend the annual AzSCA, Inc. Conference
- Shall assume other responsibilities as agreed upon by the Chair
- Shall be knowledgeable about association management
- Shall follow the adopted work plan for AzSCA, Inc.
- Shall follow Policy Governance
- Shall exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying out association duties
- Shall be an advocate for Arizona School Counselors
- Shall provide leadership and coordination related to board position
- Shall be abreast of education and legislative issues that affect Arizona school counselors
- Shall submit recommendations to Board of Directors as it relates to Strategic Plan
- Shall be knowledgeable about governance practices.
- Shall be knowledgeable about current trends in school counseling and educations

### Board of Directors Duties

Policy: The Board of Directors is responsible to make decisions on behalf of the AzSCA, Inc. membership and board during regular scheduled meeting times. There may be occasions when dealing with time sensitive issues that the Board of Directors will need to make decisions outside of regular scheduled meetings .

#### Procedure

1. Shall consist of the Chair of the Board, Assistant Chair of the Board, Past Chair and 6 elected board of directors .
2. Board Responsibilities:
  - 2.1 Meet regularly for business planning
  - 2.2 Assess issues that may require other board members' input
  - 2.3 Seek "expert" input from outside organizations or individuals in matters that concern the school counseling profession
3. Shall receive meeting agenda two days before the scheduled meeting
4. Minutes shall be published on Google Drive within ten days of meeting date
5. Shall attend a minimum of 4 of the 4 annual board meetings (in person) unless approved by Board of Directors.

## Elected Officer Duties

### Chair

- Shall serve as a member of the Board of Directors
- Shall preside at AzSCA LDI, all Governing Board meetings and the Annual State Conference
- Shall attend ASCA Delegate Assembly and ASCA Annual Conference.
- Shall prepare the Chair's message for each issue of the Arizona School Counselor
- Shall communicate with all Governing Board members concerning ends policies progress.
- Shall be an ex-officio member of all committees
- Shall e-mail AzSCA General Board meeting minutes to the General Board for approval within 2 weeks of the board meeting
- Shall represent or approve a representative to attend meetings with other organizations and media
- Shall perform such duties as are incidental to the office or as directed by the Board of Directors
- Shall be responsible for coordinating the Governing Board meeting agenda
- Shall create/manage AzSCA board communications listserv
- Ensures meeting agendas, minutes, policies and procedures, bylaws and all other governing documents are current and posted on the website.
- Shall set the LDI agenda. Training should include but not be limited to: work plan review, policy governance, committee work, new member welcome and review of Policy & Procedures.
- Shall be the chair of the Finance Committee.
- Shall outline annual themes for conference, newsletter, events.
- Shall maintain and review Chairs (to be listed) important legal documents.
- Shall mentor the Assistant Chair of the Board
- Evaluate the contracted positions
- Ensure association is compliant with state, federal agencies, to include ASCA, Charter status, Non-Profit status, annual Arizona State Corporation Commission Report, etc. (along with Business Manager)
- Coordinate with Executive Director, Business Manager, or Chairs about hotel rooms as needed for Board Meetings to include: dinners, meeting room, water, coffee, conference calls, online communication, copies, Web access in meeting and guest rooms.
- Provide at least two weeks notice to AzSCA Board of meeting locations.
- Communicate Board Meeting information to Board members (to include agendas, location and any other pertinent information).
- Work with Keynote Speakers, Executive Director, Conference Coordinator, & Assistant Chair for travel arrangements and accommodations

## **Assistant Chair**

- Shall, in the absence of the Chair, assume the role of Chair with all of its authority and responsibility
- Shall be a member of the Finance Committee
- Shall serve as a member of the Board of Directors
- Shall perform such duties as may be directed by the Board of Directors
- Shall attend ASCA Delegate Assembly and ASCA annual conference
- Shall develop in collaboration with the Chair the agenda for AzSCA LDI
- Shall create/manage AzSCA board communications listserv
- Evaluate the contracted positions.
- Monitor Storage Space.
- Shall write articles for newsletter.
- Communicate Board Meeting information to Board members (to include agendas, location and any other pertinent information).
- Shall assist in coordination of hotel rooms as needed for Board Meetings to include: dinners, meeting room, water, coffee, conference calls, online communication, copies, Web access in meeting and guest rooms.
- Work with Keynote Speakers, Executive Director, Conference Coordinator, and Chair for travel arrangements and accommodations
- Distribute budget worksheet for committee chairs to complete by 3rd quarter meeting.

