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# Policies & Procedures

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2023-2024



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# Governance

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## **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. 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 Directors, Committee Chairs and committee members. The Committee Chairs and Liaisons are appointed by the Chair with the approval of the Board of Directors. The Board of Directors consists of the Chair of the Board, Assistant Chair of the Board, Past Chair and 6 elected Directors. All members of the Board of Directors are voting members. The Finance Committee consists of the Board of Directors and Executive Director.

## **Appointments**

The AzSCA, Inc. Bylaws give authority to 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 provides effective functioning of the Board of Directors.

## General Board 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 at Large Member Duties

- Shall attend all meetings of the Governing Board and AzSCA, Inc. including the annual LDI.
- Shall encourage and assist all board members in recruiting new members.
- Shall have opportunities to submit contributions to AzSCA publications.
- May submit lesson plans or resources to our website in the members only section.
- Shall be 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 Policy Governance, including Roberts Rules of Order.
- 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 be knowledgeable about current trends in school counseling and education.
- Shall sign and abide by AzSCA, Inc. Board Member's Code of Ethics.

### Board of Directors Duties

#### Policy

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

#### Procedure

1. Shall consist of the 6 elected Directors, plus the Chair of the Board, Assistant Chair of the Board, and Past Chair.
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, and prepare for the meeting accordingly.
4. Shall publish minutes on Google Drive within ten days of meeting date.
5. Shall attend the 4 quarterly board meetings (in person) unless approved by Board of Directors. Shall attend quarterly meetings, monthly meetings, Public Policy Committee meetings, and monthly phone calls. Absence from BOD meetings will result in a conversation with the Chair and/or Chair Line to discuss future status and participation as a Director on the BOD. Consideration will be given to a probationary period, which could result in termination of Director status. If this occurs, filling the vacated Director position will be subject to the guidelines given in Article III of the Bylaws, and in the Appointments section of P&P, p. 5.
6. Shall serve on the Public Policy Committee (PPC).
7. Shall follow Robert's Rules of Order during official board meetings.
8. Shall appoint a Board of Director as Sergeant at Arms during official board meetings.
9. Shall designate representatives who have access to social media accounts. Shall serve as members of the Board of Directors.
10. Shall direct advocacy and government relations efforts of the association.
11. Shall serve on the Professional Recognition Committee, as appointed by the Chair, reviewing candidates for recognition.
12. Shall collaborate with ADE to support AzSCA, Inc. leadership roles and responsibilities.
13. Shall attend LDI.

## 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 and assist with communication of official AzSCA announcements, working in concert with the Communications Manager.
- Shall work with the Executive Director, Conference Chair and Conference Manager to outline annual themes for conference, communication, and events.
- In collaboration with the Communications Manager, shall create/manage AzSCA board communications listserv.
- Shall communicate with all Governing Board members concerning ends policies progress.
- Shall be an ex-officio member of all committees.
- 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, and shall disseminate the agenda two days prior to the meeting.
- Works in collaboration with the Communications Manager to ensure that all areas on the website are up to date.
- Shall set the LDI agenda. Training should include but not be limited to: work plan review, policy governance, Roberts Rules of Order, committee work, new member welcome and review of Policy & Procedures.
- Shall mentor the Assistant Chair of the Board.
- Evaluate the contracted positions.
- In collaboration with the Executive Director, shall maintain and review important legal documents for Past Chair, Chair, and Assistant Chair.
- Shall work with the Executive Director to ensure association is compliant with state and federal agencies, to include ASCA Charter status, Non-Profit status, annual Arizona State Corporation Commission Report, etc.
- Coordinate with Executive Director about hotel rooms as needed for Board Meetings to include: dinners, meeting room, water, coffee, conference calls, online communication, copies, and internet access in meeting and guest rooms as determined.
- Provide at least two weeks notice to AzSCA Governing Board of meeting locations.
- Communicate Board Meeting information to Governing Board members (to include agendas, location and any other pertinent information).
- 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 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 Communications Manager, shall create/manage AzSCA board communications listserv.
- Shall assist the Chair when evaluating the contracted positions.
- Shall assist the Chair in preparing communication of official AzSCA announcements, working in concert with the Communications Manager.
- 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, and internet access in meeting and guest rooms.
- 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 following the voting process prescribed by the election instrument defined in P&P.
- Shall present a compiled election slate to the Board of Directors for their review and approval by Quarter 3 board meetings.
- Shall mentor Chair.
- In collaboration with the Communications Manager, shall report elections results in an AzSCA announcement after the close of the election and post on the AzSCA Inc. website and other designated areas.
- Shall assist the Chair when evaluating the contracted positions.
- Shall attend LDI.
- Shall serve on the Public Policy Committee (PPC).

