

**Alabama  
School Counselor  
Association  
  
Policies  
and  
Procedures  
Handbook  
2015-16**

## Table of Contents

Introduction

History of Alabama School Counselor Association – ALSCA

Organizational Structure

Governing Board and Officers

General Association Policies

Nomination and Elections Guidelines

Financial Policies

Secondary Counselor of the Year Scholarship Procedures

National Ethical Standards for School Counselors

Appendices – Forms

Payment Authorization Form

Plan of Action

Report of ALSCA Governing Board

Alabama School Counselor Association By-Laws

## **Introduction**

The Alabama School Counselor Association (ALSCA) Policies and Procedures Handbook was prepared by the Bylaws Committee with input from the ALSCA Governing Board and the general membership. The chair of this committee was Thelma Robinson with members James Clay, Frances Manning, Sandy Magnusom, and Jane Smith. The information provided in this handbook is designed to provide continuity and strength, to assist ALSCA officers, committee chairs and the membership to:

- Use the information to learn about ALSCA, its history, purposes, and its organizational structure,
- Understand the procedures and policies of the state and national parent organizations: Alabama Counseling Association (ALCA) and the American School Counselor Association (ASCA),
- Become knowledgeable, effective, and oriented regarding the responsibilities of officers and chairpersons.

It is the goal of the Bylaws Committee that his handbook will strengthen our leadership team of ALSCA. According to Article V, Section 1 of the ALSCA Bylaws, the Association's Policies and Procedures Handbook shall be reviewed annually by the Bylaws Committee, which will recommend revisions as necessary to the Governing Board for approval.

## **History of the Alabama School Counselor Association**

The Alabama School Counselor Association (ALSCA) received its charter from the American School Counselor Association (ASCA) during the national convention of the American Personnel and Guidance Association (APGA) in New Orleans in 1970. It was the second division of the Alabama Personnel and Guidance Association (ALPGA) to receive a national charter.

The state constitution for ALSCA was adopted the previous year (1969) at the ALPGA meeting during AEA. In order to receive a state charter, a slate of officers had to be submitted. Therefore, Dr. John Seymour, ALPGA President and Mrs. Reba Clark, President-Elect appointed the following officers for the interim year until elections could be held in March at the regular meeting: President, Mary H. McKinnon, Director of Guidance Jefferson County Schools, Mary Moon, Counselor, Mountain Brook High School; Treasurer, Herman Griffin, former Counselor Athens High School; Parliamentarian, Bob Griffin, Assistant Professor, The University of Alabama.

The officers were charged with contacting the prospective members of ALPGA and setting up temporary committees to carry out the necessary business of the organization until the membership could officially elect officers. Plans were made to hold an ALSCA meeting during the Fall Workshop in Mobile, and the membership fee was set at \$1.00. Bylaws state that the purposes of ALSCA were:

- To foster a close personal and professional relationship among school counselors and with counselors in other settings;
- To improve the standards of counseling and guidance services for students kindergarten through postsecondary schools;
- To assume an active role in helping others understand and improve such services;
- To develop a close working relationship with state and local school administrators, educational associations, and state agencies;
- To advance the profession of counseling in order to maximize the educational/academic, occupational, and person/social growth of each individual;
- To publish educational and professional materials

Traditionally ALSCA met with AEA and ALPGA (Now ALCA) representatives until 1975. From 1975 until 1980, no spring meetings were held, although the membership met during Fall Workshop each year. In 1980, a Spring Workshop was initiated for ALSCA members only. By 1983, The Spring Workshop was a joint venture with one or more districts participating with ALSCA in presenting programs for members. ALSCA now worked in conjunction with ALCA to bring content sessions of interest to its members at the ALCA

Annual Conference. ALSCA encourages all its members to present current and relevant issues to their colleagues at the Conference. ALSCA has two delegates to Delegate Assembly held in conjunction with the American School Counselor Association Conference held in June each year. ALSCA has become very proactive in sending two representatives to the ADVOCACY and Public Policy Institute held in Washington, D. C. sponsored by ASCA.

ALSCA's membership has grown from 132 in 1972 to approximately 1000 in 1998. It is the largest of the ALCA divisions.

