

POLICIES & PROCEDURES

Handbook and Governing Board Tasks



**ARIZONA
SCHOOL
COUNSELORS
ASSOCIATION**

Adopted September, 1997

Revised, 2004, 2007-2008, 2009, 2011, 2012, 2013, 2014, 2015

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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: President, President Elect, President Elect-Elect, Past President 5 elected executive board members and one appointed treasurer, Committee Chairs and committee members. The Committee Chairs and Liaisons are appointed by the President with the approval of the executive committee. The Executive Committee consists of President, President Elect, President Elect-Elect, Past President, 5 elected executive board members. All members of the executive committee are voting members. The finance committee consists of the President, President Elect, President Elect-Elect, Past President, business manager, conference director, membership chair and treasurer.

APPOINTMENTS

The AzSCA, Inc. Bylaws give authority to the President with the approval of the Executive Committee to make all appointments.

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

General Duties and Responsibilities:

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

All AzSCA Board Members

Shall attend meetings of the Governing Board and AzSCA, Inc. including the Annual LDI	Shall follow the adopted work plan for AzSCA, Inc.
Shall follow board member roles as stated at each governing board meeting	Shall follow Policy Governance
Shall maintain and update the work plan monthly as it pertains to the committee the board member is serving on	Shall exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying out association duties
Shall encourage and assist all board members in recruiting new members	Shall be an advocate for Arizona School Counselors
May write articles for issues of the <i>Arizona School Counselor</i> (to be assigned)	Shall provide leadership and coordination related to board position
May submit lesson plans or resources to our website in the member's only section.	Shall be abreast of education and legislative issues that affect Arizona school counselors

Encouraged to attend the annual AzSCA, Inc. Conference	Shall submit recommendations to Executive Committee as it relates to Strategic Plan
Shall assume other responsibilities as agreed upon by the President	Shall be knowledgeable about governance practices.
Shall be knowledgeable about association management	Shall be knowledgeable about current trends in school counseling and education

Executive Committee

Policy: The executive committee is responsible to make decisions on behalf of the AzSCA, Inc. membership and board during regular scheduled meeting times.

Procedure:

1. Shall consist of the President, President-Elect; President Elect-Elect; Past President; 5 elected Executive Committee members.
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. Shall receive minutes of the executive session by e-mail within 10 days of the meeting
5. Shall attend a minimum of 3 of the 4 annual board meetings (electronic or in person) unless approved by Executive Committee

Elected Officers

AzSCA President

Shall serve as a member of the Executive Committee	Shall preside at AzSCA LDI, all Governing Board meetings and the Annual State Conference
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Shall attend ASCA Delegate Assembly and ASCA Annual Conference.	Shall prepare the President'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 Governing Board	Shall be responsible for coordinating the Governing Board meeting agenda
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.	Ensures meeting agendas, minutes, policies and procedures, bylaws and all other governing documents are current and posted on the website.
Shall create/manage AzSCA board communications listserv.	Shall be the chair of the Finance Committee
Shall plan Executive Retreat for Work Plan development	Shall maintain and review presidents (to be listed) important legal documents.
Shall mentor the President Elect	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 Presidents 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 & President Elect for travel arrangements and accommodations	Shall outline annual themes for conference, newsletter, events.
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AzSCA President Elect

Shall, in the absence of the President, assume the role of President with all of its authority and responsibility	Shall be a member of the Finance Committee
Shall attend Executive Retreat	Shall perform such duties as may be directed by the Governing Board
Shall serve as a member of the Executive Committee	Shall mentor the President Elect-Elect
Shall attend ASCA Delegate Assembly and ASCA annual conference	Shall develop in collaboration with the President 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).	Coordinate 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 & President for travel arrangements and accommodations	Distribute budget worksheet for committee chairs to complete by 3rd quarter meeting.

