

# NCSCA Policies

## Article 1 - Membership

School counseling professionals and others interested in school counseling are eligible for membership in various membership categories as specified in the bylaws.

- A. **Professional Membership**: Active professional members must hold a master's degree or higher in school counseling or the substantial equivalent and meet one of the following requirements: 1) be credentialed as a school counselor by the state of North Carolina; 2) be employed as a school counselor in North Carolina; 3) be employed as a counselor educator in a graduate program in North Carolina that prepares school counselors; 4) be employed as director, supervisor or coordinator of school counseling in North Carolina and devote a significant portion of time to school counseling activities.
- B. **Retired Membership**: Members who are in retirement and do not hold full-time positions in school counseling. Retired members hold a master's degree or higher in counseling and meet one of the following requirements: 1) was credentialed as a school counselor and was formerly employed as a school counselor; 2) was employed as a counselor educator in a graduate program that prepares school counselors; 3) was a director, supervisor, or coordinator of guidance counseling and must have devoted 50% or more of time to school counseling activities.
- C. **Student Membership**: Students who are enrolled in a graduate program that prepares school counselors and who do not hold full-time positions in school counseling are eligible for student membership. Proof must be provided yearly. No person shall be eligible to continue as a student member who has held the student membership status for a total of three years or would otherwise be eligible to become a professional member.
- D. **Affiliate Membership**: Individuals and corporations or businesses interested in supporting school counseling who are not eligible for any other type of membership, may become Affiliate members.
- E. **Institutional Membership**: This membership option will allow school districts to join the Association. Individual members must meet the criteria for Professional Membership.

## Dues

The dues structure is approved by the NCSCA Board of Directors. NCSCA has reduced dues for retirees and students. Membership is calculated on the anniversary date of the initial membership, not the fiscal year of the association. The following annual membership dues are in effect as of August 1, 2018:

- Professional                    \$45
- Retirees                         \$25
- Student                         \$25
- Affiliate                         \$45 Individual / \$105 Business or Corporation
- Institutional                    Districts with 1-100 counselors - \$40 per school counselor  
Districts with 101 – greater counselors - \$35 per school counselor

## **Rights and Privileges**

All members shall receive the rights and privileges accorded their membership categories as specified in NCSCA policies. Professional, Student and Retired members may vote on all matters coming before the Association, however, only Professional and Retired members shall be eligible for election to the Board of Directors of NCSCA.

## **Severance of Membership**

Association members can be disciplined or expelled from membership for one or more of the following reasons:

- A. A member is delinquent in paying membership dues. A member may be reinstated upon the payment of current dues.
- B. A member is in violation of ASCA's Ethical Standards for School Counselors.
- C. A member's state license or credential has been revoked.
- D. Any other reason deemed by the Board of Directors to be in the best interests of NCSCA.

## **Revocation Process**

The following process shall be used to determine revocation of NCSCA membership, except in the case of nonpayment of dues.

- a. A request to revoke membership must be made in writing, with a statement of the specific reasons why revocation is sought, and sent to the NCSCA President by certified mail. The charges must be made over the signature of at least 10 NCSCA members in good standing or one or more members of the NCSCA Board of Directors.
- b. To initiate action regarding the revocation of membership, a notice of intent to revoke must first be passed by a majority of the NCSCA Board of Directors members present and voting. The member(s) in question must be advised in writing of the reasons for the proposed action.
- c. Member(s) who receive a notice of intent to revoke membership shall be given 30 days to respond in writing to the charges and to submit the response to the NCSCA President.
- d. Member(s) who receive a notice of intent to revoke membership shall be given the opportunity to appear before NCSCA's Board of Directors or a mutually agreed upon impartial body consisting of not less than three or more than seven individuals selected by the President with the concurrence of the Board of Directors. Such impartial body shall exclude any NCSCA members involved with the charges. The hearing may be conducted in person, via telephone conference call or other mutually agreed upon method. The person(s) bringing the charges shall also have an opportunity to appear at a hearing. If any costs are incurred to hold a hearing, such costs shall be paid by the party that requests the hearing. The impartial body shall present its findings and recommendations for remediation, reinstatement, or revocation to the Board of Directors within 30 days following the hearing and gathering of all evidence.
- e. If a hearing is held, the member(s) in question shall have the opportunity to question witnesses against them. If either party desires legal representation at the hearing, the

- NCSCA President must be notified in writing by certified mail within 30 days prior to the hearing in order to advise the other party to this action.
- f. Revocation, remediation and reinstatement of membership must be approved by two-thirds of the NCSCA Board of Directors members present and voting. Any members of NCSCA's Board of Directors who are involved in the charges in any way shall abstain from voting or taking part in the consideration of the issue.
  - g. Decisions made by the Board of Directors regarding remediation, reinstatement, and revocation of membership shall be considered final.
  - h. The member(s) charges with violations of Ethical Standards and the person(s) bringing those charges shall be notified by the NCSCA President within 30 days in writing by certified mail of the final action taken by the Board of Directors.

### **Membership List Rental**

NCSCA does not sell the membership list or database. However, NCSCA is required to submit the membership list to ASCA annually.

## **Article 2 – Local/Regional Chapters**

### **NCSCA Regions**

NCSCA's membership is divided into eight regions.

