



PSSCA Governing Board
Policies and Procedures
Approved April 28, 2022

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Travel Expense and Reimbursement Procedures

1. PSSCA will reimburse Board members for all reasonable expenses incurred, (conference registration fees, other pre-approved professional development registration fees, hotel, airfare, transportation to/from airport/hotel, luggage fees, and parking) while fulfilling the responsibilities of serving on the Board. Reimbursements will not be issued until travel has been completed or responsibilities have been fulfilled.
2. PSSCA will waive the annual conference registration fee for Board members and will reimburse approved expenses noted above related to the conference.
3. The Executive Director or Association Manager will make all travel and hotel arrangements for Board members such as the Annual Conference or Board Meetings.
4. If a Board member's flight is delayed or travel plans change while en route to a Board meeting, he/she should contact the Executive Director or Association Manager. If Executive Director or Association Manager are unavailable and immediate decisions are required, the Board member may make decisions that do not incur unreasonable expenses for PSSCA.
5. The Executive Director or designee will process reimbursement requests.
6. If there are issues regarding reimbursement, the Executive Director will be notified.
7. The Board shall decide if any other person attending the ASCA Delegate Assembly and/or annual conference will be reimbursed for their expenses.
8. See Operations Manual for additional reimbursement policies.



Unbudgeted Expenses

The Board Chair serves as the final approving authority for all expenses in accordance with the budget.

1. Approve expenses for the Board of Directors.
2. Submit the proposed budget approved by the Finance Committee to the Board for approval.
3. Contact the ED or Board Chair for approval on an expense that exceeds the approved budget.
4. Approves the annual budget and any other financial commitments, expenses, or income.

The Executive Director or Board Chair cannot exceed \$2500, each, in unbudgeted expenses per fiscal year after which full Board of Director approval must be sought.



Procedures to Address Violations of Board Policies

1. If a Board member or the Board violates a policy during a Board meeting:
 - 1.A. Any Board member is obligated to stop the discussion at the point of question and request that the Board review any policies that might be violated.
 - 1.B. The entire Board will review relevant policies. Either the policies will be revised, or the discussion will cease.
2. If a Board Member believes or is informed that a Board member is in violation of a Board policy:
 - 2.A. The Board member with concerns will contact the Executive Director and discuss the violation.
 - 2.B. The Executive Director will contact the Board member allegedly in violation to discuss the violation.
 - 2.C. At the next Board meeting, the violation will be reviewed with the entire Board, with the primary focus on educating the Board through public review.
 - 2.D. After Board review of the violation, the Board will conclude one of the following:
 1. There was no violation of Board policy.
 2. There was a violation of Board policy, but no consequence is given to the Board member in violation.
 3. There was a violation of Board policy and the Board member in violation receives a formal reprimand and/or other consequences by the Board.
 4. There was a violation of a Board policy and the Board member in violation is removed from the Board based on a 2/3 majority vote.
3. A Board member believes or is informed that the Executive Director is in violation of a Board policy:
 - 3.A. The Board Member will contact the Board Chair and discuss the violation
 - 3.B. The Board Chair will contact the Executive Director to discuss the violation.
 - 3.C. At the next Board meeting, the violation will be reviewed with the entire Board, with the primary focus on educating the Board through public review.



- 3.D. After Board review of the violation, the Board will conclude one of the following:
1. There was no violation of Board policy.
 2. There was a violation of Board policy, but no consequence is given to the Executive Director.
 3. There was a violation of Board policy and the Executive Director receives a formal reprimand and/or other consequences decided upon by the Board.
 4. There was a violation of Board policy and the Executive Director is removed from the PSSCA Board based on a 2/3 majority vote.



Operations

Executive Director: Shall have been a member of the association the two years prior to seeking the position, has 5 years of experience in a school counseling position, and served as a Board or committee member of the association for at least two years. An annual review will be conducted in February by the PSSCA Board of Directors and a written report submitted by the Board Chair to the Board of Directors for approval. The Executive Director shall have a voice, but no vote. The position will not be a paid staff position, but the Board may authorize a stipend.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA Bylaws, Operations Manual, or any other policies and procedures approved by the Board or membership.
2. Manage the daily operations of the association.
3. Approve operational procedures and functions of the association and its committees.
4. Brief the Board on operational procedures including committee operations and seek Board approval as appropriate.
5. Manage and approve the operational funds for the association. Work with the Finance Director of Operations in accounting for the receipt and expenditure of these funds. Submit a budget request annually for the association's operations along with all budget requests of operational committees to the Finance Director of Operations to build into the annual budget.
6. Oversees a record keeping system for the association with records maintained in the most current and reasonable electronic format. Financial records will be maintained for a minimum of 10 years.
7. Establish operational working groups as needed to carry out the operations of the association. Directors of Operations do not have a vote on the Board of Directors.