## **Contracted Positions**

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

- Executive Director
- Conference Manager
- Communications Manager
- Legislative Consultant
- Sponsor & Exhibitor Coordinator



# Elections

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## Policy

The Past Chair administers the election process. A qualified candidate for AzSCA Board of Directors must hold a current Arizona school counselor certificate, be a current member of ASCA and AzSCA and maintain active membership status throughout their term, and be in good standing with Arizona Department of Education, their employer and the school counseling profession. Elections will be held once each year. The Conference Manager will open elections during the annual membership meeting and they will remain open for one week. Eligible candidates will be presented to the general membership at the annual conference for voting.

## Procedure

1. At the start of the election season, the Past Chair presents the election packet template to the Board of Directors for approval and explains plans for execution.
2. The Conference Manager loads all elements of the election packet onto the election webpages on the AZSCA website and presents it to the Past Chair for approval. Upon approval, the Conference Manager makes the elections webpage live, and sends an announcement to the general membership. The announcement will include but is not limited to directions on where to source the election packet, deadline for submission, and the number of open seats.
3. If another seat opens prior to the deadline for submission, the Past Chair will send additional communications to the general membership, advertising the additional open seat. If the seat opens after the deadline to submit the election packet, then filling this seat falls under the procedures Board Vacancies in Bylaws, which means the seat will be filled by way of Board of Directors appointment.
4. The Conference Manager compiles the election slate by gathering required election packet documents from each candidate and submits them to the Past Chair.
5. Past Chair ensures that the submitted election packet is complete, election packet requirements are met, and certifies each candidate is eligible to run for office.
6. An election packet is considered complete when all elements of the packet are uploaded, meet the requirements, and are signed and submitted by the deadline.
7. The Past Chair presents the election slate of candidates to the Board of Directors.
8. The Board of Directors gives final approval of eligibility by majority consensus during a Board of Directors meeting.
9. The Past Chair works with the Conference Manager to load the slate onto a digital election platform, ensuring that all election elements are accessible to the electorate.
10. The Past Chair organizes the presentation of candidates to the general membership during the annual conference. This can be live or via digital on-demand software.
11. General membership votes for the number of open seats advertised. For example, if AzSCA advertises 3 open seats, then the electorate gets to vote three times. Using this example, when the election closes, the three candidates with the most votes win.
12. If there are more open seats than the number of candidates running, an election is still required to fill the vacancies. The seat/s that remain open will be filled according to Board appointment procedures.

16. At the close of the election, the Past Chair notifies the winners of the election and gains their acceptance of the office. At the direction of the Past Chair, the Conference Manager sends appreciation notices to the candidates who were not selected.
17. The Past Chair, along with the Conference Manager, initiates the issuance of an announcement to the Board of Directors, Executive Director, Board at Large, and general membership to identify the winners.