- A. Region 1 (Northeast) consists of the following counties: Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Halifax, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Pitt, Tyrell, and Washington.
- B. Region 2 (Southeast) consists of the following counties: Brunswick, Carteret, Craven, Duplin, Greene, Jones, Lenior, New Hanover, Onslow, Pamlico, Pender, and Wayne.
- C. Region 3 (North Central) consists of the following counties: Chatham, Durham, Edgecomb, Franklin, Granville, Harnett, Johnston, Lee, Nash, Orange, Person, Vance, Wake, Warren, and Wilson.
- D. Region 4 (Sandhills) consists of the following counties: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.
- E. Region 5 (Piedmont-Triad) consists of the following counties: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Randolph, Rockingham, Stokes, Surry, and Yadkin.
- F. Region 6 (Southwest) consists of the following counties: Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union.
- G. Region 7 (Northwest) consists of the following counties: Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, McDowell, Mitchell Watauga, Wilkes, and Yancey.
- H. Region 8 consists of the following counties: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Polk, Rutherford, Swain, and Transylvania.

### **Review of Charters**

NCSCA local/regional chapters are created and chartered in accordance with NCSCA's bylaws. Local/regional charters will be reviewed and may be reissued every five years.

## **Benefits**

- a. NCSCA supports local/regional chapters and promotes local/regional chapter membership and activities.
- b. NCSCA maintains an electronic communications network for local/regional chapter leadership.
- c. NCSCA assists local/regional chapters by providing organizational and management expertise and consultation about issues relevant to them.
- d. Local/regional chapters may use NCSCA's logo in materials and may incorporate NCSCA's logo into local/regional chapter logos, with NCSCA's approval.
- e. Local/regional chapter presidents and presidents-elect or their designee must attend NCSCA's Leadership and Legislative Days.
- f. NCSCA may waive Legislative Day registration fees for local/regional chapter presidents-elect pending fulfillment of all local/regional chapter responsibilities as specified in policies and procedures.
- g. NCSCA recognizes exemplary leaders and chapters.
- h. NCSCA provides materials and resources for distribution to local/regional chapter members.
- i. NCSCA state leaders provide professional development, keynote addresses and other presentations at local/regional chapter meetings at cost.
- j. Local/regional chapters may host NCSCA's annual conference, Leadership Day or other meetings.

## **Responsibilities**

- a. Local/regional chapters shall support NCSCA, and NCSCA's mission and NCSCA's programs.
- b. Local/regional chapter leaders shall act ethically and with integrity in a professional manner.
- c. Local/regional chapters shall promote membership in NCSCA.
- d. Local/regional chapters shall use NCSCA's logo responsibly and professionally. NCSCA reserves the right to determine whether its logo is misused or used in a manner that is detrimental to the image or reputation of the organization.
- e. Local/regional chapters shall submit their bylaws to NCSCA for review and approval every five years. Local/regional chapters shall submit any changes in bylaws to NCSCA when they are approved by the chapter. Local/regional chapters' bylaws must not be in conflict with NCSCA bylaws and must be approved by NCSCA.
- f. Local/regional chapters shall submit a list of leaders, including board members, officers and committee chairs each year.
- g. Local/regional chapters shall submit a list of all local/regional chapter members, with contact information, to NCSCA each year.
- h. Local/regional chapters shall submit dates and locations of workshops and other meetings to NCSCA each year.
- i. Local/regional chapters shall submit an annual report.
- j. Local/regional chapters shall promote leadership opportunities in NCSCA.
- k. Local/regional chapters shall not hold workshops, seminars or other meetings or engage in activities that conflict or compete with NCSCA activities without prior approval from NCSCA.
- l. Local/regional chapters shall agree to fulfill the responsibilities stated herein.

## **Revocation of Local/Regional Chapter Charter**

### a. Reasons for Revocation

Local/regional chapter charters may be reviewed and revoked at any time under one or more of the following conditions:

1. A local/regional chapter is no longer operating under the bylaws approved by NCSCA.
2. The number of NCSCA members in a local/regional chapter is less than 25.
3. A local/regional chapter is no longer considered an active association by holding meetings and by regularly attending NCSCA's Leadership and Legislative Days.
4. A local/regional chapter does not fulfill the aforementioned agreed upon responsibilities.
5. Any other reason deemed by the Board of Directors to be in the best interests of NCSCA.

### b. Revocation Process

The following process shall be used to settle disputes regarding local/regional chapter charters:

1. Parties in dispute at the local level must first attempt to reach an informal resolution of their differences following the initiation of a dispute and before submitting a revocation proposal to NCSCA. Parties in dispute must sign and submit a notarized statement to the effect that they have diligently tried and failed to reach an agreement.
2. A request to revoke a charter must be made in writing, with a statement of the specific reasons why revocation is sought, and sent to the NCSCA President by certified mail. The charges must be made over the signature of at least 10 NCSCA members in good standing in the state involved, or one or more members of the NCSCA Board of Directors.
3. Before final action may be taken with respect to the revocation of a local/regional chapter charter, a notice of intent to revoke must first be passed by a majority of the NCSCA Board of Directors members present and voting and the local/regional chapter in question must be advised in writing of the reasons for the proposed action. The NCSCA Board of Directors shall allow the local/regional chapter a reasonable Period to effect remedial measures.
4. The local/regional chapter charged in a dispute shall be given 30 days to respond in writing to the charges and to submit the response by certified mail to the NCSCA President.
5. A local/regional chapter charged in a dispute and representatives of the claimants shall be given the opportunity to appear before NCSCA's Board of Directors or a mutually agreed upon impartial body consisting of not less than three nor more than seven individuals selected by the President with the concurrence of the Board of Directors. Such impartial body shall exclude NCSCA members

of the local/regional chapter and NCSCA members of other parties involved in the dispute and shall present its findings and recommendations to the Board of Directors within 30 days following the hearing and gathering of all evidence.