8. Attend the ASCA Leadership Development Institute and conference for leadership training to assist with the association's operations with expenses being reimbursed as approved by the Board.



Board Committees

As outlined in the Palmetto State School Counselor Association Bylaws, the PSSCA Board of Directors annually appoints individuals to PSSCA's three standing Board committees. In addition to members of the Board of Directors, PSSCA members can serve on a committee that is set forth in policy or created by the Board.

1. Active PSSCA members will self-identify interest in participating in a PSSCA committee.
2. PSSCA will provide the Director of Operations of each committee, a list of individuals that are interested in being part of a PSSCA committee.
3. The Director of Operations, or other Board appointed committee members, will contact potential committee members based on information provided.
4. Committee appointments will last one year, with the opportunity to reapply annually.



Bylaws and Policies Review Committee

The Bylaws Committee ensures PSSCA is in compliance with Bylaws generally and specifically ensures any amendments to the Bylaws are proposed and approved in accordance with Article IX.

1. The PSSCA Bylaws Committee solicits input from Board members to conduct a comprehensive review of PSSCA Bylaws at least annually to determine whether any revisions are necessary.
2. The PSSCA Bylaws Committee reviews all proposed Bylaw amendments to ensure the amendments comply with current PSSCA Bylaws. The Committee recommends proposed amendments to the Board with sufficient time to comply with requirements for proposing amendments to membership.
3. The PSSCA Bylaws Committee presents proposed amendments to the membership and leads discussion about the proposed amendments.
4. The PSSCA Bylaws Committee monitors PSSCA policies, particularly proposed policies or revisions, and in collaboration with the full Board of Directors ensures the policies are in compliance with PSSCA Bylaws.



Nominations and Elections Committee

The Nominations and Elections Committee facilitates the selection and election of qualified candidates for the PSSCA Board of Directors and performs such duties as may be directed by the Bylaw, Board Policies or Board of Directors.

1. The Nominations and Elections Committee oversees recruitment of candidates by encouraging members to self-nominate and coordinating with others to develop a list of names of eligible candidates.
2. The Nominations and Elections Committee oversees selection of candidates by reviewing candidate applications.
3. The Nominations and Elections Committee notifies all applicants of the accepted slate of candidates who will move on to the ballot.
4. The Nominations and Elections Committee oversees campaign and election activities and responds to questions or charges of violations concerning the election activities of candidates. Members of the Nominations and Elections Committee may raise questions concerning candidate actions when appropriate.
5. The Nominations and Elections Committee informs candidates of election results.
6. The Nominations and Elections Committee annually reviews the nominations and elections procedures to determine whether revisions are needed.
7. The Nominations and Elections Committee carries out other responsibilities as agreed upon by the Board of Directors.



Nominations and Elections Procedures

1. Recruitment of Candidates for Board of Directors

- 1.A. Members of the Board of Directors and the Nominations & Elections Committee solicit candidates.
- 1.B. Candidates must self-nominate.

2. Candidate Qualifications

- 2.A. Candidates must be employed full-time in school counseling in a school, school district or state department of education or as a full-time faculty in a school counselor education program on the due date for the submission of candidate applications.
- 2.B. Candidates must self-nominate.
- 2.C. Candidates must have been practicing school counselors for at least five years on the due date for the submission of candidate applications.
- 2.D. Candidates must hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency on the due date for the submission of candidate applications.
- 2.E. Candidates must be PSSCA Professional Members for three (3) years and a current ASCA Professional Member.

3. Application and Screening Process

- 3.A. Candidates must submit a Board of Director application before the established and published deadline.
- 3.B. The Nominations & Elections Committee uses a rubric to evaluate prospective candidates. Candidates who receive a minimum score on the rubric may be approved



for the slate by a majority vote of the Committee with a maximum of eight candidates.

4. Campaign Policies

- 4.A. Candidates shall not enlist current or past PSSCA leaders to solicit votes on their behalf.
- 4.B. Candidates shall refrain from using PSSCA resources to solicit votes including PSSCA-sponsored speaking opportunities and posting messages of any kind on PSSCA social media, including the website, social network, listservs and other media, from the time the slate is announced until the end of the balloting period.
- 4.C. Current and past PSSCA Board members are not permitted to endorse or to solicit votes for individual candidates.
- 4.D. State school counselor associations may promote the elections as a whole but may not use PSSCA resources to endorse, promote or solicit votes for individual candidates. No appearance shall be given that PSSCA is endorsing a candidate.
- 4.E. PSSCA may introduce candidates at the PSSCA annual conference.
- 4.F. PSSCA may host a reception for candidates at the PSSCA annual conference.
- 4.G. PSSCA may invite candidates to make a speech at the PSSCA annual conference.
- 4.H. Candidates who are found to be in violation of these campaign policies may be disqualified from the election.