## **Organizational Structure**

(Relationship to ASCA, ACA, ALCA)

ALSCA is a state division of ASCA and a Division of ALCA. It is under the umbrella of ASCA and works very closely with ALCA. ASCA must be joined separately from ACA; however, members are encouraged to join both national organizations. On the state level, a member must join ALCA to be a member of ALSCA. Responsibilities to each include membership of officers, representation at official business meetings, and submission of required reports. Some of the reciprocal services for which members benefit are:

- \* Professional development activities
- \* Professional identity
- \* Films and publications
- \* Position statements on current issues
- \* Research pertinent to counseling
- \* State, regional and national conferences
- \* Interprofessional, government, and public relations
- \* Leadership workshops
- \* Insurance plans

The governing structure provides a system for the membership to be heard at all levels; members receive benefits that only a large national organization can provide.

## **Governing Board**

### **Officers:**

**President**

**President-Elect/Program Chair**

**President-Elect-Elect**

**Secretary**

**Treasurer/Budget & Finance Chair (two-year term)**

**Past President/Nomination and Elections Chair/Parliamentarian**

**Historian/Publicity Chair**

**Membership Chair**

**Bylaws Chair**

**Public Relations Chair**

**Government/Interprofessional Relations chair**

**Secondary Vice-President**

**Middle/Junior High Vice-President**

**Preschool/Elementary Vice-President**

**Postsecondary /Counselor Supervisor Vice-President**

**Newsletter Editor/Communication Committee**

**Profession Recognition Chair**

**\*Credentialing & Ethics Chair**

**\*Career Guidance Chair**

**\*Ads Chair**

**\*Human Rights Chair**

**\*Ways and Means Chair**

**\*SDE Representative**

**\*Experienced Counselor Advocate**

**\*Hospitality Chair**

**\*Professional Development Chair**

**\*Administrator/Supervisor Advocate**

**\*Counselor Advisory**

**\*Special Committees and Non-voting members**

## **General Policies**

### **Fiscal Year:**

The fiscal year of this allocation shall be May 1 through April 30. The ALSCA shall be governed by the policies and procedures set forth in this handbook.

### **Representation of Governing Board**

Race, sex, and geographic location are to be considered in the appointment of Governing Board members.

- Governing Board members are to keep an accurate account of the functions of their office/committee and are to transfer all materials and file related to the office/committee in a timely manner to their successors.
- Each Governing Board member is to submit at least one article each year to the “The Alabama School Counselor” newsletter editor.
- All officers are required to attend ALSCA Governing Board meetings, write and carry out a plan of action, plan a budget for activities, make regular written reports regarding the progress of the plan of action and expenditure of funds, and submit an end of the year report.
- All elected officers must be members of the American School Counselor Association. Appointed officers are strongly encouraged to join.

### **Officers**

#### **Office of the President and President-Elect, President-Elect-Elect**

This office requires a four-year commitment: one year as president-elect-elect, one year as president-elect and program chair, one year as the President, and one year as Past-President, Nominations and Elections Chair and Parliamentarian.

The President, President-Elect, and President-Elect-Elect must also be eligible to hold professional membership in the American School Counselor Association in order to serve as Alabama’s representative in Delegate Assembly. A professional member must be employed as a school counselor, or otherwise must devote at least 50 percent of the time in activities related to school counseling whether directly or in a supervisory capacity. A professional member must hold a master’s degree from an accredited college or university, with a minimum of 30 semester hours or the equivalent, or graduate credit in courses related to counseling, and must have been employed at least three years in school counselor related activities. The member must hold a school counselor or guidance certificate or license, if such certificate is available from the state where the member is employed.

The President will be the official representative to national, region, and state meetings for ALSCA.



### **Duties of officers and Standing Committees**

Duties of officers and standing committees are outlined in the ALSCA Bylaws, Article IV, Section 2 and Article V.

### **The ALSCA Newsletter**

The ALSCA Newsletter “The Alabama School Counselor” will be published/distributed quarterly with the quarters defined as the following:

- Summer – May, June, and July
- Fall – August, September, and October
- Winter – November, December, January
- Spring – February, March, and April

### **Financial Policies**

#### **Finance Committee**

The Finance Committee of the Alabama School Counselor Association oversees the income and expenditures of the Association. The members of the Finance Committee are Treasurer, who is the chairperson, President, Past-President, and President-Elect.