AzSCA President Elect-Elect

Shall serve as a member of the Executive Committee	Shall support the President and President Elect
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Shall perform such duties as may be directed by the Governing Board	Shall assist President Elect at AzSCA LDI as requested
Shall attend Executive Retreat	Shall be a member of the Finance Committee
Shall create/manage AzSCA board communications listserv	Evaluate the contracted positions
Coordinate 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.	Communicate Board Meeting information to Board members (to include agendas, location and any other pertinent information).)
Shall serve as AzSCA Secretary.	Monitor storage space.
Shall be responsible for keeping an annual notebook which includes all motions, amendments, agendas, minutes, etc. to be given to the next Secretary and electronic copies given to business manager and president	Shall be responsible for sending Governing Board meeting minutes to all members of the Governing Board within two weeks following meeting plus any handouts to committee chairs not in attendance of the meeting
Shall be responsible for compiling Governing Board meeting minutes	Shall be responsible for Executive Committee meeting minutes
Shall be responsible for Certificates of Attendance for each Board Meeting, Executive Meeting and LDI as requested	

Past President

Shall serve as a member of the Executive Committee	Shall perform such duties as may be directed by the Governing Board
Shall assist President at state LDI as requested	Shall revise/review Policies and Procedures before LDI and present recommendations for updates
Evaluate the contracted positions	Shall mentor President.

Shall facilitate Nominations and Elections which includes newsletter articles, nomination form, voting process	Shall be a member of the Finance Shall be a member of the Finance committee
Shall present a compiled election slate to the Governing Board at the March Meeting	Shall report elections results in the final copy of the Arizona School Counselor and post on the AzSCA Inc website
Shall attend Executive Retreat	Maintain the AzSCA listserv
Shall create and update a "Transition" document for Incoming President to include monthly details of tasks.	Shall serve as the liaison to the AzSCA Foundation Governing Board

Executive Committee Members

Shall follow parliamentary procedures.	Shall appoint an executive board member 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 Executive Committee	Shall be responsible for generating interest and activities in their respective regions
Shall write regular articles for each Arizona School Counselor-as assigned	Shall serve on the Professional Recognition Committee, reviewing candidates for recognition (Non-Presidents)
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 manage K-20 communication through the communications committee
Shall attend Executive Retreat and LDI	Shall review and validate receipt and expenditure statements from committee members and monitor budget for that committee.

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

Business Manager

Shall abide by the terms of agreed upon contract.	
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College Access Professionals Facilitator

Shall abide by the terms of agreed upon contract.	
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Conference Coordinator

Shall abide by the terms of agreed upon contract.	
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Vendor Coordinator

Shall abide by the terms of agreed upon contract.	
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Conference Technology Coordinator

Shall abide by the terms of agreed upon contract.	
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Technology Coordinator

Shall abide by the terms of agreed upon contract.	
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Webmaster

Shall be a consultant to the technology coordinator.	
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AZSCA, INC. COMMITTEES

ADVOCACY/GOVERNMENT RELATIONS

Strategic Partnerships & Stakeholders

Shall revisit, revise, develop and distribute current AzSCA talking points affecting Professional School Counselors, students and the community (workforce, families, and other stakeholders).	Shall create and regularly update an AzSCA advocacy folder
Shall serve as liaison to identified stakeholders or appoint a representative to be a voice for AzSCA	Shall participate and contribute to ADE, CTE, ABEC, as determined at LDI and other stakeholders' conferences and venues.
Assume such other responsibilities as agreed upon by the President	Shall recruit Advocacy Committee members
Shall collaborate with Professional Development, Membership as it relates to Advocacy-	Shall submit advocacy material to communications chair for website postings and newsletter submissions
Shall 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 communication chair for for social media distribution
Organize and coordinate official recognition and acknowledgement from the governor or other community official.	Encourage school counselors to assume a leadership role in counselor visits to Capitol Hill and to meet with local legislators
Submit public policy reports to AzSCA Executive board	Shall be abreast of the education agenda issues and actively advocate for school counselors
Shall organize and participate in School Counselor Day on the Hill	Shall submit Work in Progress Reports monthly