## **Past Chair**

- Shall serve as a member of the Board of Directors
- Shall perform such duties as may be directed by the Board of Directors
- Shall facilitate Nominations and Elections which includes newsletter articles, nomination form, voting process
- Shall mentor Chair
- Shall present a compiled election slate to the Board of Directors prior to the AzSCA Annual Conference
- Shall report elections results in the following AzSCA Newsletter after the close of the election and post on the AzSCA Inc. website
- Shall be a member of the Finance committee
- Evaluate the contracted positions
- Shall attend LDI
- Maintain the AzSCA listserv

## **Directors-At-Large**

- Shall follow parliamentary procedures.
- Shall appoint a Board of Director as Sergeant at Arms
- Shall serve as Outreach Representative in your region
- Shall contact a legislator at least once during the year (call, in person or in writing).
- Shall serve as members of the Board of Directors
- Shall be responsible for generating interest and activities in their respective regions
- Shall write regular articles for the Newsletter-as assigned
- Shall serve on the Professional Recognition Committee, reviewing candidates for recognition
- Conference liaison shall serve on Call for Programs committee
- Shall take an active role in providing regional professional development in collaboration with professional development chair
- May submit a proposal to present at the annual conference
- Shall cooperate with ADE to support AzSCA, Inc. leadership roles and responsibilities
- Shall engage in Advocacy when critical issues arise impacting the school counselor profession
- Shall review and validate receipt and expenditure statements from committee members and monitor budget for that committee
- Shall attend LDI



## **Treasurer**

- Shall review the bank statements monthly
- Shall attend Financial Committee meetings
- Shall review reconciliation/ reimbursements
- Monitor Business Manager's salary and verify that it matches the invoice

## **Contracted Positions**

All contracted positions shall abide by the terms of agreed upon contract. Contracted positions include:

- Executive Director
- Legislative Consultant
- Conference Director
- Business Manager
- Technology Coordinator
- Sponsor & Exhibitor Coordinator
- Conference Technology Coordinator
- Webmaster
- Digital Marketing Manager





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# Committees

## Advocacy & Government Relations

- Shall inform Governing Board and AzSCA members of any legislation related to school counselors and educators.
- Shall revisit, revise, develop and distribute current AzSCA talking points (3 Rs) affecting school counselors.
- Shall regularly update the board and newsletter about advocacy and outreach events.
- Shall serve as liaison to identified stakeholders or appoint a representative to be a voice for AzSCA.
- Shall collaborate with ADE, CTE, ABEC, community colleges, and other stakeholders through stakeholder events.
- Assume such other responsibilities as agreed upon by the Chair
- Shall invite members to attend Advocacy Committee events
- Shall collaborate with Professional Development, Outreach, and Membership as it relates to AzSCA tabling for visibility and resources
- Shall create and submit advocacy material to communications chair and technology coordinator for website postings and newsletter submissions
- Shall consult with Legislative Consultant to critique federal and state bills and inform Governing Board and AzSCA members of any legislation related to school counselors and educators.
- Shall provide Legislative updates to board members with social media access for social media distribution.
- Inform members of relevant recognitions and acknowledgments from the governor or other community officials.
- Encourage and mentor school counselors to assume a leadership role in counselor visits to Capitol Hill and to meet with local legislators.
- Submit committee updates to AzSCA Governing Board.
- Shall be abreast of the education agenda issues and actively advocate for school counselors' role, ratios, and respect (3 Rs).
- Shall organize and participate in School Counselor Day on the Hill
- Shall update Governing Board minutes at the conclusion of committee work time.
- Utilize AEA lobbying events and participating in task forces Lobbyist as determined by committee.
- Shall keep the Advocacy page on the website updated via the Digital Marketing Manager.
- The Advocacy chair shall be a member of the Public Policy Committee.
- Create and maintain stock of outreach and advocacy materials with Outreach Committee for all events.

## Annual Conference

### Call for Programs Chair

- Shall serve as chair of the AzSCA Conference Call for Programs, collaborating with Conference Committee Members, and which is responsible for the final selection of presenters for the AzSCA, Inc. Annual Conference.
- Shall be responsible for notifying all that submitted Call for Programs of acceptance or denial, according to the timeline established by Conference Director.
- Shall create presenter certificate and presenter thank-you letters.
- Call for Program Chair will provide summary of feedback to Board.
- Shall coordinate and manage room moderators. Collaborate with Conference Technology Coordinator to troubleshoot issues in the breakout rooms.