6. If a hearing is held, a local/regional chapter charged in a dispute shall have the opportunity to question witnesses against the local/regional chapter. If either party desires legal representation at the hearing, the NCSCA President must be notified in writing by certified mail within 30 days prior to the hearing in order to advise the other party to this action.
7. A recommendation to revoke a local/regional chapter charter must be approved by two-thirds of the votes cast by the members of the NCSCA Governing Board. Any member(s) of NCSCA's Board of Directors who is from the local/regional chapter involved, who brings the charge initially or who is involved in the dispute in any way, shall abstain from voting or taking part in the consideration of the issue.
8. Decisions made by the NCSCA Board of Directors considering charges to the revocation of a local/regional chapter charter shall be considered final.
9. The NCSCA President shall notify the parties in dispute within 30 days, in writing, by certified mail of the final action taken by the NCSCA Board of Directors.

### **Article 3 – Governance**

The purpose of the Board of Directors, on behalf of stakeholders, is to see to it that the North Carolina School Counselor Association (1) achieves what it should and (2) avoids unacceptable actions and situations.

#### **Governing Style**

The Board of Directors shall govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of Board and staff roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) being proactive rather than reactive.

- The Board of Directors shall cultivate a sense of group responsibility. The Board, not the staff, shall be responsible for excellence in governing. The Board shall be the initiator of policy, not merely a reactor to staff initiatives. The Board shall use the expertise of individual members to enhance the ability of the Board as a body to govern rather than to substitute individual judgments for the Board's values. The Board shall allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.
- The Board of Directors shall direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus shall be on fulfilling the goals of the strategic plan.
- The Board of Directors shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline shall apply to matters such as attendees, preparation,

policy-making principles, respect of roles, and ensuring continuance of governance capability. Continual Board development shall include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

- The Board of Directors shall monitor and discuss the Board's process and performance at each meeting. Self-monitoring shall include comparison of Board activity and discipline to policies in the Governance Policies.
  - Board Training and Orientation: Board members shall attend training and orientation meetings each year they are on the Board.
  - Strategic Plan: A Strategic Plan shall be developed every five years. The strategic plan is the business plan which guides all operations of this association.

### **Section A. Ground Rules for Board of Directors Meetings**

Governing Board Members shall abide to the following rules during Board of Directors Meetings:

1. Focus on ends policies.
2. Stay open to input and new ideas; be willing to move your position.
3. Agree on what important words mean and ask for clarification.
4. Challenge assumptions and preconceived notions; encourage the expression of dissent at Board meetings.
5. Listen in order to understand.
6. Bring disagreements to the meeting.
7. Base decisions on parameters that include monitoring data, the Ends Policies and other relevant data.
8. Treat other Board members with respect, courtesy, fairness and good faith.
9. Be brief, no war stories, don't repeat.
10. Focus on *what* is right, not *who* is right.
11. Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board.
12. Respect confidentiality of Board decisions until those decisions are formally adopted by the Board, with exceptions agreed upon by the Board.
13. Limit discussions of Board business to the Board room.

### **Section B. Board of Directors Dispute Resolution Process**

The Board of Directors is responsible for holding itself accountable for its actions, including actions taken by individuals that may undermine the efforts of the organization, the Board or other individuals. The Board shall use the following process to resolve disputes. A Board member or the Executive Assistant who perceives a problem or concern shall discuss it privately with the individual(s) involved. When a Board member is approached with a problem regarding another Board member, he/she should redirect the conflict to the person involved.

If a private discussion does not yield satisfactory results, an attempt shall be made to secure a mutually agreed-upon Board of Directors member(s) to serve as mediators(s)

If the issue is not resolved through mediation, the matter shall be brought before the entire Board of Directors and should not be discussed with others.

If an issue is brought to the Board of Directors, the disputants shall provide a written explanation that addresses:

- Problem, issue or concern in question
- Behavior by an individual or group of Board members that exhibited the problem or issue
- Consequence of the behavior
- Impact on the organization and to the Board, specifically, does it hurt the organization, does it hinder the effectiveness of the Board or is it a personal issue outside the bounds of the Board.

The Board of Directors shall

- Review written explanations
- Offer the disputants an opportunity to state what they are willing to do to resolve the problem
- Make/offer suggestions for possible resolution to problem
- Give disputants further opportunity to resolve the problem.

If a resolution still cannot be reached, the Board shall collectively agree on a course of action to address the problem, issue or concern, using the FRISK model.

Fact: State the facts of the action or event that occurred. Rule:

State the rule or policy that the action or event violated. Impact:

State the impact of the action or event on the Association.

Suggestion: Suggest ways that the person should act to avoid or handle similar issues or situations in the future.

Knowledge: Provide any knowledge, assistance or training the person may need to carry out the suggestions.

After an issue has been resolved, the Board shall collectively agree on measures to prevent the problems from recurring in the future or a course of action to address the problem if it recurs.

The Board of Directors shall ensure that due process is afforded to all parties throughout dispute resolution proceedings. The Board shall handle/address disputes in executive session.

### **Section C. Board of Directors Members' Code of Conduct**

**1. Ethics:** Board members must adhere to the ASCA Ethical Standards for School Counselors.

**2. Loyalty:** Board members must represent unconflicted loyalty to the interests of the Association. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the organization's services.

**3. Conflicts of Interest:** Board of Directors Members must avoid conflict of interest with respect to their fiduciary responsibility. *A conflict of interest arises when a person in a position of authority over the association may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. A person has a financial interest if the person has, directly or indirectly, through business, investment or family: a) an ownership or investment interest in any entity with which the association has a transaction or arrangement, b) A compensation*

*arrangement with the association or with any entity or individual with which the association has a transaction or arrangement, or c) a potential ownership or investment interest in, compensation arrangement with, any entity or individual with which the association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. This policy is focused upon material financial interest of, or benefit to, such persons.*

- There must be no self-dealing or any conduct of private business or personal services between any Board members and the organization, except as procedurally controlled, to ensure openness, competitive opportunity, and equal access to inside information.
- When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent him or herself without comment from not only the vote, but also the deliberation.
- Board members must not use their positions to obtain employment for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
- Members will disclose their involvements with other organizations, with vendors, or any other organizations that might produce a conflict.