It is the responsibility of both the president and the treasurer to ascertain that all expenditures fall within the guidelines established and the current budget.

#### **Budget Requests and Plans of Action**

The Finance Committee will use budget requests and Plans of Action along with the President’s priorities in developing a proposed, balanced budget to submit to the Governing Board for approval at its first fiscal year meeting.

#### **Annual Budget**

The Finance Committee (Treasurer, Chair; President; President – Elect; and Past-President) shall review all budget requests and present a proposed balanced budget to the governing Board for approval. The Governing Board shall consider the proposed budget, make any changes deemed advisable and approve a balanced budget.

#### **Budget Adjustments**

The budget adjustments of the Association are made from the Finance Committee to the Governing Board. Other budget adjustment must be accompanied by budget request and a Plan of Action sent to the Finance Committee for review and recommendation to the Governing Board

#### **Budget Expenditures**

All expenditures to be reimbursed by ALSCA will be set by the limits of the Association Budget (officers and committees) in compliance with the Association’s governing categories and Financial Policies.

#### **Over Expenditures**

The Treasurer will reject any request for payment, which extends beyond the limits for which the money was allocated. The person refused has the right to appeal the decision

of the Treasurer to the Finance Committee. A second appeal may be made to the ALSCA Governing Board. In all cases the decision of the Governing Board shall be final.

### **Request for Additional Funds**

Requests for additional funds to exceed the budget amount for the cost center must be defined as to need. Request must be sent to the President. The Finance Committee may grant approval for all over expenditure not to exceed \$100.00. The Governing Board upon the recommendation of the Finance Committee must grant approval for all expenditure exceeding the budget amount by \$100.00.

### **Organizational Sustenance**

Organizational sustenance shall consist of all committees identified for the purpose of soliciting funds to sustain the organizational structure, purchase of items for profitable resale are allowable expense.

Items to be purchased will be identified along with cost of item, projected number to be purchased and projected profit amounts by the appointed committee chairperson. An outline of these projects shall be presented to the Governing Board in a written Plan of Action statement in the spring of each year.

### **Fiscal Responsibility**

ALSCA leaders are encouraged to exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying out Association duties. Officers are asked to be continually mindful of the fact that each \$150.00 expenditure constitutes the dues of 10 members. Expenditures that benefit all members of the Association are to be prioritized.

### **Reimbursement Procedures**

Expenses incurred as a result of business of the Association shall be authorized for reimbursement by that appropriate ALSCA officer or committee chairperson. Payment authorizations must be submitted to the President (for items in excess of \$25.00) or the Treasurer within 30 days of the incidence of the expense. All expenditures must be accompanied by an explanation. Receipts are to be submitted, where possible, for each particular budget category. The President and President-Elect are encouraged to use the Association credit card for travel and lodging expense.

### **Travel/Lodging/Meals for Designated Association Representatives**

#### *Transportation*

Travel by air and/or ground transportation must be at a fare as low as possible to accommodate convenient travel arrangement and be accompanied by dated receipts.

#### *Travel by Private Auto:*

When allowable, travel by private auto will be reimbursed at the rate of 50 cents per mile to the limit of one round trip airfare at the lowest available cost from the individual's place of residence or point of departure. Airport ground transportation cost will be reimbursed when reported on payment authorization.

#### *Auto rental:*

Auto rental may be reimbursed only if it is specifically authorized by the Finance Committee chair and the President and there is no other available transportation at less cost.

*Rooms:*

Room expenditures, whenever possible should be based upon one-half the prevailing minimum rates for double occupancy. Single room housing accommodation will only be allowed when unusual circumstances occur and warrant.

*Meals:*

Actual cost of meals and tips shall be reimbursed up to \$50.00 per day or according to the following guidelines: Breakfast \$10.00, Lunch \$15.00, Dinner \$25.00.

Meals, which are an official function, (such as the ASCA Awards Luncheon at ASCE Conference) shall be fully reimbursed.