## **Election Packet Elements**

- Professional headshot to be used on marketing materials during the election process and the AzSCA website in the event the candidate is elected.
- Completed application, to include but not limited to a position statement, education and certifications, professional experience, and leadership experience.
- Signed self-attestation that candidate is a member of ASCA and AzSCA.
- Signed self-attestation that candidate is in good standing with Arizona Department of Education, their employer and the school counseling profession.
- Professional resume or Curriculum Vitae.
- Letter of recommendation from direct administrative supervisor who has formal performance evaluative authority over the candidate (ex: building administrator), which includes a statement that the candidate is in good standing.
- Signed Candidate of AzSCA Board of Director Commitment to Performance form.
- Other elements as set forth by the Board of Directors and Past Chair. These must be determined at the start of the election season, before any announcements are disseminated. Past Chair must present additional elements to the Board of Directors for approval by consensus. Elements may include additional documents, additional letters of recommendation, audio or video submissions, etc.

# Committees

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## Advocacy of School Counseling

- Will promote the school counseling profession and advocate for our role and our students
- Shall revisit, revise, develop and distribute current AzSCA talking points as identified by the Board of Directors affecting school counselors.
- Shall invite members to join Advocacy Committee.
- Shall collaborate with other committees as needed, such as Professional Development and Outreach.
- Shall create and submit advocacy material to BOD for approval and distribution.
- Encourage and mentor school counselors to assume a leadership role.
- Submit committee updates to AzSCA Board of Directors.
- Create and maintain digital files of advocacy materials.
- After approval from the Chair Line, shall collaborate with outside resources when representing School Counselors.
- Shall provide updates to the Communications Manager as needed, at minimum, on a quarterly basis. The Communications Manager will proactively communicate with the committee chair to maintain website content.
- Shall work to increase membership, develop, organize, and implement methods to maintain and recruit members and shall find ways to increase AzSCA membership benefits.
- Shall submit quarterly action plan.
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.

## Annual Conference

### Conference Chair

- Shall serve as Chair of the AzSCA Conference Committee, collaborating with the Conference Manager to ensure the planning and production of the AzSCA Annual Conference.
- Shall appoint an Assistant Chair and subcommittee Coordinators (Call for Proposals, Professional Recognition, Room Moderator, and Scholarship Coordinators) as needed.
- Shall update the Board of Directors on the progress of conference planning, conference needs, etc.
- Shall curate content for the conference via the Call for Proposals.
- Shall serve on the Call for Proposals review and selection committee.
- In collaboration with the Call for Proposals Coordinator, shall determine a session selection system, finalize the slate of breakout sessions, and submit the final slate to the Conference Manager.
- Shall oversee the presenter notifications sent by the Conference Manager.
- Shall encourage award nominations via the Professional Recognition program.

- Is notified by the Professional Recognition Coordinator of awards winners.
- Shall notify the BOD and Executive Director of the awards winners once they are selected.
- Shall preside at the Awards Ceremony that takes place at the annual conference.
- Shall collaborate with the Conference Manager to solicit event volunteers to assist with event setup, check-in, room moderation, and breakdown.
- Shall submit quarterly action plan
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.

### **Call for Proposals Coordinator**

- Convene a Call for Proposals review and selection committee.
- In collaboration with the Conference Chair, shall determine a session selection system, and finalize the slate of breakout sessions.
- Shall curate content for the conference via the Call for Proposals.
- Shall convene a Call for Proposals review and selection committee.
- Shall submit quarterly action plan
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.

### **Professional Recognition Coordinator**

- Shall work with the Conference Manager to prepare award nomination forms and applications.
- Shall work with the Conference Manager to prepare official communications to award nominees and applicants.
- Shall verify each nominee's eligibility (AzSCA membership, ASCA membership, etc.).
- Shall explain the application process to each eligible nominee.
- Shall ensure only completed applications and eligible candidates are considered in the selection process.
- Shall convene a review and selection committee to include Directors from the BOD as appointed by the Chair.
- Shall determine award winners with the support and input of the selection committee.
- Shall notify the Conference Chair and Executive Director of the winners once they are selected.
- Shall notify winners and non-winners.
- Shall work with the Executive Director to ensure monetary award is issued to the Arizona School Counselor of the Year (\$1000) and the winner of the Rising Star Award (\$500).
- Shall collect photos and bios of each winner for inclusion in promotional materials.
- Shall coordinate with the Conference Chair, Conference Manager, and Scholarship Coordinator to plan the Awards Ceremony at the Annual Conference.
- Shall work with the Conference Manager to order statuettes/plaques.
- Shall present awards at the Awards Ceremony at the AzSCA Annual Conference.
- Shall communicate Award Ceremony details to award recipients and invite them to attend the ceremony. Shall include Conference Chair and the Executive Director in these communications.
- Shall serve as host/point of contact for award recipients and their guests at the Award Ceremony.
- Shall ensure the Arizona School Counselor of the Year Application is pushed to the American School Counselor Association for inclusion as a nominee for School Counselor of the Year.
- Shall submit quarterly action plan
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.