**4. Whistleblower Policy:** This Whistleblower Policy of the North Carolina School Counselor Association: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

- A. Encouragement of reporting. The association encourages complaints, reports or inquires about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting, or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, unless those channels are themselves implicated in those other mechanisms
- B. Protection from retaliation. The association prohibits retaliation by or on behalf of the association against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquires or who otherwise abuse this policy.

- C. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the association's President, if that person's implicated in the complaint, report or inquiry, it should be directed to the Past-President or President-Elect of the Board. The association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

**5. Group Authority:** Board of Directors members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

**6. Interaction with the Public:** Board of Directors members' interaction with the public, press or other entities must recognize the same limitations and the inability of any Board member to speak for the Board except to repeat stated Board decisions.

**7. Interaction with the Staff:** Board of Directors members may not attempt to exercise individual authority over nor judge the performance of the staff, except as explicitly set forth in Board policies.

**8. Confidentiality:** Members will respect the confidentiality of discussions in the Board of Directors meeting.

## **Governance Structure**

### **Section A: Board of Directors**

The Board of Directors shall serve as the legislative body of NCSCA. The principal duties of the Board of Directors shall be to set policy and to give direction to the Association.

1. The Board shall produce the link between the organization and the ownership.
2. The Board shall produce written governing policies that, at the broadest levels, address each category of organizational decision.
3. The Board shall produce assurance of staff performance.
4. Each member of the Board of Directors shall be a member of NCSCA.
5. The Board of Directors consists of the elected officers, appointed positions, and appointed committee chairpersons. Emerging Leaders are considered appointed positions on the Board of Directors.
6. The Board may hold vacant any contracted position as deemed necessary.

### **Section B: Board of Directors Meeting Voting and Attendance**

7. Board of Directors members are required to attend 75% of Board of Directors Meetings and Legislative Day.
8. The voting members of the NCSCA Board of Directors shall consist of the officers and committee chairs.
9. Decisions of the Board of Directors affecting membership require a two-thirds vote of those Board members present.

10. Travel expenses covered by NCSCA for Board members to attend Board of Directors Meetings include mileage and hotel (based on double occupancy).
11. Minutes should be distributed or sent to each Board member within 5 – 7 days after a Board of Directors meeting.

### **Section C: Board of Directors Member's Roles**

The Board of Directors commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Board members shall strive to:

- a. speak with one vision and one voice
- b. ensure that NCSCA supports school counselors
- c. help future generations of school counselors
- d. advocate for the profession and the Association
- e. provide direction to the staff
- f. ensure that the Association remains viable
- g. bring issues from constituents
- h. be knowledgeable about NCSCA's bylaws, policies and Board decisions and communicate, clarify and support them to constituency
- i. support the fulfillment of NCSCA's strategic plan
- j. support the continuous improvement of the Association
- k. be prepared for meetings
- l. represent school counselors
- m. identify and encourage future leaders
- n. Draw on the experience of senior and out-going Board members to mentor other Board members and to meet the goals of the Association.

### **A. Executive Board Committee**

1. The Executive Board shall be comprised of elected officers including: President, Past President, President Elect, Treasurer and one Presidential appointment.
2. Shall conduct, manage and facilitate business of the association between official board meetings.
3. The Treasurer shall keep minutes and report to the board in a timely manner.

### **B. Eligibility for Board of Directors Officer and Appointed Positions**

Only professional members and retired members may run and hold office in the association. If the board member, while in office, no longer is considered a professional member or retiree as outlined in policy, the board may ask this member to resign.

#### **1. President**

The President ensures the integrity and fulfillment of the Board's process and represents the Board to outside parties. A President who does not retire, but ceases to be employed as a professional school counselor, director of guidance/student services, counselor educator or a comparable position in the school counseling profession as determined by the Board, may be asked to resign. Specific responsibilities of the President include the following.

- a. Perform duties as directed by the Bylaws and Board of Directors in accordance with NCSCA's Strategic Plan.

- b. Preside at all meetings of the Board of Directors.
- c. Coordinate with the Executive Assistant to represent NCSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- d. Submit regular and periodic reports of activities and accomplishments to the Board of Directors.
- e. Prepare an annual report.
- f. Coordinate and communicate with the Board of Directors, staff, and ASCA.
- g. Must be a current member of ASCA.
- h. Write articles for each issue of the NCSCA newsletter and other publications as requested.
- i. Maintain and communicate activities report and travel itinerary.
- j. Coordinate with staff the agenda for Board of Directors meetings.
- k. Coordinate Administrative designee evaluation in accordance with NCSCA's Strategic Plan and principles of Policy Governance.

## **2. President-Elect**

The President-Elect fulfills the President's obligations in the President's absence and prepares to assume the office of President. A President-Elect who does not retire but ceases to be employed as a professional school counselor, director of guidance/student services, counselor educator or a comparable position in the school counseling profession as determined by the Board of Directors, may be asked to resign. Specific responsibilities of the President-Elect include the following.

- a. Perform such duties as may be directed by the Bylaws and the Board of Directors.
- b. In the absence of the President, assume the role of the President with all of its authority and responsibility.
- c. Prepare for Presidential year.
- d. Coordinate with the Administrative designee to represent NCSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- e. Submit regular and periodic reports of activities and accomplishments to the Board of Directors.
- f. Must be a current member of ASCA.