**Allowable Travel Expenditures**

*Leadership Development Institute*

ALSCA will fund the registration expense of the ALSCA President-elect to attend LDI. In the event that the state President-Elect is unable to attend, the state President-Elect-Elect shall attend. In the event that the President-Elect and President-Elect-Elect are unable to attend, the President in collaboration with the state Governing Board will select a substitute from the state leaders to attend LDI. ALSCA will pay airfare and registration for the President to attend LDI and air fare for the President-Elect, according to travel policies. Meal not included in registration will be submitted for reimbursement according to travel policies.

ALSCA will allow expenditures for display items and “giveaways” for LDI. Door prizes will also be provided up to \$50.00 each for a maximum of two.

*ASCA Delegate Assembly*

The Immediate Past President and current President or their alternates will represent ALSCA at the ASCA Delegate Assembly, which is held in conjunction with the American School Counselor Association Annual Conference held in June. This will allow the Past President of ALSCA to finish the ASCA year with his/her class of state presidents and be in compliance with the ASCA bylaws. Expense will be reimbursed, in compliance with travel policies, according to the following two options:

- Delegate Assembly representative who wishes to actively participate in the American School Counselor Association Conference, ALSCA will pay registration, travel, and lodging for the conference. Officers are ask to share materials and ideas from the conference with counselors in the Association upon their return.
- For Delegate Assembly representatives who do not plan to attend the conference, ALSCA will pay travel and lodging for the time required to attend Delegate Assembly through ASCA Awards lunch/brunch. ASCA Conference registration will not be paid unless the representatives plan to attend conference sessions during the available time

### *Advocacy and Public Policy Institute*

ALSCA will pay travel and lodging expense for two (2) representatives to attend APPI in Washington, D.C., held in March. Meals will be reimbursed according to policy outlined in this handbook.

### *Fall Workshop*

Lodging and meals, according to reimbursement policies, will be paid for the President to represent ALSCA at the ALCA Annual Conference.

### *Awards Luncheon*

The Awards' Luncheon will be "self-supporting." Luncheon costs will include luncheon tickets for the president, president-elect, president-elect-elect, luncheon chairperson(s), award winners, their honored guests (limited to 2) and other honored guests. Additional luncheon expenses will include costs of tickets and table decorations.

### **Discretionary Funds**

#### *President's Discretionary Budget*

\$500.00 shall be allocated to the President for payment of incidental expenses such as gifts, gratuities, business cards, photography, items to share at conferences and awards deemed appropriate by the President

#### *President-Elect Discretionary Budget*

\$300.00 shall be allocated to the President-elect for payment of incidental expense such as gifts, gratuities, business cards, and items to share at conferences and awards deemed appropriate by the President-elect.

#### *Administrative Expenses*

The officers will budget for phone, postage, and additional expenses each year according to previous years' examples of necessary costs

#### *Liaison Activities*

It is the responsibility of any organization requesting the ALSCA 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 June 15 of each year. The Finance Committee chair (Treasurer) will be responsible for submitting for publication an end of the year financial statement for the "The Alabama School Counselor" newsletter.

### **Funding for Cooperative Conferences**

ALSCA seeks to cooperate with other state divisions, agencies, and chapters in the development and sponsorship of conferences, seminars, and workshops for members. If ALSCA approves partial funding of an event, it is a sound rule of thumb that all special events should be self-supporting. Advance funding should be requested and included in the budget for the year with approval of the Governing Board.

## **NOMINATIONS & ELECTIONS PROCEDURES**

“Officers shall be elected annually by ballot at the ALCA Annual Conference. The results shall be announced in the next issue of the “The Alabama School Counselor.” Officers (with the exception of Treasurer) shall serve one year, May 1 - April 30. (Bylaws Article III.1.c)”

“The Nominations and Elections Committee will solicit nominations in the summer issues of “The Alabama School Counselor”, members to be considered for office. The committee shall then submit a slate of nominees for election as stated in Article III. The Immediate Past-President shall serve as the chairperson of the committee.” (Bylaws Article V.2.f.)

