

**Kansas School Counselor Association  
Policies and Procedures Manual**

**Adopted July, 1995  
Revised April, 2014**

**I. BUDGET**

**1.1 Balance Budget**

The President shall recommend a one-year balanced budget to the governing board by July 1.

**1.2 Fiscal Responsibility**

Those committees and officers who have budget lines are required to adhere to their respective budgets. Budget transfers must have the approval of the Governing Board.

**1.3 Committee Budget Requests**

Budget requests from committee chairs –designate must be accompanied by a plan of action and submitted to the President-elect by the July 1 deadline.

**1.4 Automatic Payments**

When payments are made out of a line budget, the person responsible for that line will be notified, in a timely manner, by the KSCA treasurer.

**1.5 Budget Notification**

Committee chairs and officers will be given a summary of their budget expenditures at the January meeting.

**II. FISCAL MATTERS**

**2.1 Deposits and Signatures**

The funds of the Kansas School Counselor Association shall be deposited at a bank of the treasurer's choice.

Requests for reimbursement should be sent to the treasurer with any necessary receipts. Payment should be made within 30 days to the appropriate vendor. If there are questions regarding payments, a "checks and balance system" should be used between the Treasurer, Past President, President and President-Elect.

**III. TRAVEL**

**3.1 Meeting reimbursement**

KSCA provides reimbursement for travel and will provide lunch when necessary for officers and committee chairs for up to two (2) KSCA meetings. The rate for

mileage will be (.40) per mile. When possible, meetings will be held via phone or videoconference, in which case, no reimbursement will be given.

### **3.2 LDI**

ASCA's Leadership Development Institute (LDI) is currently held in conjunction with Delegate Assembly/ASCA Convention. KSCA board members involved with the leadership training will receive travel reimbursement, lodging and a per diem of \$20.00 for meals. No expenses for liquor will be paid. LDI/Delegate Assembly is typically a two-day event and KSCA will pay for up to 3 nights' lodging.

### **3.3 Delegate Assembly**

KSCA will provide travel reimbursement and lodging for only the nights required to be present for KSCA business up to the budgeted amount in order to attend Delegate Assembly. \$20.00 per day, with receipts, will be reimbursed for meals. No expenses for liquor will be paid.

Due to convention breakout content priority for attendance will be given but not limited to Past President, President and President Elect.

It is expected that the most direct and economical means of transportation be used to and from the conference site. It should not be expected that KSCA pay for extensions due to personal related leisure or business. Circumstances that warrant a flight change are not the responsibility of KSCA. In addition, the extension of stay (beyond three nights' lodging" is not the responsibility of KSCA unless the overall cost is cheaper when flying on a different day of the week, causing extra days to be spent at the location. It will be reimbursed up to the budgeted amount. However, no meals will be reimbursed for the extra days.

### **3.4 Time Frame for Submitting Travel Expenses**

It is preferred that the expense form for KSCA related events be submitted to the KSCA treasurer within thirty (30) days of incurring travel costs.

### **3.5 Travel Advances**

Travel advances must be followed by expense vouchers to clear accounts.

## **IV. GOVERNING BOARD**

### **4.1 Proxy**

A proxy to the Governing Board must present a letter signed by the member of the board, which they are representing, prior to the meeting of the board.

### **4.2 Board Roster**

A roster of the Governing Board shall be published in the KSCA News.

### **4.3 Appointed Positions**

The KSCA President will have the responsibility of appointing KSCA members to serve as school counselor representatives when requested and appropriate (exp.: KACRAO board).

## **V. GOVERNING BOARD MEETINGS**

### **5.1 Publishing of Meeting Minutes**

Minutes of Governing Board meetings will be published in the KSCA News as soon as possible following the meeting.

### **5.2 Meeting Agenda**

Agenda items for the Governing Board meeting will be submitted to the President at least two weeks in advance of the meeting.

### **5.3 Officer and Committee Reports**

Committee Chairpersons and Officers shall submit oral or written reports at the governing board meetings. These shall become a part of the record of the meetings.

### **5.4 Meeting Schedule**

The KSCA Governing Board shall meet at least twice during each fiscal year at the discretion of the President. The annual business meeting for all KSCA members shall be held at the KCA convention.

## **VI. COMMITTEE MEMBERSHIP**

### **6.1 Diversity of Committee Membership**

The committee chairs shall make all reasonable attempts to have diversity among the committee membership. Diversity entails including various levels (Elementary, Middle, High and Post-Secondary) among the Board as well as representation across the state.

### **6.2 Replacement of Committee Chairs**

When a committee chair cannot fulfill his/her duty, it shall be the responsibility of the President to replace that individual. Recommendations of the committee members shall be considered.

### **6.3 KSCA Membership**

The President shall verify that all committee members are KSCA members in good standing.