## **3. Immediate Past President**

The Immediate Past President provides historical perspective and guidance to the Board. Specific responsibilities of the Immediate Past President include the following.

- a. Perform such duties as may be directed by the Bylaws and the Board of Directors.
- b. Coordinate nominations and elections process
- c. Coordinate with the Administrative designee to represent NCSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- d. Submit regular and periodic reports of activities and accomplishments to the Board of Directors.
- e. Advise the Board of Directors regarding Policy Governance.
- f. Must be a current member of ASCA.
- g. Coordinate Delegate Assembly

#### **4. Regional Vice Presidents**

Regional Vice Presidents shall be elected for two-year terms. Even numbered regions shall be elected in even numbered years. The odd numbered regions shall be elected in odd numbered years. For the 2009 election year, even numbered regional vice-presidents shall be elected for a three year term.

A Regional Vice President who no longer works in the region, for which he or she was elected, may be asked to resign.

Specific responsibilities of Regional Vice Presidents include the following.

- a. Perform duties as directed by the Bylaws or Board of Directors.
- b. Represent the interests, needs, and concerns of school counselors in respective regions.
- c. Generate interest in activities within respective regions.
- d. Coordinate with the President to represent NCSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- e. Submit regular and periodic reports of activities and accomplishments to the Board of Directors.
- f. Write articles as appropriate for the NCSCA newsletter and other publications.
- g. Review program/institute proposals NCSCA conference.
- h. Facilitate regional meetings at annual conference.

#### **5. Treasurer**

The treasurer shall be elected to a three-year term and his/her responsibilities include the following.

- a. The Treasurer shall disperse NCSCA's funds in a manner consistent with association fiscal policy and subject to the approval of the President.
- b. The Treasurer shall make a financial report to the association at its annual business meeting and shall file reports as required.
- c. The Treasurer will work closely with the administrative designee to ensure financial integrity.

#### **6. Parliamentarian**

A Parliamentarian may be appointed to a one-year term by the President. The Parliamentarian must be a professional member. If appointed, specific responsibilities of the Parliamentarian include the following.

- a. Advise the Board of Directors regarding Bylaws and parliamentary procedure.
- b. Attend all official meetings of the Board of Directors.

#### **7. Executive Assistant**

An Executive Assistant shall be appointed or contracted by the President to take minutes at all Board of Directors meetings as well as the annual Business meeting held during Delegate Assembly. Minutes should be sent to each Board member within 5 to 7 days after a meeting.

## **Section D: Nominations and Elections**

### **1. Nominations and Elections Process**

The NCSCA Board of Directors shall maintain direction of the Nominations and Elections process.

The Past President shall chair the Nominations and Elections Committee and members from the Delegate Assembly prior year's conference are invited to serve as members on the committee. The Nominations and Elections committee shall issue a call to all members of the association for the nomination of officers through e-blasts to members, posts to the website, and during the East and West Summer Academies.

- a. Nomination packets are submitted by individuals interested in seeking an office.
- b. The Nominations and Elections Committee coordinates with staff the review of the packets and list of individuals who meet the requirements for eligibility and select a minimum of one to a maximum of three for each office. Votes are cast by electronic ballot. New Board members are elected by simple majority.
- c. Candidates must provide at least one endorsement from a supervisor.
- d. The announcement for the call for nominations shall be posted to the website no later than July of each year.
- e. Candidates shall present a speech in person and/or via recording and shall not exceed three minutes in length. The Delegate Assembly at each annual Delegate Assembly meeting shall approve the slate of candidates for elections.
- f. Candidates will be announced during Fall Conference.

### **2. Eligibility for Office**

Members seeking nomination for NCSCA office shall meet the following specifications.

- a. Nominees must be professional members of NCSCA and remain professional members of NCSCA in office.
- b. Nominees must complete and submit the candidate's packet by the deadline posted.
- c. Nominees for regional vice presidents shall be employed as school counseling professionals in the region for which they are seeking office.
- d. Nominees for president-elect must have been board members for two years before they are eligible to serve as president-elect.
- e. Immediate past presidents cannot hold an elected office on the Board of Directors for three years following their term of office.

### **3. Campaign Policies**

To maintain a healthy professional environment, campaigning shall be kept to a minimum and in accord with the following policy:

The goal of the campaign policies is to:

- generate member interest in submitting candidate packets,
- permit creativity in campaigning,
- ensure a fair election for all candidates, and
- increase membership votes in the election.

- a. NCSCA and its chapters shall not contribute to the candidate's budget, nor appropriate organizational funds for support of any candidates for NCSCA office.
- b. Written candidacy information shall be published in the election issue of the NCSCA newsletter and/or shall accompany the ballot.
- c. Candidate involvement in campaigns shall be limited to the following:
  1. Candidates shall not accept campaign funds or other campaign support, including in-kind support, from associations, divisions, regions, schools, commercial firms, corporations, or foundations.
  2. Candidates shall not use NCSCA resources such as web sites, listservs, logos, equipment or supplies to solicit votes or support.
  3. Candidates may produce and distribute pins, fliers, brochures and other materials at their own expense.

#### **4. Ballot Policies**

- a. The order of the candidates' names for all positions on the electronic ballot shall be determined alphabetically by position
- b. The ballot shall be distributed and/or in e-blast form individually to members of NCSCA at least four weeks (4) weeks prior to the ballot return deadline.

#### **5. Violations of Policies**

Violation of the Nominations and Elections Policy shall subject candidates to possible invalidation of their eligibility as candidates. Authority to withdraw the said candidate rests with the Nominations and Elections Committee with ratification by the Executive Board.