5. Election Process

- 5.A. The general election will be held through electronic balloting beginning at the PSSCA annual conference, or other designated period of time.
- 5.B. Candidates are listed alphabetically by last name on the ballot.



- 5.C. Voters select up to three candidates on the slate.
- 5.D. The three candidates who receive the highest number of votes will be elected to the Board. If the candidates who receive the third and fourth highest number of votes receive the same number of votes, the candidate with the higher scores on the nominations rubric will be elected to the Board.
- 5.E. Candidates who are elected to the Board must comply with all Board policies as soon as they are notified of the election results and accept a position on the PSSCA Board of Directors, even though they have not yet joined the Board officially.

6. Board Training & Expectations

PSSCA Board members are expected to complete all required training within the timeframe specified.



ASCA Delegate Assembly

1. The number of voting delegates to represent PSSCA is based on criteria established by ASCA.
2. PSSCA voting delegates to ASCA LDI are Chair of the Board and Vice Chair of the Board who will be serving as such for the upcoming Board year. If one cannot attend, the Executive Director will be the voting delegate who will attend.
3. The PSSCA School Counselor of the Year will be a non-voting delegate to ASCA LDI the summer that they are recognized by ASCA.
4. The Executive Director will be funded if not already an alternate for the Chair of the Board or the Vice Chair of the Board.
5. Additional Board members may have the opportunity to attend ASCA LDI if the PSSCA budget allows. An application process will determine who will attend.
 - 5.A. The applications will be made available to all Board members. If more than two Board members apply, an alternate will be named based on the rubric from the application review. The delegates will be selected by a committee made up of the Executive Director, Chair of the Board, Vice Chair of the Board, and SCOY. Priority will be given to individuals in leadership positions or Board members who have never attended LDI, or Board members who are presenting. Any additional delegates will be approved by the governing Board. The Chair of the Board shall appoint any replacement if a delegate is unable to attend.
6. The delegates and any other person reimbursed by the association for attendance shall share the information received at the ASCA Delegate Assembly, Leadership Development Institute, ASCA Annual Conference, or any other conference with other PSSCA members through either a newsletter article or a conference presentation at the annual conference or regional meetings. Failure to present, if requested, may constitute dismissal or request for reimbursement.



Research Requests

Any PSSCA member may submit a request to post research surveys and results on the association's website and/or in the newsletter.

2. All research requests will be reviewed by the Professional Development Director of Operations for approval using the following criteria:
 - a. Research proposals must be substantially related to the school counseling profession.
 - b. Research proposals/results cannot be for personal gain.
 - c. A copy of the Institutional Review Board (IRB) approval authorizing the research must be provided to the association. Exceptions to the policy must be approved by the governing Board.
 - d. The research request and results must be professionally written using appropriate academic language.
 - e. The requesting member will not state or infer that PSSCA endorses the specific research proposal or results. A disclaimer to this effect will also be added to the website/newsletter.
 - f. The requesting member must provide the association and its members with access to the research results and/or present findings at the annual conference.



Key Performance Indicators

ENDS POLICIES

1. ADVOCATE for effective implementation of a comprehensive school counseling program.
2. UNITE school counselors with a common, consistent, and inclusive professional identity.
3. SERVE by providing training about best practices and current trends in school counseling.

E.1. School counselors share a common and consistent professional identity.

- Number of people who access PSSCA resources on website
- Number of PSSCA members who call themselves school counselors in their profile compared to guidance counselors
- Growth in membership
- Growth in conference attendance
- Number of webinars offered and attended

E.1-A School counselors know and practice the ASCA National Model.

E.1-B School counselors know and practice the ASCA Ethical Standards for School Counselors.

E.2 Administrators, superintendents, school Board members, and policy-makers understand and support the school counseling profession.

E.2-A State legislators and SCDE are aware of comprehensive school counseling programs aligned with the ASCA National Model.

- Legislation regarding/affecting school counselors



Annual Calendar

The PSSCA Board of Directors develops its annual calendar of Board meetings during the last meeting of the fiscal year for the following fiscal year and revises the calendar throughout the year as necessary.

The Board has established the following schedule of standing dates for Board meetings:

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| Post-ASCA Conference | |
| November: | TBA |
| January: | During Annual Conference |
| April | TBA |