### Call for Programs Chair

- Shall compile professional recognition applications and make available in AzSCA Newsletter and the AzSCA, Inc. website
- Shall screen materials submitted for each candidate to determine eligibility and send to review committee.
- Shall notify all candidates of outcome.
- Shall coordinate with the conference coordinator for the awards program.
- Shall order awards and plaques and present awards at the AzSCA, Inc. annual conference Awards Ceremony.
- Shall submit articles of award winners to the AzSCA Newsletter, the AzSCA, Inc. homepage, the recipient's district newsletter and/or the recipient's local or regional newspaper.
- Shall be responsible for assembling and submitting packet of the state winner to ASCA awards committee.
- Shall coordinate with the scholarship chair for list of scholarship winners.
- Shall keep the website updated via the Digital Marketing Manager.

### Scholarship Coordinator

- Shall compile Scholarship applications and make available in AzSCA Newsletter and the AzSCA, Inc. website.
- Shall screen materials submitted for each candidate to determine eligibility and send to review committee.
- Shall notify all candidates of outcome.
- Shall coordinate with Conference Coordinator and Professional Recognition Chair for award program.
- Shall create scholarship certificates for each scholarship winner. Work with Business Manager to cut checks to each student.
- Shall submit articles of award winners to the AzSCA Newsletter the AzSCA, Inc. homepage, the recipient's district newsletter and/or the recipient's local or regional newspaper.

## Communications

- Shall coordinate up to four publications of ASCA newsletter and submit to the Technology Coordinator for posting on AzSCA Website.
- Shall provide to the Governing Board a timeline, which includes deadlines for submission of articles
- Shall assign articles to the Governing Board.
- Shall create calendar for newsletter article due dates, editing, sent to members date.
- Shall manage the, AzSCA Social Media platforms, and electronic communications to AzSCA contacts.
- Shall maintain the budget for all fees (webmaster, newsletter) and send invoices to Business Manager for payment.
- Shall keep the website updated via the Digital Marketing Manager.
- Shall recruit communication committee members.
- Shall submit quarterly Action Plans.

## Membership

- Shall maintain a computer database of membership files.
- Shall respond to inquiries regarding membership status.
- Shall provide current list of AzSCA members for conferences.
- Shall provide and solicit ideas to increase membership.
- Shall develop, organize, and implement methods to maintain and recruit members.
- Shall email current membership list to Chair as required.
- Shall provide reports and information of membership at each Governing Board meeting.
- Shall notify AzSCA membership when time for renewal.
- Shall send out AzSCA membership cards for new, renewed, reinstated accounts.
- Shall contact expired members for renewal.
- Shall attend conferences/professional development to enroll new/renewing memberships.
- Shall submit quarterly Action Plans.
- Shall keep the website updated via the Digital Marketing Manager.

## Professional Development

- Shall facilitate professional development opportunities to meet the needs of school counselors & affiliates throughout the year.
- Shall collaborate with ADE to provide training opportunities for School Counselors.
- Shall recruit professional presenters.
- Shall conduct member surveys on professional development needs.
- Shall collaborate with AzCAN to provide web-based College Access Professional (CAP) training to school counselors in the state of Arizona.
- The Association/Presentation Liaison shall collaborate with the professional development committee and shall recruit board members to serve on association/committee as AzSCA representatives as well as recruit board members to present at various professional conferences, i.e. AzCTE, ABEC, etc.
- Provide Certificate of Attendance for each Professional Development event as applicable.
- Shall keep the professional development section of the AzSCA website updated via the Digital Marketing Manager.

## Research

The Research Committee promotes the understanding and use of data and action research by AzSCA and AZ School Counselors to inform and demonstrate the effectiveness of their program.

- Shall publish an online Arizona research journal annually as permitted by article submissions.
- Shall administer and develop procedures for school counselors and college educators to apply for research funds.
- Shall promote school counselor research in the state of Arizona.
- Shall maintain contact and work with Arizona Counselor educators.
- Shall submit Action Plans one week prior to Governing Board meetings.
- Shall keep current on National School Counseling Research Centers (CSCOR, U Mass and CS3 USD).
- Shall keep the website updated via the Digital Marketing Manager.
- Shall coordinate research-oriented presentations for AzSCA annual conference.
- Shall solicit articles for Research Journal.