- a. The Nominations and Elections Committee shall make recommendations to the NCSCA Board of Directors regarding violations of Nominations and Elections policies. The decision of the Board of Directors shall be final.
- b. A nominee or candidate charged with violating the NCSCA Nominations and Elections Procedures shall be given notice via certified mail of the precise nature of the charge by the Nominations and Election Chair within 14 days of receipt of the charge.
- c. The Nominations and Elections Committee may review any charges made by a nominee or candidate against another nominee or candidate, any charges made over the signature of five members in good standing and any election activities that the Nominations and Elections Committee believes may not be in accord with the Election Policies.
- d. A nominee or candidate charged with a violation shall be given the opportunity to present written evidence to defend the charge(s). This evidence must be received by the Nominations and Elections Chair via certified mail within fourteen (14) calendar days after notification of charges.
- e. A nominee or candidate charged with violating the Nominations and Election Policies shall be given the opportunity to present evidence through witnesses or otherwise, shall be given the opportunity to question witnesses, shall have the right to appeal and shall have the right to a hearing before the Board of Directors.
- f. If a nominee is disqualified prior to an election, the nominee for the same position with the next highest vote total shall be added to the ballot. If the candidate is disqualified after an election, the candidate with the next highest vote count shall be declared the winner.

## **6. Recount Petition**

- a. A recount of election results may be requested only by the candidate involved in the recount and must be in writing to the NCSCA President.
- b. The request for recount must be received by the NCSCA President via certified mail by 4:30 p.m. EST no later than fourteen (14) calendar days after notification of results.
- c. Costs of a recount that changes the election result in favor of the petitioner shall be paid by NCSCA. Costs of a recount that does not change the election result in favor of the petitioner shall be paid by the petitioner.
- d. Observers are permitted to watch, but not participate in, a petition recount. Observers are designated by the petitioner and provided at the petitioner's expense.
- e. In the case of an approved petition recount, the results of the recount shall be the final result and no further count shall be undertaken.

## **7. Delegate Assembly (ASCA)**

- a. Beginning with the 2018-2019 board year, delegates to the American School Counselor Association (ASCA) Delegate Assembly shall be the incoming President and incoming President Elect.
- b. When funding is available, up to three additional delegates to the Delegate Assembly may be appointed by the Executive Committee with first priority going to incoming Treasurer, then incoming Past President, then other elected officers and/or NCSCA Board of Director members.

## **Section E: Committees and Appointments**

### **Standing Committees**

There are Standing Committees of the Association. They are Bylaws, Nominations and Elections, Government Relations, Finance, Professional Development, Member Services. Committee descriptions and responsibilities are located in committee notebooks.

### **Appointed Committees and Positions**

Appointed Committees consist of Awards, Conference, Marketing (technology and PR) and Responsive Services. Appointed committees may be eliminated and/or added by the President as needed. Committee descriptions and responsibilities are located in committee notebooks.

### **Appointed Positions**

Appointed positions may be added to address the goals of the strategic plan, respond to ongoing planning and critical needs of the membership, and to accomplish tasks within a specific timeline.

### **Liaisons**

A liaison may be appointed by the President to act as an ongoing contact with another organization or population (i.e., graduate students, retirees). Liaisons must submit an annual report of their activities and accomplishments to the Board of Directors.

The liaisons' length of service continues as long as the relationship meets with the mission and vision of NCSCA and the connection is appropriate.

## **Executive Assistant**

The Executive Assistant may be contracted by the President and the salary is approved by the Board of Directors.

### Selection and retention of the Executive Assistant

- Application Process – The position will be advertised for a minimum of 10 days. Interested Candidates will submit a resume and selected applicants will be interviewed by the Selection Committee as appointed by the President.
- Selection Committee – The Selection Committee will submit the name(s) of recommended candidate(s) to the Board of Directors. Finalist(s) will be asked to make a presentation to the Executive Board prior to appointment.
- Job Description – Serves as the Executive Assistant of the North Carolina School Counselor Association. The Executive Assistant reports to the Board of Directors and functions under the direction of the current President. *The Executive Assistant does not replace committee chairs but enhances their work.* The Executive Assistant is a non-voting participant at Board of Directors meetings. An annual stipend that includes expenses will be paid in monthly installments.
  - i. Maintains an office that includes phone, fax, mail, and e-mail.
  - ii. Promotes interest and active participation in membership.
  - iii. Facilitates communication to NCSCA members and provides input on the NCSCA website and listserv.
  - iv. Serves as a spokesperson for NCSCA with both the public and private sectors as deemed feasible and appropriate by the Board of Directors.
  - v. Establishes and maintains relationships with other organizations, associations, government agencies, business, and others as necessary in the best interest of NCSCA and deemed appropriate by the Board of Directors.
  - vi. Maintains and distributes organizational materials.
  - vii. Maintains the archives of the organization.
  - viii. Updates the Organization Handbook so that policies and procedures are current and provided to all Board of Directors members at the annual Changeover Meeting.
  - ix. Represents NCSCA at appropriate inter- and intra-professional gatherings as determined by the President.
  - x. Submits annual plans of action.
  - xi. Completes arrangements for Board of Directors meetings in a timely manner after consulting with the President. Upon completion of arrangements will submit a written report to the President.
  - xii. Provides the NCSCA Board of Directors with a detailed quarterly report of activities at each board meeting.
  - xiii. Consults with LEAs on counseling issues upon request.
  - xiv. Accepts other duties as assigned by the President/ Board of Directors.
- Annual Review – An annual evaluation will be conducted by the President, President-Elect, and Past President prior to the June Changeover meeting. A summary of the review and a recommendation

regarding contract renewal will be presented to the Board of Directors during the June Changeover meeting.