Utilize AEA Lobbyist as determined by committee.	Shall keep the website updated via the Technology Coordinator.
Coordinate and plan regional workshops and symposiums	Provide Certificates of Attendance for regional workshops and symposiums organized by the Advocacy Committee

AzSCA ANNUAL CONFERENCE

Conference Call for Program

Shall be responsible for AzSCA Conference Call for Programs form	Shall serve as chair of the AzSCA Conference Call for Program Committee and coordinate with the executive committee liaison, which is responsible for the selection of presenters for the AzSCA, Inc. Annual Conference
Shall be responsible for notifying all that submitted Call for Programs of acceptance or denial	Shall be contact person for all accepted presenters
Shall be responsible for AzSCA Annual Conference Program presenter and session content information	Shall create presenter certificate and send presenter thank-you letters
Shall tally session evaluations	Shall assign session moderators and create session evaluation envelopes

Professional Recognition Chair

Shall compile professional recognition applications and make available in <i>Arizona School Counselor</i> and the AzSCA, Inc. website	Shall screen materials submitted for each candidate to determine eligibility and send to review committee.
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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 luncheon	Shall submit articles of award winners to the <i>Arizona School Counselor</i> , 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 winners to ASCA awards committee	Shall coordinate with the scholarship chair for list of scholarship winners
Shall keep the website updated via the Conference Technology Coordinator.	

Scholarship Coordinator

Shall compile Scholarship applications and make available in <i>Arizona School Counselor</i> 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 <i>Arizona School Counselor</i> , the AzSCA, Inc. homepage, the recipient's district newsletter and/or the recipient's local or regional newspaper

COMMUNICATIONS

Communications Chair

Shall coordinate up to four publications of the ASCA and <i>Arizona School Counselor</i> and submit newsletter 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 Facebook page, and electronic communications to AzSCA contacts	Shall maintain the budget for all fees (webmaster, newsletter) and send invoices to Business Manager for payment
Shall decide format, style, content and layout of newsletter in conjunction with the layout person	Shall keep the website updated via the Technology Coordinator
Shall recruit communication committee members	Shall submit Work In Progress Reports monthly

Newsletter Editor/Executive Committee

Shall review and edit submitted articles for grammar, spelling, professional language and clarity	Shall submit final edited articles to communications chair for newsletter layout
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MEMBERSHIP

Membership Chair (s)

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 President 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 Work In Progress Report monthly
Shall keep the website updated via the Technology Coordinator	

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 development committee members	Shall conduct member surveys on professional development needs.

<p>Shall collaborate with AzCAN to provide web-based College Access Professional (CAP) training to school counselors in the state of Arizona</p>	<p>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.</p>
<p>Provide Certificate of Attendance for each Professional Development event as applicable.</p>	<p>Shall keep the professional development section of the AzSCA website updated via the Technology Coordinator.</p>
<p>The PD Marketing Liaison will collaborate with the Association/Presentation Liaison, the Communications committee, and the PD committee to market and promote all AzSCA professional development opportunities.</p>	

RESEARCH

Policy: The Research Chair 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.

<p>Shall publish an Arizona research journal annually as permitted by article submissions</p>	<p>Shall develop procedures for school counselors and college educators to apply for research funds</p>
<p>Shall promote school counselor research in the state of Arizona</p>	<p>Shall maintain contact and work with Arizona Counselor educators</p>
<p>Shall submit Work In Progress Reports monthly</p>	<p>Shall keep current on National School Counseling Research Centers (CSCOR,</p>

Shall solicit articles for Research Journal.	U Mass and CS3 USD) Shall coordinate research-oriented presentations and poster sessions for AzSCA annual conference
Shall keep the website updated via the technology coordinator.	