The following timeline is recommended for election procedures:

Summer Newsletter:	Call for nominations
Summer	Appointment of committee
September 30	Nomination Deadline
	Slate of Candidates selected by Election Committee
Fall Newsletter:	Presentation of Candidates
	Nomination Information
Annual Conference	(If Possible) Candidates Introduced at Awards Luncheon
	Election held
December 15	Ballots mailed to any member not voting at Annual Conference
January 5	Deadline for Returned Ballots
Winter Newsletter:	Announcement of new ALSCA Officers

Officers to be elected each year:	President-Elect-Elect
	Secretary
	Historian
Officer to be elected every other year:	Treasurer

The Past President shall, with the approval of the President and Governing Board, appoint a committee of no fewer than three persons representing diverse geographical areas of the state. From nomination submitted the committee will select two (if possible) candidates for each office prior to annual conference. They will be presented in the Fall Newsletter and also at the Awards Luncheon at Annual Conference. Candidates’ resumes and statements should be submitted to the newsletter editor for publication in the newsletter distributed prior to the election. Election Guidelines should be published and made available to candidates.

Ballots are to be made available to all members attending Annual Conference. They will be mailed with first class postage to all members not voting at Annual Conference in December. An appropriate due date for ballots shall be specified in the ballot instruction. The committee should strictly adhere to the date announced for final vote counting. The Past-President should count the votes in the presence of at least one other Governing Board member.

Each candidate for ALSCA office must submit a complete resume and provide the following material in the order presented to be printed in the "The Alabama School Counselor." All materials must be submitted in final form and according to instructions.

Nominee

Candidate for office of:

Nominated by:

Nominee's Address:

Nominee's Phone Number:

ALCA Chapter:

Current Position and Location

Nominee's American School Counselor Association member number

Resume (200 words)

Education:

Professional/Leadership Experience:

Association Leadership:

Memberships:

Awards/Certification/Publications

CANDIDATE'S STATEMENT (150 words)

## **Election Guidelines**

Electioneering and campaigning should be kept at a minimum and in accord with the following guideline:

- The Association, and its affiliate, shall not engage in the practice of budgeting and/or appropriating organizational funds for support of any candidate for any ALCA or ALSCA office.
- The Association and its candidates shall not engage in the practice of accepting campaign funds and /or other campaign support from commercial firms, corporations and/or foundations.
- Written candidacy information shall be limited to the election issue of the ALCA “Quarterly”, “The Alabama School Counselor”, and/or the ALSCA ballot. A candidate or their representative (e.g. brochures, letters, etc.) may not disseminate formal written information. Oral information about candidates will be confined to personal communication among members, not involving campaign speakers, telephone trees, and other formal campaign activities.

Violation of these policies will subject the candidate to possible invalidation of eligibility as a candidate; authority to withdraw a candidate rests with the Nomination and Elections Committee with ratification by the Governing Board.

Any member/candidate charged with violating the written Nominations and Elections policies approved by the Governing Board shall be given notice of the precise nature of the charge, shall be given the opportunity to confront witnesses, and shall have the right to appeal and have a hearing before the Governing Board whose decision shall be final. The Nominations and Elections Committee shall consider any charges made on the signature of five members in good standing and shall have the power to determine whether the charges shall be dropped, whether the charges are true and if found to be true, shall have the power to disqualify the member/candidate and cancel his/her eligibility as a candidate in the election, subject however to the right of any such member to appeal to the Governing Board from any final decision of the Nominations and Elections Committee.

## **SECONDARY COUNSELOR OF THE YEAR SCHOLARSHIP PROCEDURES**

The following are procedures for the determination of the student recipient for the scholarship:

The award is designated in honor of the recipient (school counselor) and that an awards committee is formed in the recipient's home school for the purpose of selecting an appropriate student to receive the scholarship to the University of Montevallo.

That each award recipient serves on the appointed committee with a school administrator, teachers, and other appropriate personnel.

That the following criteria be considered in the selection process:

- The cumulative high school grade point average should be a 3.0 or better based on a 4.0 scale,
- The ACT composite score should be 21 or higher,
- Intended degree program should be available at the university,
- Should be a student within the recipient's school. If not possible, a qualified student graduating from a school within the recipient's ALCA district would be eligible for the award,
- Student who will receive the scholarship should be determined and confirmed by June 1 of the award year,
- That the recipient of the award makes appropriate and timely contact with the university, meeting all deadlines and expectations.