### **Information Technology/Website**

Items posted on the NCSCA website must be consistent with NCSCA's mission and vision. The Technology Chair, the President, and/or the Board of Directors must approve these items.

### **Article 4 – Document Retention and Destruction**

This document and retention and destruction policy identifies the record retention responsibilities of staff, volunteers, members of the Board and outsiders for maintaining and documenting the storage and destruction of the association's documents and records.

4. Rules. The association's staff, volunteers, members of the Board and outsiders (i.e. independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the association management offices or their equivalent; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

5. Terms of Retention.

- a. Retain permanently:

Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters.

- b. Retain for ten years:

Government relations records – State and federal lobbying and political contribution reports and supporting records.

- c. Retain for three years:

Lease, insurance and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

- d. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, policies and procedures, survey information.

3. Exceptions. Exceptions to these rules and terms for retention may be granted only the association's President or the Board.

## **Article 5 - Finance**

### **Section A: Finance Committee**

**1. Membership** – The membership of the Finance Committee shall consist of the Executive Board Committee with the Treasurer being the appointed chairperson.

**2. Meetings** – The Finance Committee shall meet on a regular basis to conduct the financial business of the Association. Such meetings shall take place during or prior to the regular meetings of the NCSCA Board of Directors. There shall also be a transition meeting of the Finance Committee, held in the spring prior to the transition Board of Directors meeting for the purpose of financial planning and tentative budget development in anticipation of the upcoming fiscal year. The finance committee is charged with making sound financial decisions for the organization within the approved budget. Surplus line items can be moved without board permission. Any monies not used within the budget will automatically be placed in NCSCA's reserve account. This includes, but is not limited to, monies set aside for Mini-grants, Scholarships and RAMP allotments.

**3. Accountability** – Minutes shall be maintained of all meetings of the Finance Committee by the Treasurer. The Finance Committee shall be accountable to the Board of Directors at its regular meetings and at any other times requested by the Board of Directors, through reports of its decisions and deliberations.

## **4. Refund Policy**

- All request for refunds must be made in writing via email
- Send refund request to [treasurer@ncschoolcounselor.org](mailto:treasurer@ncschoolcounselor.org)
  - The NCSCA Treasurer must receive the email refund request so that the time and date clearly indicates the request was made within the mandatory timeframe when applicable

### **Membership Refunds**

- No Membership refund will be granted after six months of current membership
- Documentation required (see below)
- 50% of total membership paid (NCSCA member less than six months) will be refunded for the following reasons only:
  - Death of school counselor (provide obituary statement)
  - School counselor has changed employment to another state (acceptance letter)
  - School counselor has lost their job (non-renewal of contract/position)

### **Professional Development Refunds** (*Drive-in Workshops, Summer Academy, Webinar*)

- Professional Development events cancelled thirty days prior to the event will only receive a 50% refund
- No refunds will be granted for cancellations less than 30 days prior to the Professional Development event

- *Extenuating circumstances (i.e., death) that occur within 30 days of an event may be considered to receive a 50% refund. The finance committee will review all refund requests.*

## **Fall Conference**

- North Carolina School Counselor Association professional development event refunds must be requested in writing via email.
- There is a 20% processing fee for refunds requested more than a month prior to the event and a 50% processing fee for refunds requested within thirty days of the event.
- **No refunds will be granted 14 days prior to the event.**
- In order for a refund request to be processed, the NCSCA Treasurer must receive the email refund request so that the time and date stamp clearly indicates the request was made within the mandatory timeframe. Send all refund requests to [treasurer@ncschoolcounselor.org](mailto:treasurer@ncschoolcounselor.org).

## **Professional Development Refunds**

- Professional Development events cancelled thirty days prior to the event will only receive 75% refund
- No refunds will be granted for cancellations less than 30 days prior to the Professional Development event

## **Section B: Budget Preparation**

**1. Budget Analysis** – Each year the Finance Committee Chair, with the assistance of the Treasurer and Finance Committee, will prepare an analysis of projected costs and income for the new fiscal year.

**2. Current File** – The Treasurer will maintain a current file of income and expenses for appropriate line items. This information will be made available at Finance Committee meetings.

**3. Budget Requests and Plans of Action** – Budget requests and plans of action completed by Board of Directors members, along with the President-Elect's priorities, will be used by the Finance Committee in developing a proposed, balanced budget to be submitted to the Board of Directors for approval at its first meeting.

**4. Committee Budgets** – Committee budgets must contain any need for funds for all committee members. This includes all areas indicated on the Budget Request form as they relate to the plan of action. The Finance Committee allocates money for each committee budget and presents to the Chairpersons at the Changeover Meeting.

**5. Budget Development** – The Finance Committee considers the proposed budget, makes any changes deemed advisable, and approves a balanced budget. The budget is then presented to the Board of Directors for final approval.

