



Board of Directors
Procedures Manual
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Purpose of Policies and Procedure Manual

The Magnolia State School Counselor Association (MSSCA) Policies and Procedures Manual has been designed to form and engage the leaders of this organization.

Magnolia State School Counselor Association's Mission:

To foster a closer professional and personal relationship among professional school counselors in order to realize more fully the objectives of school counseling programs through membership and active involvement in the association.

Board of Directors Responsibilities

Elected Board Members shall:

1. Serve as a voting member of the Governing Board.
2. Bring concerns of constituents to the attention of the Board with recommendation for action.
3. Assist the Professional Development and Conference Committees in planning and facilitating programs for MSSCA conferences, workshops, and online programming.
4. Facilitate sharing session(s) at the MSSCA conference or other professional development activities.
5. Participate in the creation and/or review of MSSCA's Strategic Plan as well as give input to the annual work plan.
6. Write articles for Magnolia State SCA Newsletter.
7. Check the MSSCA website regularly for errors, omissions and outdated material
8. Work with the Membership and Outreach Committee to generate new membership by proposing incentives or initiatives for new members as well as supporting current membership.
9. Attend meetings on a regular basis as well as the annual summer Leadership Development Institute.
10. Represent MSSCA at a selected share of the affiliate meetings.
11. Serve as liaison to the assigned committee or focus area.
12. Submit a budget request to the budget and finance committee when requested.
13. Complete ASCA U Leadership courses within the first year of election.

Responsibilities of the Board Chair

The Board Chair Shall:

1. Assume office on July 1.
2. Provide leadership and oversee the work of the Board to ensure the completion of the mission of MSSCA.
3. Execute the Strategic Plan of the association.
4. Prepare agendas, preside over all general and annual meetings and determine the dates and sites for all Board of Director meetings.
5. Communicate regularly with the membership by writing articles for the Magnolia State SCA Newsletter and periodic email communication.
6. Maintain and store historical records including electronic copies of meeting minutes, bylaws, policy governance manuals, ends statements, etc. These should be kept in such a way that the Board of Directors will have easy access to these documents, i.e., Google Drive, MSSCA website, etc.
7. Work with the Assistant Chair in planning the annual business meeting.
8. Maintain a personal/professional email/Internet account that allows for ongoing MSSCA communication and shall respond to emails in a timely manner (2 business days).
9. Develop a Master Calendar of events for the MSSCA, update annually, and present to the Board of Directors for approval, prior to the beginning of each fiscal year.
10. Represent MSSCA at the ASCA Delegate Assembly, Annual Conference, Leadership Development Institute (LDI), and other conferences or meetings, as necessary.
11. Periodically review and be familiar with the association's documents including bylaws, policies and procedures, Strategic Plan, minutes, financial reports, and other pertinent information.

Responsibilities of the Assistant Board Chair

The Assistant Board Chair Shall:

1. Assume office on July 1.
2. In the absence of the Chair, assume the role of the Chair with all its authority and responsibility.
3. Represent MSSCA at the ASCA Delegate Assembly, Annual Conference, Leadership Development Institute (LDI), and other conferences or meetings, as necessary.
4. Attend all MSSCA Board meetings and MSSCA annual conference.
5. Write occasional articles for the Magnolia State SCA Newsletter.
6. Assist the Board Chair in the selection of new committee chairs and liaisons.
7. Periodically review and be familiar with the association's documents including bylaws, policies and procedures, Strategic Plan, minutes, financial reports, and other pertinent information.

Responsibilities of the Board Secretary

The duties of the secretary are to:

1. Send out all necessary notices and correspondences as needed
2. Attend all meetings of the association.
3. Prepare the following for each meeting:
 - a. copy of previous meeting minutes
 - b. blank motion forms
 - c. updated attendance record
4. Assist the Chair in the archiving of the official minutes at the end of each fiscal year.
5. Prepare articles for the Magnolia State SCA Newsletter when appropriate.
6. Attend the annual summer Leadership Development Institute.
7. Assist in the orientation of new Board Members.

Responsibilities of the Board Treasurer

The duties of the treasurer/co treasurer are to:

1. The Board Treasurer shall be the chair of the Budget and Finance Committee.
2. Maintain MSSCA's records, administer the affairs of the Association, in accordance with MSSCA's mission and vision.
3. Oversee the professional accounting services and ensure that the appropriate forms are filed with the IRS and the State of Mississippi.
4. Appoint, with the approval of the Board of Directors, an accountant.
5. Send out requests for budget in May of each year.
6. Prepare the annual budget and ensure it is voted upon before the new fiscal year begins.