## HONOR ROLL OF PAST PRESIDENTS

1970-71	Mary McKinnon	1996-97	Glenda Reynolds
1971-72	Herman Griffin	1997-98	Nancy Cole
1972-73	William Jenkins	1998-99	Carol Turner
1973-74	Jimmy Jones	1999-00	Lynn Cooper
1974-75	Rae Sykes	2000-01	Annette Bohannon
1975-76	Minnie Jackson	2001-02	Angie Stansell
1976-77	Dean Byrd	2002-03	Stephanie Rogers Howard
1977-78	Thelma Robinson	2003-04	Carol Turner
1978-79	Mike Burgan	2004-05	Angie Stansell
1979-80	Jerry Daly	2005-06	Jerry Lynn Morrow
1980-81	Harriette Huckaby	2006-07	Marty Hulsey
1981-82	Barbara Mayer	2007-08	Catherine Nichols
1982-83	Thelma Robinson	2008-09	Nancy Fox
1983-84	Eddie Ruth Dean	2009-10	Nancy Wolfe
1984-85	Frances Manning	2010-11	Donna Clark
1985-86	Judy Childress	2011-12	Jennifer Riddle
1986-87	Jean Davis	2012-13	LaWanda Edwards
1987-88	Gloris Peterson	2013-14	Monica Mack
1988-89	Margaret "Meg" Smith	2014-15	Shelly Johnson
1989-90	Anita Sherman		
1990-91	Gay Rutherford		
1991-92	Jane Smith		
1992-93	Sandy Magnuson		
1993-94	Wynelle Sewell		
1994-95	Diane McWain		
1995-96	Nicki Graham		

**BYLAWS OF THE ALABAMA SCHOOL COUNSELOR ASSOCIATION**

**(Revised: November, 1996; November 21, 1991, November 2005; November  
2006; November 19, 2009)**

## ARTICLE 1. NAME AND PURPOSES

**SECTION 1.** The name of the organization shall be the Alabama School Counselor Association, a division of the American School Counselor Association, affiliated with the American Counseling Association.

**SECTION 2.** The vision of the Alabama School Counselor Association is to encourage, enhance, and promote the work of the professional school counselor as a vital link in the education experience of students. The major focus is to assist students, preschool through postsecondary, in maximizing their academic, career, and personal-social growth and development. The purposes of the Association shall be of equal importance.

- a. To foster a closer personal and professional relationship among school counselors and with counselors in other settings.
- b. To improve the standards of professional school counselors for providing services to students, preschool to postsecondary.
- c. To assume an active role in helping others understand and improve stated services.
- d. To develop a close working relationship with state and local school administrators, educational associations and state agencies.
- e. To advance the profession of counseling in order to maximize the academic, career, and personal/social growth of each individual.
- f. To promote the American School Counselor Association's National Model for Standards among all professional school counselors.
- g. To publish educational and professional material.

## ARTICLE II. MEMBERSHIP

**SECTION 1. Types of Membership.** This Association shall include four types of membership: Active Professional, Retired, Student, and Affiliate.

**SECTION 2. Requirements of Membership.** In order to qualify for one of the four types of membership, an individual must meet the following requirements for the membership being sought.

- a. Active Professional Membership. An Active Professional Member shall be a certified (or otherwise approved) school counselor who belongs to the Alabama Counseling Association.
- b. Retired Membership. Members in retirement shall be entitled to reduce annual dues and shall maintain all the privileges of individual membership.
- c. Student Membership. A Student Member must be engaged in a planned program of counselor education designed to result in a degree or certificate as a counselor. No person shall be eligible to be or continue as a Student Member who has held the status for a total of three years or who is otherwise eligible to become an Active Professional Member.
- d. Affiliate Membership. Any person interested in counseling not eligible for any other type of membership may become an Affiliate Member.

**SECTION 3. Right and Privileges.** Active Professional, Student, and Retired members may vote on all matters coming before the Association. Only Active Professional Members shall be eligible to hold office in the Association or serve as a member of the ASCA Delegate Assembly.

**SECTION 4. Dues.**

- a. The annual dues for members of the Association shall be recommended by the Governing Board and approved by the membership at the ALCA Annual Conference.
- b. The dues paying period for membership in this Association shall be based on the individual's membership anniversary date.

**SECTION 5. Nondiscrimination.**

There shall be no discrimination against any individual on the basis of ethnic origin, color, creed, sex, affectional or sexual orientation, disabling condition, or age.