## Outreach

- Collaborates with Advocacy, Membership and Professional Development to promote the profession of school counselors and the mission of AzSCA.
- Promote membership at outreach events.
- Shall provide updates to members and board regarding Outreach events.
- Create opportunities that promote networking of school counselors and demonstrate AzSCA's appreciation of its members (i.e. mixers, social events).
- Collaborate with Advocacy to inform school counselors about AzSCA and its purpose.
- Provide resources (i.e. handouts, websites) to regional events..
- Recruit members to serve as regional outreach representatives.

## Archived Committees

- By Laws Chair
- Ethics Chair
- Parliamentarian Chair
- ADE Liaison
- Exhibitor Chair
- Historian Chair
- Regional Outreach
- Student Liaison
- Government Relations
- Implementation Chair
- College Relations



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# AzSCA Inc. Financial Policies

## Policy Statement

The AZSCA, Inc. Governing Board recognizes that money and its management constitute the foundation of the entire school counseling membership. To make that support as effective as possible, the AzSCA, Inc. Board intends to:

1. Encourage short- and long-range planning through the best possible budgeting procedures.
2. Explore all practical and legal sources of monetary income.
3. Guide the expenditure of funds to achieve the greatest returns on investment for our members.
4. Require maximum efficiency in accounting and reporting procedures.
5. Maintain, within budget limits expenditure needs to provide high-quality professional development and support.

## Procedures

### Finance Committee

1. Shall consist of Business Manager, Treasurer, Board of Directors, Membership Chairs, and Conference Coordinator and Executive Director.
2. Shall meet before every board meeting , one meeting will convene prior to AzSCA LDI in order to set a budget for the next fiscal year and subsequent meetings will be used to make recommendations for line items in the budget
3. Shall serve as a recommending body to the General Board on Financial matters.
4. Shall oversee the income and expenditures of the association.
5. Review quarterly reports.

### Annual Budget

1. Shall be reviewed and a proposed balanced budget shall be presented to the Board of Directors for approval.
2. Shall be approved at the AzSCA, Inc. LDI

### Budget Requests, Plans of Action and Adjustments

1. Shall be reviewed by the finance committee according to the work plan
2. Budget requests submitted by Committee Chairs to Finance and Board of Directors prior to Quarter 3 End Meetings (generally end of April).
3. Discuss budget requests from Committees and create a draft budget for the following fiscal year to be presented at LDI.
4. Shall be recommended to the Board of Directors.

## Expenditures

1. Shall be prioritized according to the benefit to all members of the association.
2. Shall be reimbursed by AzSCA, Inc. according to the limits of the association's budget (officers, committees and liaisons) in compliance with the association's governing categories and financial policies.

## Over Expenditures

1. Shall be rejected by the business manager if expenses extend beyond the limits for which the money was allocated.
2. The board member affected shall have the right to appeal in writing the decision of the Business Manager to the Finance Committee.
3. A second appeal may be made to the Board of Directors. In all cases, the decision of the Board of Directors, by vote, shall be final.

## Procedures for Reimbursement

1. Shall be authorized by the appropriate AzSCA, Inc. officer or committee chairperson.
2. Shall be submitted to the Business Manager within 30 days of the incidence of the expense. Failure to submit reimbursement forms within 60 days of expense may result in non-reimbursement.
3. All expenditures must be accompanied by an original receipt and Transaction Form.