Ground Rules for Meetings

Meetings will be run following the most recent version of Robert's Rules of Order, Newly Revised, (by Henry Martin Robert) as specified in the Bylaws.

1. Focus on results (i.e., outcome of your activity) rather than the process (i.e., how you got the results. This focus should parallel our progress on the MSSCA. We should focus on the future, not present or past-focused, and we should be proactive rather than reactive.
2. Stay open to input and new ideas; be willing to move your position.
3. Listen in order to understand.
4. Base decisions on data, the goals of the organization, and the work plan.
5. Challenge assumptions and preconceived notions; encourage the expression of dissent at board meetings.
6. Treat other board members with respect, courtesy, fairness, and good faith.
7. Focus on what is right for the organization, not what is right.
8. Respect the confidentiality of board meeting discussions, with the exception of agreed upon decisions by the board. It is important that at the end of board meetings we speak with one, unified voice.
9. Limit discussions of board business to the boardroom meetings.
10. Be familiar with board member roles (MSSCA Policies/Procedure Manual).
11. Remember that we are each responsible for the success or ineffectiveness of board meetings.

Procedures to Address Violations of Board Policies

One of the most important elements of Policy Governance is the Board responsibility to hold itself accountable for its actions. This includes actions taken by individuals that may undermine the efforts of the organization, the board or other individuals.

The MSSCA Board shall use the following process to resolve disputes:

1. If a board member or the board violates a policy during a board meeting:
 - 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.
 - 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:
 - a. The board member will contact the Chair and discuss the violation.
 - b. The Chair will contact the board member to discuss the violation.
 - 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.
 - d. After board review of the violation, the board will conclude one of the following:
 - i. There was no violation of board policy.
 - ii. There was a violation of board policy, but no consequence is given to the board member in violation.
 - iii. There was a violation of board policy and the board member in violation receives a formal reprimand and/or other consequences by the board.
 - iv. 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 Chair is in violation of a board policy:
 - a. The board member will contact the Assistant Chair and discuss the violation
 - b. The Assistant Chair will contact the Chair to discuss the violation.

- 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.
- d. After board review of the violation, the board will conclude one of the following:
 - i. There was no violation of board policy.
 - ii. There was a violation of board policy, but no consequence is given to the Chair.
 - iii. There was a violation of board policy and the Chair Receives a formal reprimand and/or other consequences decided upon by the board.
 - iv. There was a violation of a board policy and the Chair is removed as Chair of the MSSCA board but remains a board member based on a majority vote.
 - v. There was a violation of board policy and the Chair is removed from the MSSCA board based on a 2/3 majority vote.

Board Members’s Code of Conduct

As a leader who helps to promote excellence in the profession of school counseling, it is my ethical responsibility to see that the work of my school counseling association board meets the standards and goals that result in significant progress for the profession in Mississippi. Therefore, it is of the utmost importance the board meeting operates as efficiently and as judiciously as possible as based on Policy Governance methods. To not follow this code is to hinder the collective work to advance the profession of school counseling. As a fully responsible and participating member of the leadership MSSCA, I will demonstrate my commitment to the association and the profession by agreeing to the following:

- I will read/re-read the bylaws and policies under which the Board operates.
- I will fulfill the duties and responsibilities of my position.
- I will abide by the ASCA Ethical Standards for School Counselors.
- I will prepare for, attend, and participate in the meetings of the Board and committees to which appointment has been accepted.
- If I have any items to be placed on the upcoming Board Meeting Agenda, I will deliver such items one week prior to the meeting.
- If I am a committee chair, I will deliver a committee report during the Board meeting.
- I will ensure that each matter is dealt with in a fair, equitable, impartial and just manner based on what is best for school counselors, and ultimately, the students served.
- I will accept responsibility and accountability for the decisions made by the Board, regardless of personal opinion and I will not through word or deed, undermine the collective decision of the Board. I will speak with one voice for this professional association.
- I will avoid any conflicts of interest with respect to my fiduciary responsibility.
- I will demonstrate mutual respect and support the opinions of other Board members.
- I will not speak or act for the Board without proper authorization.
- I will carefully consider and respect the opinions of other Board members
- I will submit all required reports to the Board in a timely manner.
- I will attend Board meetings regularly, realizing that if I miss two consecutive meetings in a year, I may be asked to reconsider my commitment to my position on the Board.
- I will inform the Chair/Assistant Chair of any conflicts I may have with scheduled Board meetings and will follow-up with other Board members to find out what responsibilities I may need to fulfill to the organization.
- I will act in a professional manner at any time I am representing MSSCA or interacting with constituents.