COLLEGE RELATIONS

The College Relations Committee (CRC) is made up of individuals who are employed by an Arizona Community College, one of the public four-year institutions, the AZTransfer Steering Committee or In-State non-profit postsecondary institution

The (CRC) shall have four chairpersons: 1) Committee Chair (and/or co-chair): 2) Event Chair: 3) Fall Tour Chair: 4) Fall Tour Exhibitor Chair. Each chair is considered a three year term. To promote continuous improvement and prevent burnout, serving back-to-back terms of the same chair position is not recommended.

Committee Members

Chair terms shall begin and end in accordance to AZSCA bylaws and/or policies & procedures.	In addition to the chairs, the CRC shall also include at least 1 representative from ASU, U of A and NAU; at least 1 representative from the Maricopa Community College district ; at least 1 representative from another AZ community college district outside of Maricopa County.
CRC committee members are required to have current paid AZSCA membership. (in addition to any exhibitor fees).	

Committee Chair

Provides leadership to the CRC	Serves on all the subcommittees of the CRC
Monitors financial planning & reports.	Evaluates performance of committee..

Leads and directs fundraising	Recommendations for this position are made by CRC and must be approved by the AZSCA executive board.
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Event Chair:

Shall direct all activities pertaining to the arrangement of the CRC events not including the Fall Tour.	Recommendations for this position are made by the CRC and must be approved by the AZSCA Executive Board
The one primary CRC event that is held in the fall for high school counselors	

Fall Tour Chair:

Shall direct all activities pertaining to the arrangement of the Fall Tour Program.	Recommendations for this position are made by the CRC and must be approved by the ASZCA Executive Board.
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Fall Tour Exhibitor Chair:

Shall serve as the main line of communication and liaison with all approved Fall Tour Exhibitors and with organizations such as the Arizona Board of Regents	The chair shall collect all inquiries requesting Fall Tour Exhibitor space and shall determine eligibility and available exhibitor space
Shall be responsible for maintaining a database of all current Fall Tour Exhibitors.	Recommendations for this position are and by the CRC and must be approved by the AZSCA Executive Board.

Fall Tour Exhibitor Eligibility & Requirements:

Preference for available Fall Tour Exhibitor space shall be given to AZ COMMUNITY COLLEGES and AZ PUBLIC UNIVERSITIES and previous Fall Tour Exhibitors.

Remaining Fall Tour Exhibitor spaces will be determined by (1) previous Fall Tour Exhibitors in good standing with AZSCA. (2) New institutions will be selected on a first-come first-serve basis.

IN-STATE NON-PROFIT Exhibitors

Two and four-year NON-PROFIT institutions that are accredited by a regional accrediting agency recognized by the United States Department of Education or by the Council on Post-Secondary Education.

A. Two-year institutions must be operated by a community college district as defined in Section 15-1401 in the Arizona Revised Statutes or be under the jurisdiction of an Indian tribe recognized by the United States Department of the Interior. These institutions must also be accredited by a regional accrediting agency recognized by the United States Department of Education or by the Council on Post-secondary Education.

B. Four-year institutions must be officially recognized and governed by the Arizona Board of Regents.

C. Private Non-Profit institutions with articulation agreements with at least 10 AZ community Colleges OR previous approvals for Fall Tour Participation.

D. AZ TRANSFER - is a statewide collaboration to help students navigate their higher education options in the State of Arizona. Information and resources on AZTransfer.com represent each of Arizona's public and tribal community colleges and universities AND therefore may be allowed to participate in the Fall Tour at the IN-STATE NON-PROFIT rate.

Exhibitor Fee - \$325 per year

1. At least 1 representative from each exhibiting institution must attend a Pre-Fall Tour training session before attending ANY Fall Tour events.
2. Exhibitor Table at College Access Forum.
3. Full access to Fall Tour
4. Listing on AZSCA College Relations webpage
5. Voting and College Relations Committee participation privileges as defined by AZSCA and the College Relations Committee.

ROTC/JROTC Exhibitors

ROTC/JROTC Exhibitors are not eligible to be committee chairs and do not have voting privileges.