## **ARTICLE III. OFFICERS**

**SECTION 1. Officers and Terms of Office**

- a. The elective officers of this Association shall be: President, President-Elect, President-Elect-Elect, Immediate Past President, Secretary, Treasurer, and Historian.
- b. All elective officers of the Association shall be members in good standing of the American School Counselor Association at the time of election and during their term of office.
- c. Officers shall be elected annually either by paper or electronic ballot. The election will take place between November 1<sup>st</sup> and February 15<sup>th</sup>.
- d. The results announced in the next issue of "The Alabama School Counselor." Officers (with the exception of the treasurer) shall serve one year, May 1 – April 30.
- e. The Treasurer shall serve for two years.
- f. The President-Elect shall assume the office of President for a one-year term at the completion of the one-year term as President-Elect.
- g. The President-Elect-Elect shall assume the office of President-Elect for a one-year term at the completion of the one-year term as President-Elect-Elect.

**SECTION 2. Duties of Officers**

- a. The President shall preside at all business meetings and shall serve as chairperson of the Governing Board. The President shall be ex-officio member of all standing and special committees. The President shall appoint all committee chairperson, except elected officers who chair committees as outlined in Article V, the Parliamentarian and the Historian.
- b. The President-Elect shall assist the President in the performance of his/her duties. The President-Elect shall perform the duties of the President in the absence of the President. The President-Elect shall be the Program Committee Chairperson.

- c. The President-Elect-Elect shall assist the President-Elect in the performance of his/her duties. The President-Elect-Elect shall perform the duties of the President-Elect in the absence of the President-Elect. The President-Elect-Elect shall fulfill the Vice President position for the level of their job setting at the time of their election.
- d. The Immediate Past President shall perform such duties as may be directed by the Governing Board and shall chair the Nominations and Elections Committee and serve as Parliamentarian.
- e. The Secretary shall keep the minutes of all meetings of the Association and the Governing Board and such other duties as are incidental to this office.
- f. The Treasurer shall receive all funds and disburse them with the approval of the President in accordance with the Policies and Procedures Handbook (1993 ed.).
- g. The Parliamentarian shall be the Immediate Past President. The Parliamentarian shall advise the President on all official business on the Association.
- h. There shall be four appointed Vice-Presidents at-large. They shall be responsible for generating interests and activities within the following work settings: preschool/elementary, middle/junior high, secondary, post- secondary and counselor supervisor. One of these positions shall be filled by the President-Elect-Elect.
- i. The Historian shall keep copies of all publication of the Association and serve as Chairperson of the Publicity Committee.

#### **ARTICLE IV. GOVERNING BOARD**

**SECTION 1. Composition.** The Governing Board shall be composed of the elected officers, the historian, and the vice-presidents of the divisions: elementary, middle, secondary, and post-secondary as appointed by the Executive Council. The Governing Board shall be composed of the elective officers, the immediate past-president, and the chairperson of standing committees not chaired by elected officers. The president of the Association shall be the chairperson of the Governing Board.

#### **SECTION 2. Powers and Functions.**

- a. The Executive Council of the association shall be the elected officers.
- b. The Governing Board shall have the power to act for the Association in the interim between meetings of the Association in accordance with the Bylaws and policies of the Association established at regular meetings. The voting members of the Governing Board who are present shall be eligible to transact business.
- c. The Governing Board shall have the power to fill vacancies in its offices occurring between regular meetings of the Association except in the office of President. If the President should be unable to complete the term, the office shall be elected. A President-Elect appointed by the Governing Board shall not assume the office of President upon completion of that term as President-Elect. A President shall be elected at the next regular scheduled election.
- d. The Governing Board shall meet at such time as may be designated by either the President or three members of the Governing Board. A quorum consists of 51% of voting members.

## ARTICLE V. COMMITTEES

**SECTION 1. Standing Committees.** The standing committees of the Association shall be: Professional Recognitions, Budget and Finance, Bylaws, Government Relations, Membership, Nominations and Elections, Publicity, and Communication. A standing committee member shall serve for a period of one year following the time at which the appointment is announced with the exception of the Government and Interprofessional Relations Chairperson who shall serve for three years.

