



Policies & Procedures

Handbook and Governing Board Tasks

2020-2021



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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, 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, Executive Director, Conference Director, and Membership Chair..

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.

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.
- May submit lesson plans or resources to our website in the members only section.
- Encouraged to attend the annual AzSCA, Inc. Conference. Payment of a registration fee is required.
- 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 education.

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 the AzSCA newsletter (School Counselor Collective).
- 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 two (2) weeks of the upcoming 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 Board of Directors and Governing Board meeting agendas.
- In collaboration with the Director of Marketing & Communications, 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 work with the Director of Marketing & Communications to outline annual themes for conference, newsletter, events.
- In collaboration with the Executive Director, shall maintain and review important legal documents for Past Chair, Chair, and Assistant Chair.
- Shall mentor the Assistant Chair of the Board.
- Evaluate the contracted positions.
- Shall work with the Executive Director to ensure association is compliant with state, federal agencies, to include ASCA, Charter status, Non-Profit status, annual Arizona State Corporation Commission Report, etc.
- Coordinate with Executive Director 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, Director of Marketing and Communications, and Assistant Chair for travel arrangements and accommodations.
- Shall serve on the Public Policy Committee (PPC).

Assistant Chair

- Shall, in the absence of the Chair, assume the role of Chair with all of its authority and responsibility (please refer to Chair Succession language in the AzSCA Inc., Bylaws).
- 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
- In collaboration with the Director of Marketing and Communications, shall create/manage AzSCA board communications listserv.
- Shall assist the Chair when evaluating the contracted positions.
- Monitor Storage Space.
- Shall write articles for the AzSCA newsletter, The School Counselor Collective.
- Assist Chair in communicating Board Meeting information to Board members (to include agendas, location and any other pertinent information).
- Shall assist Chair and Executive Director 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, Director of Marketing and Communications, and Chair for travel arrangements and accommodations.
- Shall serve on the Public Policy Committee (PPC)

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 assist the Chair when evaluating the contracted positions.
- Shall attend LDI.
- In collaboration with the Director of Marketing and Communications, shall maintain AzSCA board communications listserv.
- Shall serve on the Public Policy Committee (PPC)

Directors-At-Large (Board of Directors)

- Shall follow parliamentary procedures.
- Shall appoint a Board of Director as Sergeant at Arms.
- Shall serve as Outreach Representative in your region.
- Shall designate representatives who have access to social media accounts.
- 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 articles for the AzSCA newsletter, The School Counselor Collective.
- Shall serve on the Professional Recognition Committee, reviewing candidates for recognition.
- Conference liaison shall serve on Call for Programs Committee.
- Advocacy liaison shall serve on the Public Policy 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.

Contracted Positions

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

- Executive Director
- Director of Marketing & Communications
- Legislative Consultant
- Sponsor & Exhibitor Coordinator



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 Director of Marketing and Communications for website postings and newsletter submissions.
- Shall provide updates to the Advocacy liaison on the Board of Directors for future 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 lobbying events and participate in task forces.
- Shall keep the Advocacy page on the website updated via the Director of Marketing and Communications.
- 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 the Director of Marketing and Communications.
- 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 Director of Marketing and Communications to troubleshoot issues in the breakout rooms.

Call for Programs Chair

- Shall compile professional recognition applications and promote in the AzSCA newsletter (The School Counselor Collective) 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 Director of Marketing and Communications for the awards program.
- Shall work with the Director of Marketing and Communications to order awards and plaques.
- Shall present awards at the AzSCA, Inc. annual conference Awards Ceremony.
- Shall submit articles of award winners to the AzSCA Newsletter, the AzSCA, Inc. website, 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 Director of Marketing and Communications.

Scholarship Coordinator

- Shall compile scholarship applications and make available in AzSCA newsletter (The School Counselor Collective) 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 Director of Marketing and Communications and Professional Recognition Chair for award program.
- Shall create scholarship certificates for each scholarship winner. Work with Executive Director to cut checks to each student.
- Shall submit articles of award winners to the AzSCA newsletter (The School Counselor Collective), the AzSCA, Inc. website, the recipient's district newsletter and/or the recipient's local or regional newspaper.