Fees - \$432 per year

1. Listing on AZSCA College Relations webpage
2. Full access to Fall Tour
3. At least 1 representative from each exhibiting institution must attend a Pre-Fall Tour training session before attending ANY Fall Tour events.

OUT-STATE Exhibitors

Colleges and universities in states that border Arizona (California, Nevada, Utah, Colorado and New Mexico) may be eligible for Associate Membership in the Council for an annual fee of 133% of membership dues if they offer in-state tuition to Arizona residents, if they participate in the Western Undergraduate Exchange (WUE) Program or if they have been previously approved to exhibit in the Fall Tour.

OUT-STATE Exhibitors are not eligible to be committee chairs and do not have voting privileges.

Fees - \$432 per year

1. Listing on AZSCA College Relations webpage
2. Full access to Fall Tour
3. At least 1 representative from each exhibiting institution must attend a Pre-Fall Tour training session before attending ANY Fall Tour events.

ARTICULATION PARTNERS

FOR-PROFIT post-secondary institutions may be Fall Tour Exhibitors on a pay-per-week basis provided they meet the following criteria: Have articulation agreements with at least 10 AZ community colleges: Have a campus located in AZ: At least 1 representative from each exhibiting institution must attend a Pre-Fall Tour training session before attending ANY Fall Tour events.

Exhibitor fees - \$475 per week

1. Access to Fall Tour weekly schedule

AZSCA POST-SECONDARY SPONSORS/VENDORS

AZSCA Vendor/Exhibitor Coordinator may solicit Post-Secondary Sponsors/Vendors per year and make CRC events (Preview Days and Fall Tour) part of the sponsor/vendor package. Potential Sponsors/Vendors must be approved by CRC and AZSCA Vendor/Exhibitor Coordinator prior to CRC events being offered as part of sponsor/vendor packages.

Post-Secondary Sponsors/Vendors must meet the following criteria to participate in CRC events.

Have a campus located in AZ.

Federal Financial Aid Eligible

Previous AZSCA sponsorship and/or Fall Tour exhibitor experience preferred.

Annual CRC Exhibitor Fees

Annual CRC Exhibitor Fee recommendations will be submitted to AZSCA for

board approval no later than the spring AZSCA board meeting.

Annual CRC Exhibitor Fees are due and payable by August 1st of each year.

Consequences of late or non-payment of CRC Exhibitor Fees:

Failure to pay dues in full by August 1st shall result in a \$50 late fee.

After CRC Exhibitor Fees and the \$50 late fee are paid, all rights and privileges of shall be reinstated.

Annual Budget

The committee's annual budget shall consist of the amount of income received from Annual CRC Exhibitor Fees and sponsorships received for the committee. Additional expenditures above this amount must be approved by the AzSCA Executive board.

Deleted committees:

By Laws Chair

Ethics Chair

Parliamentarian Chair

ADE Liaison

Exhibitor Chair

Historian Chair

Regional outreach

Student Liaison

Government Relations

Implementation Chair

AzSCA, Inc Financial Policies

Policy: 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 educational returns.
4. Require maximum efficiency in accounting and reporting procedures.
5. Maintain, within budget limits expenditure needs to provide high-quality professional development and support.

Procedure:

Finance Committee

1. Shall consist of Business Manager, Treasurer, President, President Elect, President Elect-Elect, Past President, Membership Chairs and Conference Coordinator
2. Shall meet before every executive 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 Executive Committee on Financial matters.
4. Shall oversee the income and expenditures of the association
5. Review quarterly bank reconciliation forms.

Annual Budget

1. Shall be reviewed and a proposed balanced budget shall be presented to the Executive Committee 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 Executive Committees 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 Executive Committee

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 Executive Committee. In all cases, the decision of the Executive Committee, by vote, shall be final.