**SECTION 2.** Standing Committee Chairperson appointed by the President shall meet with the Governing Board Approval.

- a. The Professional Recognition Committee shall recommend to the Governing Board criteria for awards, solicit nominations of the awards, select winners, and present awards at the annual workshop and publicize the winners.
- b. The Budget and Finance Committee shall maintain financial records of the Association and shall recommend to the Governing Board a proposed budget for the annual operation of the Association. The committee shall be composed of the President, President-Elect, President-Elect-Elect, Immediate Past President, and the Treasurer, who shall serve as chairperson.
- c. The Bylaws Committee shall review, revise and propose amendments annually to the Bylaws when deemed appropriate. The Bylaws shall be published from time to time and shall be available to any member upon request to the committee chairperson.
- d. The Government Relations Committee will actively pursue liaison and support legislation which reflects the aims and goals of this Association. The committee will serve as the official liaison between the Association, national, state and locally elected officer and other agencies.
- e. The Membership Committee shall promote interest in membership in the Association among all eligible persons in the state.
- f. The Nomination and Elections Committee will solicit nominations beginning in the summer of members to be considered for office. The committee shall then submit a slate of nominees for election as stated in Article III. The Immediate Past-President shall serve as chairperson of the committee.
- g. The Program Committee shall plan all official programs of the Association. The chairperson of the Program Committee shall be the President-Elect.
- h. The Publicity Committee shall keep scrapbook, record, and other material of historical significance to the Association. The chairperson shall be the Historian.
- i. The Public Relations Committee shall publicize and promote public relations including all activities of National School Counselor week through the news media, ALCA Quarterly, and 'The Alabama School Counselor.'
- j. The Communication committee will work as a unit to produce a newsletter three times a year, maintain a website, and all public relations. The Newsletter Editor shall publish three (3) newsletters per year (one paper format for traditional mailing and all others may be in electronic format) with support of and contribution from the ALSCA Governing Board.

- k. The four (4) appointed Vice-Presidents and the President-Elect-Elect (1) shall be responsible for generating interest and activities within their specific work settings (preschool/elementary, middle/junior high, secondary, post-secondary, and counselor supervisor).

**SECTION 3.** The President shall have the power to appoint special committees as deemed necessary. A special committee shall serve until in the opinion of the President the purpose of said committee is accomplished.

**SECTION 4. Reports.** All committee shall have at least one regular meeting of the committee and report to the Governing Board upon request.

## **ARTICLE VI. MEETINGS**

**SECTION 1.** The Association shall have at least one regular meeting each year. It may be held in conjunction with the ALCA Annual Conference. Other meetings may be scheduled as needed, giving the Association proper notice.

**SECTION 2.** Business of the Association shall be conducted at regular or called meetings of the Association.

**SECTION 3.** Active members present at any regular or called meetings shall constitute a quorum for the transaction of business of the Association.

## **ARTICLE VII. NATIONAL REPRESENTATION**

**SECTION 1.** The President and President-Elect shall be the Association's official delegates to the national division of the American School Counselor Association. If one or both are unable to attend the national meeting, the Governing Board shall designate an alternate(s) and certify this in writing to the American School Counselor Association Credentials Committee.

## **ARTICLE VIII. AMENDMENTS**

**SECTION 1.** These Bylaws may be amended at any regular meeting of the Association by a majority vote of the members present. Proposed amendments may be initiated by the Governing Board or by petition of 50 members in good standing. Such proposed amendments shall be submitted in writing to each member of the Association at least fifteen days prior to a regular meeting.

## **ARTICLE IX. PARLIMENTARY AUTHORITY**

**SECTION 1.** The parliamentary authority of the meetings of the Association shall be Robert's Rules of Order, Newly Revised, as from time to time amended. A Parliamentarian shall be present at official meetings of the Governing Board and the Association.

## **ARTICLE X. POLICY HANDBOOK**

**SECTION 1.** The Association's Policy and Procedures Handbook shall be reviewed annually by the Bylaws committee which will recommend revisions as necessary to the Governing Board for approval.

## **ARTICLE XI. DISSOLUTION**

**SECTION 1.** In the event that the Alabama School Counselor Association should be dissolved, none of its property shall be distributed to any of the members. Instead, all or its property shall be transferred to such organization (s) as the Governing Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided, however, that such organization(s) shall be exempt under Section 501 ©(3) of the Internal Revenue Laws.