### **Room Moderator Coordinator**

- Shall work with Conference Manager to develop a system of moderators for every room and every breakout session.
- Shall work with the Conference Manager to write a script to welcome attendees, introduce each speaker, and determine procedures of room management.
- Shall direct and encourage attendees to complete evaluations.
- Shall work with the Conference Manager to staff moderator slots.
- Shall conduct a training prior to conference for moderators.

## Scholarship Coordinator

- Shall screen materials submitted by each applicant to determine their eligibility.
- Shall convene a review and selection committee to include a Director appointed by the AzSCA Chair.
- Shall determine scholarship winners with the support and input of the selection committee.
- Shall notify the Conference Chair and Executive Director of the winners once they are selected.
- Shall notify winners and send appreciation communications for those who were not selected.
- Shall collect photos and bios of each winner for inclusion in promotional materials.
- Shall work with the Conference Chair, Conference Manager and Professional Recognition Coordinator to plan the Award Ceremony.
- Shall communicate Awards Ceremony details to the scholarship recipients and invite them to attend the Award Ceremony. Shall include the Conference Chair and Executive Director in these communications.
- Shall serve as host/point of contact for scholarship recipients and their guests at the Award Ceremony.
- Shall create scholarship certificates for each scholarship winner and work with the Executive Director to issue the monetary award to each student.

## Communications

- Shall coordinate content for mass communications and submit to the Communications Manager for posting on AzSCA website, social media channels, and to send via email blast.
- Shall work with committee chairs to ensure website content is up-to-date and notify the Communications Manager of any changes.
- Shall work to increase membership, develop, organize, and implement methods to maintain and recruit members, and shall find ways to increase benefits of an AzSCA membership.
- Shall submit quarterly Action Plans.
- The action plan shall include ways to promote the representation and participation of different groups of individuals.
- Shall provide updates to the Communications Manager as needed, minimally on a quarterly basis. The Communications Manager will proactively communicate with the Communications Committee Chair to maintain website content.
- Shall submit quarterly action plan
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.

## Professional Development

- Shall facilitate professional development opportunities to meet the needs of school counselors and affiliates throughout the year.
- After approval from the Chair Line, shall collaborate with ADE to provide training opportunities for School Counselors as needed.
- Shall recruit professional presenters (assist members with recruiting presenters).
- Shall conduct member surveys on professional development needs.
- Shall collaborate with the Communications Manager to provide Certificate of Attendance for each Professional Development event as applicable.
- Shall work to increase membership, develop, organize, and implement methods to maintain and recruit members, and shall find ways to increase benefits of an AzSCA membership.
- Shall submit quarterly action plan.
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.
- Shall provide updates to the Communications Manager as needed, minimally on a quarterly basis. The Communications Manager will proactively communicate with committee chair to maintain website content.

## Public Policy

- Committee consists of all members of the Board of Directors, Executive Director, and Legislative Consultant.
- Shall provide updates to the full board.
- Shall communicate directly with the Legislative Consultant.
- Shall develop a plan for public policy by selecting and prioritizing the goals that best advocate for AzSCA on a legislative level.
- Shall coordinate with the Executive Director, Legislative Consultant, and others as needed on public relations and strategic communications.
- Shall consult with the Legislative Consultant to critique federal and state bills and inform the 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 Communications Manager.
- 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.
- Shall work to increase membership, develop, organize, and implement methods to maintain and recruit members, and shall find ways to increase benefits of an AzSCA membership.
- Shall submit quarterly action plans.
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.
- Shall provide updates to the Communications Manager as needed, minimally on a quarterly basis. The Communications Manager will proactively communicate with committee chair to maintain website content.