### **6.4 Governing Board as Committee Members**

Members of the Governing Board may not serve on KSCA standing committees unless authorized by the KSCA Board.

### **6.5 Approval of Committee Chairs**

All appointments of committee chairs shall be confirmed by the Governing Board.

#### **6.6 Committee Vacancies**

Vacancies on committees shall be filled by the chair, and Governing Board members shall be notified of the appointment.

### **VII. COMMITTEE PROCEDURES**

#### **7.1 Reports**

Each committee shall present a plan of action and a budget request at a Governing Board meeting or before September 1 of each year. A final report shall be submitted to the President prior to the annual business meeting at the KCA convention.

#### **7.2 Funded Committee Meetings**

Committee meeting expenses shall be included in that committee's budget request.

#### **7.3 Special Committees**

Committees or work groups formed to accomplish specific functions shall report to the standing committee charged with that goal.

#### **7.4 Awards Committee**

The Chair of Awards Committee will coordinate the nomination of the KSCA Counselor of the Year. The deadline for nominations will be in alignment with the ASCA deadline for each year. This award is given out annually at the KSDE Fall Conference currently held in November at Emporia. The recipient will then become the Kansas nominee for the ASCA award as well as a finalist for the KCA COY award.

### **VIII. NOMINATIONS AND ELECTIONS**

#### **8.1 Elections**

KSCA elections shall be conducted prior to the annual business meeting or at the spring meeting of by mail ballot prior to the annual business meeting or at the Spring meeting of KSCA at the KCA Convention. The immediate Past President is responsible for securing a slate of candidates, overseeing the election process, and notifying candidates and the membership of election results.

### **IX. MEDIA**

#### **9.1 Web Page**

The KSCA web page address is [www.kssca.org](http://www.kssca.org).

### **X. EXECUTIVE DIRECTOR**

### **10.1 Position**

It is the intent of KSCA to maintain an Executive Director who will assist with the continuity of the elected Board positions as well as the preserve the history of the organization. For a detailed list of expectations please refer to the job description.

### **10.2 Hiring Process**

Notification of the position as well as job description and compensation shall be made via the website, listserv, KCA newsletter and/or counseling related events. Each interested candidate shall submit a resume to the current president of KSCA prior to the advertised deadline. Each quality candidate shall be interviewed by the committee using the same set of questions. Committee members shall include: Past President, President, President Elect and two Board members selected by the President.

### **10.3 Compensation**

It is the intent of KSCA to provide compensation for this position. KSCA will assist with mileage to/from meetings, registration and hotel to KSCA related events as needed not to exceed \$500.00. This will be determined on a year to year basis and communicated following the evaluation and prior to the next fiscal year. In addition, it may be necessary to provide mailings and other office related materials to assist in this position.

### **10.4 Evaluation**

Each year, prior to the summer Board meeting, the Executive Director of KSCA will be evaluated based on the evaluation tool. This will be done by the KSCA Board in closed session. The results will be discussed with the Executive Director following the evaluation.

## **President**

*Purpose: To lead the Governing Board and serve membership by establishing goals and objectives as well as communicate with both the Board and membership for the good of the organization.*

### **Duties and Responsibilities:**

- Hold membership in KCA, KSCA, and ASCA
- Chief Executive Officer of KSCA
- Chairperson of the Governing Board
- Call and preside at all Association and Governing Board meetings
- Appoint all Chairpersons of Standing and Special committees prior to his/her term in office
- Serve in a liaison capacity with KCA and its divisions
- Be a voting member of the Executive Council of KCA
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
- Submit articles to the KSCA Newsletter
- Maintain Leadership Notebook and pass relevant information to position successor

## **President Elect**

*Purpose: To assist the President in the performance of his/her goals and objectives for the current association year and to begin the planning stages for his/her upcoming association year.*

### **Duties and responsibilities:**

- Hold membership in KCA, KSCA and ASCA
- Appoint the committee chairpersons and other members of the leadership team for his/her term as President, **prior** to the annual KSCA summer Board/leadership meeting
- Preside at meetings of the Association in the absence of the President
- Attend the annual summer state LDI and Governing Board meetings
- Attend the ASCA Leadership Development Institute
- Should be a delegate to the National Convention
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Possess an awareness and knowledge of the By-laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Attend the Fall Counselor Conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
- Submit articles to the KSCA Newsletter
- Maintain Leadership Notebook and pass relevant information to position successor

## **Past President**

*Purpose: To serve as a member of the Governing Board and chair the nominations and elections committee*

### Duties and Responsibilities:

- Hold membership in KCA and KSCA
- Shall serve as Chairperson of the Nominations and Elections Committee
- Prepare a slate of candidates for the elective offices of the Association with at least two candidates in each position
- Notify all candidates for the office of the duties and terms of the said office and secure their consent
- Conduct and certify officer elections. If the Governing Board elects to use a mail ballot, members must receive their ballots at least three weeks prior to the annual business meeting
- Announce election results at the annual KSCA Business Meeting
- Present the President with KSCA President's plaque at the annual KSCA Business Meeting
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
- Attend the Summer and Winter KSCA Governing Board meetings
- Submit articles to the KSCA Newsletter
- Maintain Leadership Notebook and pass relevant information to position successor