Signature: _____ **Date:** _____

Delegates to the National Assembly

The Governing Board is empowered to appoint two representative(s) to the ASCA Delegate Assembly as called for by the ASCA Bylaws. Such delegates will include the rising Board Chair and Board Assistant Chair who will assume office on July 1. Any additional/replacement delegates must be approved by the Governing Board. All delegates must be professional members of ASCA.

Additional MSSCA members may be sent to the ASCA Leadership Development Institute (LDI) and annual conference pending available funding and approval by the Governing Board.

Delegate should report back to MSSCA membership with results of Assembly actions. Delegates will be reimbursed for travel expenses associated with the annual Delegate Assembly and ASCA conference in compliance with the MSSCA fiscal policies.

Fiscal Policies

Policies Related to Income

Income is obtained through:

- Membership dues
- Conferences, workshop, or online professional development programs
- Interest or invested financial reserves
- Sponsorships
- Other

Procedures Related to Income

1. Deposits may only be made by one of the following individuals
 - a. Conference Co/chairs
 - b. Membership/Professional Development Coordinator
 - c. Treasurer
 - d. Board Chair
2. A deposit slip must be completed in its entirety and given to one of the individuals listed above to make the deposit.
3. All deposits must be made within a timely manner but no later than 30 days of receipt of funds.

Policies Related to Expenditures

1. Expenditures must be in relationship to income and must be limited to budget line allocations.
2. Expenditures must be consistent with the MSSCA Strategic Plan. They must conform to priorities established by the Governing Board to ensure maximum benefits to the membership of MSSCA
 - a. Travel, telephone, postage, mileage, and other expenses related to activities of elected and appointed Board members

3. Purchases above and beyond the budgeted amount involving rare or infrequent expenditures should be discussed with the Governing Board prior to the acquisition. Approval for expenditures is required as follows:

Procedures Related to Expenditures

1. Bills must be submitted to the Board Chair and Treasurer for approval before payment is made.
2. All bills must be submitted, with original receipts, within sixty days of the expense or invoice. Failure to adhere to this procedure may result in forfeiture of reimbursement.

MSSCA-Sponsored Conferences/Professional Development

A. Registration Fee

- a. MSSCA will waive the annual conference registration fee for the board members
- b. MSSCA will waive the registration fee for any professional development for board members.

B. Presenters:

- a. Presenters will be charged a reduced registration fee to attend the annual conference; the reduced fee to be determined and approved by the Board.
- b. Presenters are responsible for any and all supplies, materials, services required at the conference site, lodging, meals and travel.

Reimbursement Policy for MSSCA Business

It is the policy of MSSCA to pay reasonable travel expenses for all who travel on MSSCA board or committee business, including transportation and meals. MSSCA reimburses only for actual out-of-pocket expenses incurred and requires receipts for these expenditures.

Reimbursement will be provided with the following limits:

Transportation:

Reimbursement for air travel to and from MSSCA approved events will not exceed the least expensive discounted air or rail fare available at the time of the conference. Travel must be from the closest airport directly to the event, excluding any variations and extensions, which must be the responsibility of the delegate.

Although fares may vary, least expensive fares are usually available only on 21-day or greater advance purchase tickets.

Reimbursement for automobile travel may not exceed the least expensive airfare.
Mileage will be reimbursed as per the federal IRS reimbursement rate on January 1 of each year.
Parking (must have receipts)
Tolls (must have receipts whenever possible)

Lodging

Reimbursement for hotels will be at one-half the double occupancy rate for conference hotels. Expenses incurred over and above the amount will be the responsibility of the individual. Person desiring a single room will also be reimbursed at one-half the double occupancy rate. Delegates are advised to contact other attendees for roommate arrangements.