## Outreach

- Shall collaborate with other committees as needed to promote the profession of school counselors and inform school counselors about AzSCA and its mission and purpose.
- Shall promote membership at outreach events.
- Shall provide updates to members and board regarding Outreach events.
- Shall create opportunities that promote networking of school counselors and demonstrate AzSCA's appreciation of its members (i.e. mixers, social events, virtual events).
- Shall provide resources (i.e. handouts, websites) at regional events.
- Shall recruit members to serve as regional outreach representatives.
- Shall work to increase membership, develop, organize, and implement methods to maintain and recruit members, and shall find ways to increase benefits of an AzSCA membership.
- Shall submit quarterly action plans.
- The action plan shall include ways to promote collaboration with and inclusion of all partner communities, especially underserved populations.
- Shall provide updates to the Communications Manager as needed, minimally on a quarterly basis. The Communications Manager will proactively communicate with committee chair to maintain website content.

## 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
- Diversity, Equity, and Inclusion
- Membership





# Financial Policies

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## 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. Within budget limits provide high-quality professional development and support.

## Procedures

### Finance Committee

1. Shall consist of Board of Directors and Executive Director
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. Shall 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. Committee chairs must submit their budget requests to the Executive Director prior to Quarter 4 meetings (generally end of April). Executive Director includes their budget requests in the next fiscal year's draft budget, to be presented to Board of Directors during Quarter 4 meetings.
3. Board of Directors continue to discuss budget requests from committees and continue to revise the draft budget for the following fiscal year. The Executive Director will present the budget endorsed by the BOD at LDI.

### Expenditures

1. Shall be prioritized according to the benefit to all members of the association.
2. Pre-approved expenses can be made via personal credit card, or by using an AzSCA credit card. If a personal credit card is used, expense will be reimbursed according to procedures delineated below. If an AzSCA credit card is used, Expense Report must be completed and all receipt submitted to the Executive Director. Failure to submit proper documentation may result in the cancellation of the credit card used.
3. 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 majority consensus, shall be final.

### **Procedures for Expense Documentation and/ or 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. If an AzSCA, Inc. credit card is used for the expense, failure to comply may result in the cancellation of the association's credit card.
3. All expenditures must be accompanied by an original receipt and Expense Report.

### **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 AZSCA board meetings or to serve as a representative of AZSCA may be reimbursed for gas by submitting gas receipts to the 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 eligible 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 living outside a 100-mile radius may submit a request to the Executive Director for a hotel room the night before a board meeting. The request must be submitted to the Executive Director two weeks prior to the meeting date when traveling necessitates leaving prior to 6:00 AM in order to arrive on time for the 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 – [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?fiscal\\_year=2023&state=AZ&perdiemSearchVO\\_city=&action=perdiems\\_report&zip=&op=Find+Rates&form\\_build\\_id=form-orbr\\_wZSEC2xF8NEJUPqiuTm\\_RpKcxqN0YjQ0-dcN1M&form\\_id=perdiem\\_form](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?fiscal_year=2023&state=AZ&perdiemSearchVO_city=&action=perdiems_report&zip=&op=Find+Rates&form_build_id=form-orbr_wZSEC2xF8NEJUPqiuTm_RpKcxqN0YjQ0-dcN1M&form_id=perdiem_form)) and as budget allows. Alcohol is not reimbursed. Expense Report Forms must accompany the receipts.

## Discretionary Funds

### Chair's Discretionary Budget

A minimum of \$2,000.00 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

\$500.00 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. This line item includes the gift extended to the Chair when they move to Past Chair, as presented at LDI.

### 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 consensus. The budgetary amount is approved by the Board of Directors in front of the Board at Large during LDI when the budget is ratified. Subsequent spending requires a majority consensus of BOD, but that vote does not have to take place in front of the Board at Large.