## Allowable AzSCA, Inc. Reimbursements

1. Transportation: Travel arrangements must be booked at least one month in advance to maintain the lowest possible rates unless otherwise approved by the Board of Directors. Reimbursement forms must be accompanied by dated receipts.
2. Travel by Private Auto: Board members who travel at least 100 miles each way to an AZSCA board meetings or to serve as a representative of AZSCA may be reimbursed for gas by submitting gas receipts to Business Manager with the Reconciliation Form. Board members who live outside of a 100 mile radius one way from the general board meeting will be reimbursed for mileage per Federal rates at fifty five cents per mile. Board members requesting reimbursement are encouraged to carpool to board meetings to reduce the cost of expense. If school cars can be used for travel purposes, mileage will not be reimbursed. If an individual is requesting fuel reimbursement for a meeting, they are not applicable to receive lodging as well unless specifically approved by the Board of Directors.
3. Auto Rental: Auto rental may be reimbursed only if the Finance Committee authorized it.
4. Lodging: Room expenditures, whenever possible, should be based upon one-half the prevailing minimum rates for double occupancy. When requesting a single room, board members must pay one half of single room cost. Board members outside of 100 mile radius may request a hotel room the night before a general board meeting to the Business Manager two weeks prior to meeting date when traveling necessitates leaving prior to 6:00 AM to arrive on time to start of meeting. The Board of Directors can request lodging when there is an evening meeting followed by a meeting the next morning. If a request for a room is made and canceled, the individual will be responsible for the entire cost of the room, unless otherwise approved by the Board of Directors. If an individual is requesting lodging for the meeting, they are not applicable to receive fuel reimbursement unless specifically approved by the Board of Directors.
5. Meals/Daily Per Diem: While traveling as a representative for the association, meals not covered in registration fee will be reimbursed with original receipts up to the daily per diem (as determined by the Department of Defense Per Diem Rates in the Continental US/Local Meals Rate – [www.dfc.mil/perdiem/perdiemrates.html](http://www.dfc.mil/perdiem/perdiemrates.html)) and as budget allows. Alcohol is not reimbursed.



## ASCA Delegate Assembly and Conference

The number of delegates AzSCA sends to ASCA Delegate assembly is two persons. Chair and Assistant Chair of the current fiscal year or their alternates (chosen at Chair's discretion) will represent AzSCA, Inc. at the ASCA Delegate Assembly and the ASCA annual conference. Executive Director will also attend as a non-voting representative. Additionally, AzSCA will send additional representative(s)\* as budget allows and is approved by the Board of Directors or Chairs. Expenses will be reimbursed, in compliance with travel policies, according to the following two options:

1. AzSCA, Inc. will pay registration, travel, meals (not included in conference registration) reimbursement, and lodging for Delegate Assembly and ASCA Annual Conference as budget allows. Representatives must attend all sessions.
2. When funding is available at a delegate's school district for some of or all of the expenses, then the Delegate (AzSCA Rep) shall use that funding for Delegate Assembly and ASCA Conference.

The AzSCA Chair will be reimbursed for expenditures for gift baskets, display items, etc. requested by ASCA as budget allows.

## Additional Representative

In the case that there are funds available to send additional board members, in addition to the Chair and Assistant Chair to the ASCA Annual Conference, the following will be observed:

1. Board of Directors and Committee Chairs are eligible to apply;
2. The ASCA Annual Conference Attendance Application must be completed one month prior to the Early Bird Registration Deadline and submitted to the Chair;
3. The Chairs will review the applicants and select who will attend the ASCA Annual Conference, and notify them no later than two weeks prior to the Early Bird Registration Deadline.

## AzSCA LDI

The AzSCA Chair in collaboration with the Chairs and Business Manager shall have authorization to arrange facilities, lodging, materials, meals and sponsorships for the AzSCA annual LDI. Lodging and meals as part of the LDI agenda shall be provided for board members attending. The AzSCA, Inc. Past Chair and the Assistant Chair shall confer with the Chair to make arrangements for LDI. The Chair shall follow the approved budget for LDI.

## State Conference

AzSCA, Inc. (from the Conference budget) shall pay for Conference registration for AzSCA, Inc. Governing Board members required (Chair, Assistant Chair, specific Conference Committee Members, and Membership Chairs) to attend, if funding is available. All other Board of Directors are expected to first request funding from their school district for registration. If the request to the school district for conference registration is denied, then AzSCA (not from the conference budget) may cover their registration when approved by the AzSCA Board of Directors.

As for Conference lodging, the two Chairs on the Board of Directors have their lodging covered in the conference budget. AzSCA, Inc. Board of Director members attending the annual conference will seek funding from their school district for conference lodging. If the request to the school district for conference lodging is denied, then AzSCA (not from the conference budget) may cover their lodging cost fee when approved by the AzSCA Board of Directors.

Conference registrations rates are determined on a yearly basis.

All requests must be received by the Board of Directors no later than 30 days prior to the early bird registration deadline with a signed letter from a district representative stating that they will not fund the conference registration and/or lodging. All lodging that is covered by AzSCA will be double occupancy.

All Governing board members attending conference must register for the conference and volunteer their time as determined by the Conference Coordinator.