Procedures for Reimbursement

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
3. All expenditures must be accompanied by an original receipt and reimbursement form

Allowable AzSCA, Inc. Reimbursements

Travel/Lodging/Meals

1. **Transportation:** Travel arrangements must be booked a least one month in advance to maintain the lowest possible rates unless otherwise approved by the executive board. 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 meeting 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 car pool 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 Executive Board.
3. **Auto Rental:** Auto rental may be reimbursed only if the Finance Committee specifically 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 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 Executive Committee 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 cancelled, the individual will be responsible for the entire cost of the room, unless otherwise approved by the Executive Committee. If an individual is requesting lodging for the meeting, they are not applicable to receive fuel reimbursement unless specifically approved by the Executive Committee.

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.dfic.mil/perdiem/perdiemrates.html).

ASCA Delegate Assembly and Conference

The number of delegates AzSCA sends to ASCA Delegate assembly is two persons. President, President Elect of the current fiscal year or their alternates will represent AzSCA, Inc. at the ASCA Delegate Assembly and the ASCA annual conference. Additionally, AzSCA will send the President Elect-Elect and additional representative(s)* as budget allows and is approved by the Executive Committee or Presidents. Expenses will be reimbursed, in compliance with travel policies, according to the following two options:

1. AzSCA, Inc. will pay registration, travel, meal daily per diem, and lodging for Delegate Assembly and ASCA Annual Conference. Representatives must attend all sessions. Cost of the ASCA Awards Luncheon and any other ASCA arranged meals will be paid by AzSCA, Inc.
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 President will be reimbursed for expenditures for gift baskets, display items, etc. requested by ASCA.

**Additional Representative:*

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

1. Executive Committee 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 President
3. The Presidents 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 President in collaboration with Presidents 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 President and the President Elect shall confer with the President to make arrangements for LDI. The President shall follow the approved budget for LDI.

State Conference

AzSCA, Inc. shall pay for registration and lodging for up to two nights for AzSCA, Inc. Governing Board members required to be at conference if funding is available. This includes and is limited to: Executive Committee, Conference Coordinator, Business Manager, Call for Programs Chair, Conference Technology Coordinator, Vendor Coordinator, and Membership Chairs. Executive Board members are expected to first request funding from their school district for registration and lodging.

The four presidents on the Executive Committee have their lodging covered in the conference budget. AzSCA, Inc. Governing Board members attending the annual conference will seek funding from their school district for conference registration. If the request to the school district for conference registration is denied, then AzSCA may cover their registration fee when approved by the AzSCA Executive Committee.

Conference registration cost will be calculated at the basic daily cost.

All requests must be received by the Executive Committee no later than 30 days prior to conference with a signed letter from a district representative stating that they will not fund the conference registration.

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

Meals will be provided for keynote speakers, special guests.

Discretionary Funds

President's Discretionary Budget: \$1000.00 shall be allocated to the President for payment of incidental expenses such as gifts, photography, items to share at conferences, meals for special guests and awards deem(ed) appropriate by the President.

President Elect's Discretionary Budget: \$250.00 shall be allocated to the President Elect for payment of incidental expenses such as gifts, photography, items to share at conferences, meals for special guests and awards deem(ed) appropriate by the President Elect.

Executive Committee Discretionary Budget: \$1000.00 shall be allocated to the Executive Committee and spent by majority vote.

Presidential Events

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

End of Fiscal Year Accounting

The accounts of all officers and committee chairs should be resolved by the end of the fiscal year. The Executive Committee will be responsible for submitting a financial report and budget recommendations prior to LDI. Executive Committee in working with Committee Chairs will submit a budget proposal to the President 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, President, President-Elect, Conference Coordinator, Membership Chair 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 Presidents.
2. All current Presidents (President, President Elect, President Elect-Elect, Past President) and Treasurer will have online access to view the checking and savings account .

Acknowledgements

Each year, the President 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 2004-2015 by the Executive Committee. 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 and to the committee members for their time, energy, and contributions.

Version History

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