Meals:

Reimbursement for meals and other miscellaneous expenses will be limited to a maximum of \$60 per person, per diem, including gratuities, with receipts. Participation in formal luncheons or ASCA/MSSCA or other professional programs where meals are served will be deducted from that amount by the delegate prior to submission for reimbursement.

Ground Transportation:

Reimbursement for transportation to and from airports and rail stations will be limited to the prevailing cost of airport/downtown shuttles.

Parking:

Reimbursement for parking, with receipts, while on ASCA/MSSCA business will be granted.

Board Committees

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

1. Active MSSCA members will self-identify interest in participating in a MSSCA committee (Budget & Finance, Bylaws & Policies, Membership Outreach, Nominations & Elections, Professional Development, and Government & Interpersonal Relations). MSSCA Membership Outreach Committee Chair will review membership to ensure an individual is a member in good standing with MSSCA.
2. Individuals will complete either the membership form or a "Committee Interest Form" and submit to MSSCA by established and posted deadline.
3. MSSCA will provide the Chair of each committee a list of individuals that are interested in being part of an MSSCA committee.
4. The Chair, or other board appointed committee members, will contact potential committee members based on information provided on the "Committee Interest Form"
5. Committee appointment will last one year, with the opportunity to reapply annually. No person should serve as chair more than 3 consecutive years.
6. Committee chairs shall keep the Board regularly informed of all committee activities.
7. Committee chairs shall participate in the creation and/or review of MSSCA's Strategic Plan as well as give input to the annual work plan. Each chair is expected to complete tasks assigned to his/her committee.
8. Each committee chair shall submit budget requests to the Budget and Finance Committee when requested.

Budget and Finance Committee

The Budget and Finance Committee is the Governing Board's agent for organization of financial affairs. The Budget and Finance Committee accepts responsibility to:

1. The Committee shall be chaired by the Treasurer.
2. Gather from the officers and chairs, a description of their financial needs in March of each year.
3. Meet and organize those needs into the form of an annual budget.
4. Present this budget to the Board of Directors for approval.
5. Gather and present to the Board of Directors, whenever appropriate, ideas and policy matters concern the development and maintenance of the organization's financial resources. This may include proposals for both the acquiring and the appropriate use of MSSCA funds, as well as for the proper maintenance of records.

Bylaw and Policies Committee

The Bylaw and Policies Committee accepts responsibility for annually reviewing the MSSCA Bylaws and Policies to ensure that they meet current state and national practices and expectations.

1. Annually review the Bylaws of the Association to ensure compliance with ASCA requirements and the current practices of MSSCA.
2. Solicit input from Board of Directors to conduct a comprehensive review of MSSCA Bylaws and Policies annually to determine whether any revisions are necessary.
3. Provide ASCA an updated copy of the Bylaws of the Association.
4. Monitor MSSCA policies, particularly proposed policies or revisions, and in collaboration with the full Board of Directors ensuring the policies are in compliance with MSSCA Bylaws.

Membership and Outreach Committee

The Membership and Outreach accepts responsibility for promotion of membership, new and renewal. It seeks programs and ideas that will strengthen the membership base and provides incentive for membership.

1. Be responsible for the promotion of association membership, both new and renewal, including an annual review of promotional and information literature. Responsibility to include production of revised or new literature as needed.
2. Maintain the membership database of the organization, including the assignment of membership numbers,
3. Send renewal notices to individuals when membership is to be renewed.
4. Prepare a membership report for each MSSCA Board of Directors meeting.
5. Devise plans for and actively participate in, the recruiting of new memberships, especially with under-represented populations.
6. Submit a budget request to the Budget and Finance Committee when requested.
7. Supervise maintenance of membership records to accurately show distribution of various membership categories. The Chair of Membership and Outreach shall prepare membership reports as requested by the Board Chair and/ or the Board of Directors.
8. Make recommendations regarding membership dues and policies to the Board of Directors, as necessary.
9. Maintain and update the MSSCA website as needed.
10. Supervise a Social Media subcommittee, which is responsible for promoting the association and its events on various outlets including but not limited to FaceBook, Twitter, and Instagram.

Nominations and Elections Committee

The Nominations and Elections Committee accepts responsibility for facilitating the selection and election of qualified candidates for the MSSCA Board of Directors and to annually coordinate awards sponsored by MSSCA.