Communications

- Shall coordinate publication of the AzSCA newsletter (The School Counselor Collective) and submit to the Director of Marketing & Communications 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 a timeline for newsletter production, to include article due dates, editing due dates, and publication dates.
- Shall manage AzSCA social media platforms, and electronic communications to AzSCA contacts.
- Shall maintain the budget for all fees (webmaster, newsletter) and send invoices to Executive Director for payment.
- Shall keep the website updated via the Director of Marketing and Communications.
- Shall recruit communication committee members.
- Shall submit quarterly Action Plans.

Membership

- Committee shall consist of a Membership Records Chair and a Membership Chair.

Membership Chair

- Shall provide and solicit ideas to increase membership.
- Shall develop, organize, and implement methods to maintain and recruit members.
- Shall find ways to increase value of an AzSCA membership.
- Shall submit quarterly action plans.

Membership Records Chair

- 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 Director of Marketing and Communications.

Professional Development

- Shall facilitate professional development opportunities to meet the needs of school counselors and affiliates throughout the year.
- Shall collaborate with ADE to provide training opportunities for School Counselors.
- Shall recruit professional presenters (assist members with recruiting presenters).
- Shall conduct member surveys on professional development needs.
- Provide Certificate of Attendance for each Professional Development event as applicable.
- Shall keep the professional development section of the AzSCA website updated via the Director of Marketing and Communications

Public Policy

- Committee consists of Chair, Assistant Chair, Past Chair, Board of Directors Liaison to the Advocacy and Government Relations Committee, Executive Director, and Legislative Consultant.
- Provides updates to the full board.
- Communicates directly with the Legislative Consultant.
- Develops Advocacy Plan.
- Coordinate on public relations and strategic communications.
- Endorsement cultivation and engagement.
- Shall consult with Legislative Consultant to critique federal and state bills and inform Governing Board and AzSCA members of any legislation related to students, school counselors, and educators.

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 Director of Marketing and Communications.
- Shall coordinate research-oriented presentations for AzSCA annual conference.
- Shall solicit articles for Research Journal.
- Shall collaborate with the other AzSCA committees to draft and administer an annual needs assessment survey to AzSCA members.

Outreach

- Collaborates with Advocacy, Membership, and Professional Development to promote the profession of school counselors and inform school counselors about AzSCA and its mission and purpose.
- 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, virtual events).
- Provide resources (i.e. handouts, websites) at regional events..
- Recruit members to serve as regional outreach representatives.

Archived Committees and Offices

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



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 Board of Directors, Executive Director, Membership Record Chair, and Director of Marketing and Communications.
2. Shall meet before every quarterly 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 or by June 30, whichever comes first.

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 Executive Director 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 Executive Director 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 Executive Director 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 Executive Director with the Expense Report Form. Board members who live outside of a 100 mile radius one way from the general board meeting will be reimbursed for fuel. 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 Executive Director 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) 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 Executive Director 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 Records 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 Chair and Assistant Chair 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 Director of Marketing and Communications.

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

Discretionary Funds

Chair's Discretionary Budget

\$1,000.00 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. This includes the gift extended to the Chair when they move to Past Chair, as presented at LDI.

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

The amount specified in the Executive Director contract shall be allocated to the Executive Director for payment of incidental expenses such as professional development, gifts, photography, items to share at conferences, meals for special guests as per contract 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.

Credit Card

An association credit card may be given to the Executive Director, Director of Marketing and Communications, Membership Records Chair, Chair, and Assistant Chair that will be distributed by the Executive Director 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 Executive Director.
3. All expenses must be accompanied by receipts, and a completed Expense Report Form within 30 days of the expense.

Signers on Checking and Savings Accounts

1. The Executive Director 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) 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.
November 2020	2020 Board of Directors	Updated language regarding Chair, Assistant Chair, Board of Directors, Executive Director, Director of Marketing and Communications, Sponsor and Exhibitor Coordinator, Advocacy Committee, and Outreach Committee. Added Public Policy Committee. Removed language of each contracted position and referenced the contracts themselves. sssUpdated finance language regarding fuel reimbursement and credit cards.



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