## **Section C: Administration**

- 1. Financial Accounts** – There shall be an interest bearing checking account established in the name of NCSCA. Any other financial accounts established in the name of NCSCA shall be established with the approval of the finance committee.
- 2. Honoraria** – Honoraria are offered only to presenters at interest sessions at the annual NCSCA fall conference and at special conferences. The Finance Committee shall authorize all such honoraria.
- 3. Budget Expenditures** – Expenditures to be reimbursed by NCSCA will be set by the limit of the cost center budget. Each individual responsible for a given cost center is allowed to make necessary internal transfers within the limits of the cost center budget in order to efficiently operate the respective program area. All expenditures must be documented. Expenditures exceeding a cost center budget will be incurred by the responsible board member unless prior approval has been given by the Finance Committee.
- 4. Billing by Institutions** – Institutions such as districts, colleges, etc. will be reimbursed for services rendered only by submission of appropriate vouchers.
- 5. Reimbursement Procedures** – Expenses incurred on official business of NCSCA (between July 1<sup>st</sup> and June 30<sup>th</sup> of the current year) shall be authorized for reimbursement by the appropriate NCSCA Board of Directors member. The signature of the authorizing individual must appear on the expense voucher that is submitted to the NCSCA Treasurer. (1) All expenditures must be justified and will include purpose(s), date(s), place(s), person(s), purchase(s), communication(s), expense(s); etc. (2) Expenditures must be justified by receipts for each particular budget category. Vouchers are to be used for reimbursement after expenditures are made – otherwise section E.1 applies.
- 6. Conference Expenses** – Each conference cost center will have a designated chair whose responsibility shall include, but not be limited to, the processing of vouchers, the paying of minor expenditures (from conference advance), and the preparation of a final income/expense report, in consultation with the Treasurer, for submission to the Board of Directors within 60 days from the closing date of the conference. All vouchers for conferences will receive final approval of the conference chair before they are sent to the Treasurer. The Treasurer will then sign all vouchers before payment can be released.
- 7. Receipts** – The Treasurer and/or Finance Committee can refuse the payment of expenditures if appropriate receipts are not attached to vouchers.
- 8. Requests for Additional Funds** – Requests for additional funds to exceed the budget amount for the cost center must be defined as to need. Requests must be sent to the Finance Committee Chair.
- 9. Budget Excesses** – The Treasurer will reject any request for payment that extends beyond the limits for which money was allocated. The person refused has the right to appeal the decision of the Treasurer to the Finance Committee. Should the Finance Committee sustain the decision of the Treasurer, a second appeal may be made to the NCSCA Board of Directors. In all cases, the decision of the Board of Directors shall be final.
- 10. Fiscal Responsibility** – All NCSCA leaders are encouraged to exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying out Association duties. NCSCA, however, discourages the use of resources and materials paid for by a local employer, in carrying out NCSCA work.
- 11. Contracts** – All contracts developed for NCSCA business shall be submitted to the current NCSCA President for approval.
- 12. Purchase of NCSCA Materials** – All individual orders for NCSCA materials must be prepaid or accompanied by a signed purchase order.

## **Section D: Travel**

### **1. Travel/Lodging/Meals**

Travel expenses related to the execution of duties of Board of Directors members will be reimbursed when financially possible. Board of Directors members pursuing official NCSCA business shall receive the current state rate for meals when accompanied by receipt. Travel will be reimbursed at current state rate when accompanied by Internet mileage documentation. Any board member traveling more than 2 hours will receive the option of lodging at no cost if rooming with another board member; at no cost if another same sex board member is not available for rooming; or at ½ the cost if choosing to room alone. For those board members who opt to travel, reimbursement will be based on the lesser expense that would be incurred for either total travel or lodging.

Expenses related to attendance at the ASCA Delegate Assembly will be reimbursed for the official NCSCA representatives. Expenses for an alternate delegate will be reimbursed when financially possible. Any delegate or alternate delegate to the ASCA Delegate Assembly who will also attend the ASCA Conference will be reimbursed for the conference registration fee when financially possible. NCSCA will cover the costs of up to 6 nights of accommodations if needed based on travel to ASCA national conference depending upon the conference location.

Expenses related to representation of NCSCA at other organizational events and/or conferences not requested by the president, must be aligned with the individual board member's current action plan. For each event and/or conference event, a travel request detailing the purpose of attendance, anticipated audience, and proposed outcome must be presented to the Finance Committee prior to the event to be considered for reimbursement. Any Board of Directors member requesting and receiving funding for other organizational events and/or conferences will present outcomes to the entire board at the next regularly scheduled board meeting.

**2. Qualifications for Reimbursement** – Board of Directors members and NCSCA reimbursed participants will not be reimbursed for travel and related expenses for official NCSCA meetings unless they are in attendance at each session.

**3. Leadership Development Institute (LDI)** – ASCA will fund the registration expenses for the President Elect to attend the ASCA LDI. NCSCA will fund the registration expenses of the current President to attend the ASCA LDI. Their travel and room expenses should follow the policy as set forth in D.1.

## **Section E: Advances and end of Fiscal Year Accounting**

**1. Requests for Advances** – Requests for advances must be completed to obtain money in advance for travel or other anticipated costs in fulfillment of assigned duties for approved budget items. The itemized use of these funds must be clearly defined as requested on the form. The request shall be submitted to the NCSCA Treasurer (see E.2).

**2. Advance Limits** – All advances must be reconciled with appropriate receipts before a new advance may be requested with the exception of requests from the NCSCA President. The amount requested must not exceed the balance remaining in the budget from which it is requested.

**End of Fiscal Year Accounting** – The accounts of all cost centers must be resolved by July 15<sup>th</sup> of each year.

**Section F: Audit and Review**

**1. Audit and Review** – NCSCA financial records and accounts will be reviewed annually by the finance committee and an external auditor.

**Section G: Amending Financial Policies**

**1. Amending Financial Policies** – A majority vote of the Finance Committee and the approval of the Board of Directors may amend the Financial Policies.

Approved May 2006

Amended September 16, 2006

Amended June 3, 2007

Updated June 12, 2009

Updated June 14, 2009

Updated Feb 6, 2010

Updated Feb 24, 2012

Updated June 16, 2013

Updated September 28, 2013

Updated November 6, 2013

Updated July 31, 2014

Updated September 26, 2105

Updated April 23, 2016

Updated April 22, 2017

Updated June 17,2017

Updated July 7, 2018

Updated June 21, 2019

Updated June 22, 2019 / NCSCA Board of Director's Meeting / Raleigh, NC