## **Secretary/Treasurer**

*Purpose: To support the membership by keeping and maintaining accurate records in both the meeting minutes and treasury funds. These records will be presented at the regular business meeting and the Executive Board meetings.*

### **Duties and Responsibilities:**

- Hold membership in KCA and KSCA
- Serve as a member of the Governing Board
- Keep the records and minutes of the Association and the Governing Board
- Collect dues from the KCA Treasurer when dispersed
- Disburse all funds of the Association with the approved budget
- Make financial reports to the Governing Board and the Association at its annual meeting
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
- Attend the Summer and Winter KSCA Governing Board meetings
- Submit articles to the KSCA Newsletter
- Maintain Leadership Notebook and pass relevant information to position successor
- Submit records to KCA Archives (July, 2014)

## **Four Vice Presidents: Post Secondary, Secondary, Middle Level, Elementary**

*Purpose: To provide leadership and address educational and professional issues related to their respective levels.*

### **Duties and Responsibilities:**

- Hold membership in KCA and KSCA
- Generate interest and activities within their four work settings
- Serve as members of the KSCA Governing Board
- Post Secondary VP will chair the committee which selects and evaluates the KSCA Scholarship application
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
- Attend the Summer and Winter KSCA Governing Board meetings
- Submit articles to the KSCA Newsletter
- Maintain Leadership Notebook and pass relevant information to position successor

## STANDING COMMITTEES

### **Membership**

*Purpose: To verify membership status and recruit members for both KSCA and ASCA.*

#### Duties and Responsibilities:

- Collaborate with the Public Relations/Advocacy chairperson to organize support for the school counselor's role and emphasize the importance of Association involvement
- Appoint committee members, if needed, to complete job assignments in a timely, competent manner. Notify the President of such committee appointments
- Hold membership in KCA and KSCA
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
- Attend the Summer and Winter KSCA Governing Board meetings
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## STANDING COMMITTEES

### **Awards**

*Purpose: To coordinate the awards and accompanying ceremony.*

#### Duties and Responsibilities:

- Elicit nominations for “KSCA School Counselor of the Year” and any other awards the Governing Board elects to give
- Appoint committee members, if needed, to complete job assignments in a timely, competent manner. Notify the President of such committee appointments
- Hold membership in KCA and KSCA
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
- Attend the Summer and Winter KSCA Governing Board meetings
- Submit articles to the KSCA Newsletter
- Maintain Leadership Notebook and pass relevant information to position successor

## STANDING COMMITTEES

### **Public Relations/Advocacy**

*Purpose: To coordinate activities promoting School Counseling Week and media exposure of school counseling and/or KSCA activities.*

#### Duties and Responsibilities:

- Collaborate with Membership Chairperson to organize support for school counselor's role and emphasize the importance of Association involvement
- Appoint committee members, if needed, to complete job assignments in a timely, competent manner. Notify the President of such committee appointments
- Hold membership in KCA and KSCA
- Possess an awareness and knowledge of the By-Laws
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor Conference and help staff the KSCA table
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## STANDING COMMITTEES

### **Technology**

*Purpose: To gather and disseminate information by means of the KSCA online newsletter.*

Duties and Responsibilities:

- Maintain KSCA website
- Publish online newsletter
- Hold membership in KCA and KSCA
- Appoint committee members, if needed, to complete job assignments in a timely, competent manner
- Notify the President of such committee appointments
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
- Attend the Summer and Winter KSCA Governing Board meetings
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## **STANDING COMMITTEES**

### **Government Relations**

*Purpose: Inform the membership of national and state legislative issues relating to school counselors.*

Duties and Responsibilities:

- Inform the membership of national and state legislative issues relating to school counselors.
- Hold membership in KCA and KSCA
- Appoint committee members, if needed, to complete job assignments in a timely, competent manner
- Notify the President of such committee appointments
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor conference and help staff the KSCA table
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## **STANDING COMMITTEES**

### **Professional Development**

*Purpose: To provide information and coordination of all professional development activities for KSCA.*

#### **Duties and Responsibilities:**

- May conduct or coordinate workshops relating to professional development
- Hold membership in KCA and KSCA
- Appoint committee members, if needed, to complete job assignments in a timely, competent manner
- Notify the President of such committee appointments
- Maintain accurate records of expenditures and follow all financial policies and procedures
- Develop and submit Goals/Action Plan/Report at the KSCA Summer meeting
- Attend the Fall Counselor conference and help staff the KSCA table
- Attend the Spring KCA Conference and help staff the KSCA table
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