Speakers and guests are provided meals and lodging per individual contract.

## Discretionary Funds

### Chair's Discretionary Budget

\$1000.00 shall be allocated to the Chair for payment of incidental expenses such as gifts, photography, items to share at conferences, meals for special guests and items deemed appropriate by the Chair.

### Assistant Chair's Discretionary Budget

\$250.00 shall be allocated to the Assistant Chair for payment of incidental expenses such as gifts, photography, items to share at conferences, meals for special guests and items deemed appropriate by the Assistant Chair.

### Board of Directors Discretionary Budget

Monetary amount to be set in the annual budget shall be allocated to the Board of Directors and spent by majority vote.

### Chair Events

It is the responsibility of any outside organization requesting the AzSCA, Inc. Chair to attend and participate in scheduled events to make financial arrangements with the Chair.

### Executive Director Budget

\$1000.00 shall be allocated to the Executive Director for payment of incidental expenses such as gifts, photography, items to share at conferences, meals for special guests and items deemed appropriate by the Executive Director.

## End of Fiscal Year Accounting

The accounts of all officers and committee chairs should be resolved by the end of the fiscal year. The Board of Directors will be responsible for submitting a financial report and budget recommendations prior to LDI. Board of Directors in working with Committee Chairs will submit a budget proposal to the Chair by Committee for the upcoming year.

## Funding for Collaborative Conferences

AzSCA, Inc. seeks to collaborate with other state divisions, agencies, and chapters in the development and sponsorship of conferences, seminars, and workshops for members. If AzSCA, Inc. approves partial funding of an event, then the special event should be self-supporting. Advance funding should be requested and included in the budget for the year with approval of the Governing Board.

## Debit Card

An association debit card may be given to the Business Manager, Conference Coordinator, Membership Chair, Chair, and Assistant Chair, and Executive Director that will be distributed by the business manager to be used for approved expenses. All use of debit cards should follow guidelines set up by AzSCA, Inc.

1. Items charged on the card may not exceed the amount budgeted for that item unless prior approval is received from the Finance Committee. An AzSCA, Inc. card holder may be personally responsible for any amount that exceeds the budgeted amount.
2. Card should be used to pay for hotel, registration, meals, plane expenses, and any other approved expenses that are covered within AzSCA, Inc. financial policies. All receipts are to be sent to the Business Manager.
3. All expenses must be accompanied by receipts, reconciliation/reimbursement form within 30 days of the expense.

## Signers on Checking and Savings Accounts

1. The Business Manager and two elected board members will be signers on the account. Preference will be given to Chair and Assistant Chair.
2. All current Chairs (Chair, Assistant Chair, Past Chair) and Treasurer will have online access to view the checking and savings account.





# Acknowledgments

Each year, the President/Chair of AzSCA, Inc. has provided valuable expertise and has contributed to the workflow of the association. Each of the contributions has helped clarify processes, but it became apparent that many policies overlapped.

As associations grow, more specific guidelines must be outlined in order for governing board members and regular members to understand the operations of the association. The Policies and Procedures Handbook was originally written in 1995-96, and revised annually from 2004-2017 by the Executive Committee/Board of Directors. It will serve as a guide for the operations of the association. Each member of the committee has served in many capacities on the AzSCA, Inc. Governing Board. Each year, this handbook will be reviewed to acknowledge that it is in harmony with the AzSCA, Inc.

Bylaws and that the policies and procedures are being followed. Thank you to Carol Turner from the Alabama School Counselor Association for providing the original content, and a special thanks to all of the AzSCA, Inc. presidents/chairs and to the committee members for their time, energy, and contributions.

DATE	APPROVED BY	NOTES
September 1997	1997 Executive Committee	Adopted
June 2, 2012	2012 Executive Committee	N/A
August 23, 2013	2013 Executive Committee	N/A
January 17, 2014	N/A	Formatting Changes
June 8, 2014	2014 Executive Committee	N/A
June 7, 2015	2015 Executive Committee	N/A
June 8, 2016	2016 Executive Committee	N/A
June 10, 2017	2017 Board of Directors	Updated Language, committee responsibilities, contract positions, and policies
November 18, 2017	2017 Board of Directors	Added language regarding Executive Director
November 2019	2019 Board of Directors	Updated language regarding Conference Committee language; defined financial responsibility regarding AzSCA Conference; added language regarding Legislative Consultant.



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