### Conference Registration or Lodging Scholarship Fund

This fund is a line item within the State Conference budget and intended to supplement spring conference expenses for members of the Board at Large who do not have resources to pay for their own spring conference participation. Priority will be given to 1. Directors on the Board of Directors; 2. Committee Chairs; 3. Members of the Board at Large. In order to qualify, the applicant must first ask their district for funding and provide documentation that their district won't pay for the expenses associated with their participation. Furthermore, the applicant must be an active member of the Board at Large, defined as attending both the Quarter 1 and Quarter 2 meetings of the same fiscal year as the active budget. Approved applicants are eligible for funding for either 2 nights of lodging or the cost of spring conference attendance, with the stipulation that they must help with pre-conference tasks, and must provide labor for other conference tasks, such as room moderation. The Board of Directors will review and approve applications.

### 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

All receipts and Expense Reports for expenses incurred during the fiscal year will be submitted to the Executive Director before the close of the fiscal year. All accounts within the budget should be resolved by the end of the fiscal year. The Executive Director is responsible to submit Fiscal Year End reports to the Board of Directors prior to LDI. The Executive Director will work with the Committee Chairs to create a Draft Budget by the Quarter 4 Board meetings. Committee chairs will submit spending requests to the Executive Director to inform the Draft Budget of the next fiscal year. The Board of Directors will revise and endorse a Final Budget prior to LDI. The Executive Director will present the Final Budget to the Board at Large during LDI.

## **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, Conference Manager, AzSCA Chair, and Assistant Chair. The Executive Director will distribute the cards, to be used for approved expenses. All use of credit 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 within 30 days of expense.
3. All expenses must be accompanied by receipts, and a completed Expense Report Form within 30 days of the expense.
4. If a credit card holder does not submit receipts and Expense Report within 30 days of expense, the Executive Director has the responsibility to suspend the credit line.

## **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.

## **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. (The ASCA Delegate Assembly and Conference takes place at the end of the AzSCA fiscal year, so this event general takes place at the end of the Chair's and Assistant Chair's term.). The Executive Director will also attend the ASCA Conference and the Delegate Assembly as a non-voting representative. Additionally, AzSCA will send additional representative(s)\* as budget allows and is approved by the Chair Line. Preference will be give to the Conference Chair. 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. By April 30, the Chair and Assistant Chair will announce the presence of extra funds and provide an application to access funding.
2. Board of Directors and Committee Chairs are eligible to apply;
3. The ASCA Annual Conference Attendance Application must be completed one month prior to the Registration Deadline and submitted to the Chair;
4. 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 Past Chair, Assistant Chair, 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**

### **Registration**

The Conference Budget shall pay for Conference registration for the Board Chair, Assistant Chair, Conference Chair, and Call for Proposals Coordinator to attend, if funding is available. All other Board of Directors and Conference Committee members 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 may cover their registration when approved by the AzSCA Board of Directors.

### **Lodging**

The Conference budget will pay for lodging for the AzSCA Chair, Assistant Chair, Conference Chair, Call for Proposals Coordinator, Conference Manager, and Executive Director. 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 may cover their lodging cost fee when approved by the AzSCA Board of Directors.

Conference registrations rates are determined by business manager on a yearly basis.



# 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.
June 5, 2022	2022-2023 Board of Directors	Updated responsibilities for chair line and elected positions. Updated language for all committees. Reassigned responsibilities originally assigned to Membership and Diversity, Equity, and Inclusion Committees to other committees. Established election policies and procedures. Updated financial guidelines.
June 4, 2023	2023-2024 Board of Directors	Updated language for Conference Committee leadership roles, added Call for Proposals Coordinator and Room Moderator Coordinator, specified Roberts Rules of Order as rules for governance, and updated Elections policies and procedures. The Executive Director served as recorder for suggested changes from multiple sources. This document was submitted by the Executive Director to the Chair Line for further revisions and adoption.



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