1. The Nominations and Elections Committee Chair is a member of the Board of Directors who is not eligible for re-election that year. (How do we address this since we are a new organization?)
2. A statewide call for nominations should be made through the MSSCA website and email blast. Committee members may make additional nominations.
3. Candidates shall submit nomination forms and a resume prior to the established deadline.
4. If there are multiple board nominations, the committee shall then meet to determine how many names will be placed on the ballot. (Think it's limited to 6 candidates in the bylaws.) Careful attention should be paid to representing the following factors: region, gender, level and underrepresented members. It is the responsibility of the Committee and the Board of Directors to assure the selected candidates are members of MSSCA and are in good standing.
5. Voting will take place online.
6. The Nominations and Elections Chair receives the ballot results and notifies all candidates of the election results.

Professional Recognition Procedures (SCOY)

1. Create/update official nomination platform for School Counselor of the Year.
2. Publicize the call for nomination each March.
3. Submit SCOY for ASCA award consideration.
4. Order plaques and present awards during the annual fall conference.
5. Work in partnership with MDE to plan the annual School Counselor of the Year presentation at the recipient's school in late November/early December.

6. Promote and Publish recipients information in appropriate media outlets.

Professional Development Committee

The Professional Development Committee accepts responsibility to develop, present and promote excellence in school counseling by providing professional development opportunities to meet the needs of MSSCA members. The committee, in conjunction with the MSSCA board is responsible for:

1. Provide school counselors, graduate students and others associated with our work with opportunities to gain new knowledge or update their skills.
2. Collaborate with other standing committees to provide such professional development opportunities.
3. Provide assistance to the MSSCA affiliates in planning professional development programs and workshops.
4. Assist with the organization of workshops, ongoing face-to-face and online professional development opportunities as recommended by the MSSCA committees and the MSSCA Board of Directors.
5. Design or designate development of certificate of attendance and evidence of learning forms for each MSSCA professional development event.
6. Maintain or designate overseer of MSSCA PD archives including: attendance records for all MSSCA PD events, and active list of recipients of MSSCA PD certificates issued along with copies of PD required submitted materials and attendance verification to document completion of PD requirements.
7. Explore methods of encouraging professional school counselors in Mississippi to participate in local, regional, state, or national professional development conferences and programs.
8. Design flyers announcing future professional development events for MSSCA newsletters, website, email blast and social media after consulting with the Board Chair.

9. Submit budget requests to the Budget and Finance Committee when requested.
10. Overseeing the conference committee which shall have its own co-chairs and is responsible for the following duties:
 - a. Choosing the theme and identifying keynote speakers for the annual conference.
 - b. Organizing a call for programs and choosing conference program presenters.
 - c. Marketing and communicating conference information to members and non-members.
 - d. Soliciting exhibitors and sponsors.
 - e. Managing conference registration.
 - f. Developing and printing the conference manual.
 - g. Developing a conference schedule and activities.
 - h. Choosing menus.
 - i. Conducting a conference evaluation.
 - j. Offering an opportunity to earn CEUs and NBCC hours. (awaiting approval)

Government and Interpersonal Relations Committee

The Government and Interpersonal Relations committee advocates for school counselors among all facets of the state and national government. The Committee will work closely with legislators and educational leaders, proposing, monitoring and promoting legislation that will impact our work.

The duties and responsibilities of the Government and Interpersonal Relations Committee are to:

1. Raise membership awareness and keep membership informed about the state and federal legislative process in Mississippi.
2. To develop avenues for dialogue with local policy-making communities and with allied associations having common cause.
3. To become acquainted with members of Mississippi's educational policy making committees and learn how they operate.
4. To establish a working relationship with the staff of the Mississippi legislature.
5. Establish a statewide communications network that can monitor, report and take action on state and federal legislation important to MSSCA. Secure a list of MSSCA members by congressional district, who, when needed, will serve as contacts with Mississippi's members of Congress.
6. To propose, support and monitor legislation that would be of benefit to school counselors and our students.
7. Establish clear lines of communication between the ASCA public policy director and the Government and Interpersonal Relations Chair.
8. Organize appropriate advocacy events around the state and/or at the Day at the Capital to promote school counseling and raise awareness of legislative issues that would benefit the profession.
9. Submit session proposal for the spring conference detailing the issues of advocacy and public policy.
10. Submit timely articles to the MSSCA newsletter updating members about legislative and advocacy matters.